



# CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

## PERSONNEL COMMISSION

4900 W. 147<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 263-3751

**Please**  
**Post**

### CLASSIFIED EMPLOYMENT OPPORTUNITY OPEN AND PROMOTIONAL

September 25, 2018

Centinela Valley Union High School District is testing to establish an eligibility list for the position of Behavior Management Aide. These positions will be filled from the eligibility lists being established at this time. The eligibility list will expire in one year OR when fewer than three candidates remain on the list.

#### BEHAVIOR MANAGEMENT AIDE

(Substitute positions only available at this time)

**POSITION:**

**DESCRIPTION:**

At any School Site

Under the direction of a Principal and general supervision, provide one-on-one and group behavioral support to designated special education students in a educational setting, community and classroom; participate in behavioral modification and management of students; assist students with and demonstrate proper physical care and hygienic needs. Under the direction of a special education teacher, assist the teacher in performing assigned tasks; assist in instructing pupils individually or in small groups; assist a teacher or administrator in establishment and maintenance of appropriate classroom and site behavior; participate in staff meetings and in-service training programs as assigned.

**SALARY:**

\$17.34 per hour

**QUALIFICATIONS**

See attached job description

**START DATE:**

As soon as possible.

**DEADLINE DATE:**

**October 15, 2018 at 3:00 p.m.**

Candidates will be notified by mail or e-mail when the exam will be administered.

**APPLICATION PROCEDURES:**

Classified applications may be obtained from the Office of the Personnel Commission; 4900 W. 147<sup>th</sup> Street, Hawthorne 90250, (310) 263-3751 or you can download the application from our web site at [www.centinela.k12.ca.us](http://www.centinela.k12.ca.us). All completed applications must be turned into the Office of the Personnel Commission by the deadline date. Incomplete applications will be screened out and not be allowed to continue with the process. **A thorough review of application materials will result in narrowing the field of competition to the most qualified applicants.**

**SELECTION PROCEDURES:**

Applications will be accepted from the general public and district employees who possess the necessary qualifications. The examination process may be comprised of one or any combination of the following: a paper screening of the applicants background, training, and experience; written exam; qualifications appraisal oral interview; performance exam; or technical oral exam. Persons needing reasonable accommodations must notify the Office of the Personnel Commission by the deadline date. A passing score must be achieved on all portions of the examination in order to be placed on the eligibility list. Outside candidates will be placed on one ranked eligibility list. District candidates may be placed on a separate ranked eligibility list. Eligible district employees will receive seniority points, which will be added to their final passing scores. Veterans submitting form DD214 will be granted veterans points, which will be added to their final passing scores.

**HIRING PROCEDURES:**

Centinela Valley Union High School District is a merit system (civil service) school district. Employment and promotion of Classified employees are based upon merit, fitness and qualifications. The person selected to fill any regular position will be from among the top three ranks on the eligibility list approved by the Personnel Commission. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, driver's license, or other equivalent identification and social security card. No person will be allowed to begin working before the district receives fingerprint and medical clearance

**WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Centinela Valley Union High School District is committed to providing a safe school and working environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For more information or to file a complaint, please contact Dr. Stephen Nellman, Assistant Superintendent, Human Resources Division, Centinela Valley Union High School District, 14901 Inglewood Avenue. Lawndale, CA 90260. [nellmans@centinela.k12.ca.us](mailto:nellmans@centinela.k12.ca.us) (310) 263-3210

## **Behavior Management Aide (Substitute)**

### **ESSENTIAL DUTIES**

Duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification:

### **QUALIFICATIONS:**

- Helps pupils to be self-reliant.
- Implements assigned sections of pupil behavior management plans which may involve use of approved behavior modification, physical management techniques or other skills or knowledge to establish and maintain appropriate behaviors.
- Assists the teacher and administrator in the implementation of site Positive Behavior Intervention Support ( PBIS) program.
- Assists the teacher in performing assigned tasks which make learning more effective.
- Accompanies or assists pupils to and from school bus or other transportation and in moving to and from activities on school site or campus.
- Accompanies and assists certificated personnel during the transporting and instructing of pupils in off-campus or community-based settings.
- Rides with pupils on bus, which transports the pupils to and from school.
- May pick up breakfasts and/or lunches from a nearby area school lunchroom.
- Prepares lunch trays and under direction of certificated staff feeds students unable to feed themselves.
- May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crises management plans.
- Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment.
- Attends in-service and staff meetings as required.
- May administer first aid.
- Under the direction of a school administrator, and the procedure observed by a certificated staff member, may assist pupils with taking medications.
- Assists teachers with classroom activities for pupils.
- Assists with lifting pupils in and out of wheelchairs.
- Guides pupils or provides an example in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, vocational skills, and is often assigned to do more in-depth work in one of these areas.
- Assists teachers with the modification and maintenance of appropriate standards of behavior for pupils.
- Assists teachers with implementation of pupils Individualized Educational Plan (IEP) through instruction in a variety of activities, such as nature study, singing, dancing, and sports.
- Confers on a regular basis with a teacher in regard to planning and scheduling activities, instructional goals and objectives, pupil progress, and pertinent health or behavior problems.
- Assists lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment; assists staff member in positioning pupils and in rendering various forms of personal care such as toileting and diapering; assists pupils in dressing, undressing, bathing, and grooming.
- Maintains confidentiality of pupil records in accordance with legal requirements and policies.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Crisis management techniques; The unique needs of exceptional children; Elementary concepts of child development and behavior; Basic communication skills; Reading, writing, and speaking in English, and other foreign language as may be required by the assignment; Personal hygiene practices; Practical learning patterns and behavior; Behavior modification techniques and strategies.

#### **Ability to:**

Communicate with pupils and staff and motivate pupils to participate in learning activities; Maintain emotional control under difficult situations; and effectively react to emergencies; Learn and adapt to new procedures and conditions, and learn to tutor pupils in any subject matter or to work with pupils who have special learning needs; Establish and maintain an effective working relationship with pupils and staff; Recognize and report safety hazards;

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Some assignments require constant attention to protecting physical safety in a classroom where pupils, because of the nature and severity of their disabilities are accident prone or because of assaultive or self-abusive tendencies could cause serious injury to themselves or others.
- Some positions may require the ability to lift or move students who weigh up to 50 pounds. The incumbent may be required to use a multi person lift or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds or a pupil of any weight who may present other lifting problems.
- Some positions in this classification may require the availability of private transportation of the employee with no student transportation allowed.
- Positions in this classification may occasionally be assigned any duties normally assigned from the class specification for instructional aides.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **Education and Experience**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

#### **Experience:**

One year of paid or volunteer experience working with adolescent-age students.

#### **Education:**

Must meet the requirements as follows:

1. Must have a high school diploma or GED certificate.
2. Must have completed at least two (2) years of study at an institution of higher learning (college); or
3. Have obtained an Associate's (or higher) degree; or
4. Have met a rigorous standard of quality that demonstrates, through a formal academic assessment:
  - a. knowledge of, and the ability to assist in instructing reading, writing, and math; or
  - b. knowledge of, and the ability to assist in instructing in reading readiness, writing readiness, and math readiness, as appropriate of the standards for Instructional Aides.

### **License Requirement**

Possession of a valid California Motor Vehicle Driver's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.