



WEST SONOMA COUNTY HIGH SCHOOL DISTRICT

CLASSIFIED VACANCY ANNOUNCEMENT ANALY HIGH SCHOOL BI-LINGUAL PARAEDUCATOR 8 HOURS/DAY

Mia Del Prete
Director of Human
Resources

462 Johnson Street
Sebastopol, CA 95472
(707) 824-6403
(707) 824-6499 Fax
www.wscuhd.k12.ca.us

Job Line
(707) 824-6409

Hours
7:30 a.m. - 4:00 p.m.
Monday – Friday

WSCUHSD is an Equal Opportunity Employer. WSCUHSD's policy prohibits discrimination and/or harassment of students, employees and job applicants at any district site or activity on the basis of actual or perceived race, color, national origin, ancestry, ethnic group identification, medical condition, genetic information, disability, gender, gender identity, gender expression, sex, sexual orientation, age, political affiliation, organizational affiliation, veteran status, marital status, or parental status.

Posted: 12/5/2017

Application Deadline:

Open Until Filled

Start Date:

January 9, 2018

Salary

Range 27 of a 6-Step Salary Schedule

With initial placement on steps 1, 2, or 3: \$15.22 to \$16.76

Fully paid health benefits for family capped at the Kaiser composite rate as well as dental and vision benefits

Employment Standards

Required:

- ❖ High School Diploma or equivalent
- ❖ Must be bi-lingual in Spanish and English
- ❖ Must meet one of the following NCLB criteria:
 - ✓ Complete 48 units related coursework at an institution of higher education; or
 - ✓ Possess an Associate's Degree (or higher); or
 - ✓ Met a rigorous standard of quality through a local assessment
 - ✓ Pre-employment Assessment
- ❖ Excellent behavior management skills
- ❖ Ability to translate in written form and orally in both English and Spanish
- ❖ Ability to translate and tutor students
- ❖ Ability to communicate with parents and community members
- ❖ Ability to work flexible hours

Application Requirements

- ❖ District Application
- ❖ Cover letter focusing on required employment standards
- ❖ Current Resume
- ❖ Two (2) current letter of recommendation

Submit application packet to:

**WSCUHSD, Human Resources Dept.
462 Johnson Street
Sebastopol, CA 95472**

Application Requirements: Official application forms and related materials must be correctly completed, returned to and received in the Human Resources Office no later than the deadline date and time listed on this announcement. Postmarks will not be accepted. We reserve the right to reopen, re-advertise, or delay filling the position.

Other Requirements:

Fingerprinting: In accordance with AB 1610 & 1612, Chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice prior to beginning work.

TB Test: Prior to being employed and beginning work for this District, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray.

Authorization to Work: As required by the Immigration Reform and Control Act of 1986, ALL persons who are offered employment must provide the District with documents that establishes their identity and employment eligibility.

Post Offer/Pre-Employment Assessment: Employment in positions of Maintenance Specialist, Custodian, Food Service, Behavior Assistants and specific Special Education Teachers is contingent upon completing and passing an assessment to determine that physical duties of the position can be performed.

Application Process: Following the closing date and time, your application will be forwarded to a screening committee. If the position is Open Until Filled applications will be forwarded on a weekly basis. At such time all applications will be reviewed and a decision will be made to interview from the pool, re-advertise, reopen, or delay the screening process until a suitable number of qualified applications have been received. Approximately 10 to 14 days later, you will be notified by mail, or by phone, whether or not you have been chosen for an interview. Candidates selected for an interview will be required to appear for an oral interview before an Interview Committee. Final candidates should be aware that more than one interview might be necessary.

NOTE: All documents included in your application packet become the property of the District. Your packet for this opening will not be considered for other opening.

New Documents Must Be submitted For Each Opening