

PLEASE POST



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT
EDUCATIONAL ASSISTANT - SPECIAL EDUCATION - ASSISTT

An Equal Opportunity Employer

SALARY:
Step 1: \$25.99– Step 5: \$31.59 Hourly

FILING DATE:

OPEN UNTIL FILLED. The District classified application and supplemental form must be submitted to the Personnel Commission Office.

SELECTION PROCEDURE:

This is a **PROMOTIONAL AND OPEN** recruitment to establish an eligibility list, fill vacancies and hire substitutes. Substitutes work on an as-needed basis to fill in for absent employees. The eligibility list will be used to fill permanent vacancies which may occur during the life of the eligibility list. *In a promotional and open recruitment, the promotional list shall take precedence. When the promotional list contains fewer than three eligible and willing employees, certification of additional ranks shall then be made from the open list.*

Positions in this classification may be part-time or full-time (17.5-40 hours per week), 10 months per year.

The recruitment process will consist of a written examination and an oral technical interview. Testing may occur on a weekly basis. Qualified applicants will be notified by US mail or email.

POSITION INFORMATION

BASIC FUNCTION:

Under immediate supervision, administer Intensive Behavioral Intervention to identify Special Education students; attend student progress meetings; develop and maintain treatment schedules; perform a variety of clerical and supportive tasks for certificated instructional personnel; learn and apply individual instructional procedures; oversee students with special learning needs and perform related work as assigned. (See attached for a complete job description.)

EDUCATION AND EXPERIENCE:

Graduation from high school is required, along with good general background and work history. Two years experience working with students of various age levels. Six months of previous experience working with students with special needs or any combination of training and experience that could provide the desired knowledge and abilities. Completion of the IBI Program is required. (Torrance Unified School District may provide this training at intervals during the school year.) Experience in administering Intensive Behavioral Intervention to students is preferable.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District's competency test in reading, writing, and mathematics is required before employment. Red Cross First Aid certificate, including CPR training is desirable. Attendance at District established training sessions is required for continued employment.

EQUAL OPPORTUNITY, TITLE IX, AFFIRMATIVE ACTION EMPLOYER

The Torrance Unified School District does not engage in any employment practice that discriminates against an employee or applicant for employment on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age, disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information (including family and medical history), marital status, political affiliation, military and veteran status, or retaliation; or on any other basis as protected by state, federal or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. If you need a reasonable accommodation to participate in the hiring process, Torrance Unified will provide you with one upon notice.

Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

RECRUITMENT AND SELECTION

APPLICANT PROCEDURE: Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

CONVICTION RECORD: If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

EXAMINATION PROCESS: This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED**. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

NOTIFICATION OF EXAMINATION AND EXAM RESULTS: Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

PROTEST PROCEDURE: A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

ELIGIBILITY LIST: An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

LONGEVITY PREFERENCE: Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

VETERANS PREFERENCE: If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

DISABILITY ACCOMMODATION: By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

TUBERCULOSIS AND /OR PHYSICAL EXAMINATION: As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

RIGHT TO WORK: ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

SAFE DRIVING RECORDS/STANDARDS: An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

OFFICIAL OFFERS OF EMPLOYMENT: Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

BENEFITS: As earned by a regular classified employee working at least 50% or more are as follows:

VACATION AND SICK LEAVE: One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

HOLIDAYS: Thirteen (13) paid holidays per year.

PERSONAL NECESSITY LEAVE: Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

BEREAVEMENT LEAVE: Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

INSURANCE: The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Lincoln Financial Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

PART-TIME EMPLOYEES: Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

RETIREMENT: Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

PROBATIONARY PERIOD: All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

SALARY INCREASES: Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

TORRANCE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: EDUCATIONAL ASSISTANT-SPECIAL EDUCATION-ASSISTTT
(Autism Spectrum Services and Inclusion Support Torrance Team)**

BASIC FUNCTION:

Under immediate supervision, administer Intensive Behavioral Intervention to identify Special Education students; attend student progress meetings; develop and maintain treatment schedules; perform a variety of clerical and supportive tasks for certificated instructional personnel; learn and apply individual instructional procedures; oversee students with special learning needs and perform related work as assigned.

REPRESENTATIVE DUTIES:

Participate in Intensive Behavioral Intervention in-services. *E*

Under supervision, administer one-to-one Intensive Behavioral Intervention to students in a school setting. *E*

Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. *E*

Confer with instructional personnel and provide input regarding student progress. *E*

Collect data and record anecdotal student progress notes, maintain and organize program notebooks, and implement program modifications. *E*

Administer drills, review data with supervisor, and report concerns. *E*

Assist instructional personnel/parents with behavior management of students. *E*

Assist in the supervision of students. *E*

Assist instructional personnel with the development of learning materials and reinforcement strategies according to the student's Individual Education Plan (IEP). *E*

Tutor students individually or in small groups to follow up and reinforce learning activities in accordance with the IEP. *E*

Assist in training for personal hygiene, taking care of personal needs, and developing basic self-sufficiencies. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General needs and behavior of children diagnosed with autism, including an understanding of appropriate behavior management techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

IBI record keeping.

General purposes and goals of public education.

Methods for effective cooperation with instructional staff and other adults, including interpersonal skills using tact, patience, and courtesy.

Basic First Aid.

ABILITY TO:

Establish and maintain effective relationships with children with autism and their parents; communicating constructively with them.

Tutor students with autism.

Be dependable and punctual, maintain therapy schedules, and keep students focused on assigned tasks for the specified duration prescribed.

Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for Special Education students. Learn and utilize basic methods and procedures to be followed in the special education instruction setting and provide health care as needed.

Perform routine clerical work and basic arithmetical calculations.

Demonstrate an understanding, patient, friendly, and receptive attitude toward children, especially those with autism.

Remain calm under stressful conditions.

Understand and follow oral and written instructions.

Demonstrate proficiency in English, both orally and in writing; print and write legibly.

Apply common sense understanding in carrying out instructions furnished in written, oral or diagram form; deal with problems, using good judgment.

Maintain cooperative working relationships with students, parents and the general public.

EDUCATION AND EXPERIENCE:

Graduation from high school is required, along with good general background and work history. Two years experience working with students of various age levels. Six months of previous experience working with students with special needs or any combination of training and experience that could provide the desired knowledge and abilities. Completion of the IBI Program is required. (Torrance Unified School District may provide this training at intervals during the school year.) Experience in administering Intensive Behavioral Intervention to students is preferable.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District's competency test in reading, writing, and mathematics is required before employment. Red Cross First Aid certificate, including CPR training is desirable. Attendance at District established training sessions is required for continued employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment. Some positions may be required to travel to various sites.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, and standing for extended periods of time. Lifting and moving students with severe disabilities out of wheelchairs and other adaptive equipment and dexterity of hands to grasp and manipulate small objects. May involve personal hygiene, diapering and toileting of students, and provision of specialized health care services under direct/indirect supervision/training of the school Nurse.

HAZARDS:

Potential exposure to communicable disease and contact with blood and other body fluids. Potential exposure to physical injury from aggressive behavior.

ADOPTED: August 1999

Reviewed: January 2000



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT

EDUCATIONAL ASSISTANT – SPECIAL EDUCATION – ASSISTANT

SUPPLEMENTAL EXAMINATION
(THIS IS CONSIDERED AN EXAMINATION)

NAME: _____

EMAIL: _____

PHONE: _____

Both the standard application form and the supplemental application are REQUIRED of all applicants and must be filed in the Personnel Commission office.

1. The following questions have been designed to allow you the opportunity to provide a more detailed description of your knowledge, skills, abilities, background, training and experience as related to the position you are applying for. Please provide detailed responses for each question. Where applicable, responses must include the name of your employer(s), dates of employment where you performed the duty, and the title of your position(s) where you performed the function. Be aware that you are competing in the first phase of the examination process. It is your responsibility to ensure that all information you deem important to your candidacy is included. A resume or referral to a resume in lieu of a response is not acceptable. This supplemental application must be typed or legibly printed. Applicants that submit an illegible or incomplete application will be disqualified from consideration.

CERTIFICATION

By signing below, I hereby certify that all statements made in this supplemental application are true and complete to the best of my knowledge, and that any misstatement of material facts will subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT: _____ DATE: _____

EDUCATIONAL ASSISTANT – SPECIAL EDUCATION – ASSISTT

SUPPLEMENTAL EXAMINATION (THIS IS CONSIDERED AN EXAMINATION)

2. This is a PROMOTIONAL AND OPEN RECRUITMENT. *In a promotional and open recruitment, the promotional list shall take precedence. When the promotional list contains fewer than three eligible and willing employees, certification of additional ranks shall then be made from the open list.* Are you a current probationary or permanent employee of the Torrance Unified School District?

Yes No

3. If you answered "Yes", please list the classification(s) held and date(s) of employment. If you answered "No", please write N/A.

4. Do you possess a high school diploma or GED?

Yes No

5. If you answered "Yes", please list the name and location of the high school or institution where you obtained your high school diploma or GED. If you answered "No", please write N/A.

6. This position requires two (2) years of experience working with students of various age levels. Do you have experience working with students of various age levels?

Yes No

7. How many year(s) of experience of working with students of various age levels do you possess?

- I do not have experience in this area.
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 or more years

8. This position requires six (6) months of previous experience working with students with special needs. Do you have experience working with students with special needs?

Yes No

9. How many year(s) of experience working with students with special needs do you possess?

- I do not have experience in this area.
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 or more years