



# Classified Employment Opportunity



## Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • [www.busd.k12.ca.us](http://www.busd.k12.ca.us)

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**PLEASE POST**

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**DATE POSTED: NOVEMBER 21, 2019**

### **COMMUNITY SERVICES WORKER Open and Promotional (Part-time)**

**SALARY:** Minimum of \$17.56 to a maximum of \$21.30 per hour. The salary rate is based on the 2019-2020 salary schedule for unit members. This is a five-step schedule.

**POSITION:** Under the direction of an assigned supervisor, coordinate communications and information regarding student attendance, behavior, and academic achievement at an assigned school to appropriate district services. Assist families in clarifying and determining goals; support families in implementing and achieving plans and goals; follow up with families on progress of established plans. Maintain communication with parents by telephone, home visits and mail regarding student attendance, behavior, and academic achievement. Conduct home visitation program and refer parents to community services as appropriate. Provide information regarding District and community programs; prepare related case management records and reports. Attend staff meetings and workshops as required. Assist other departments as needed; may be required to translate between English and Spanish for parents and staff as needed; assist with student recruitment, enrollment, attendance, and perform related duties as assigned.

**QUALIFICATIONS:** **Education/Experience:** Any combination equivalent to: graduation from high school and three years related experience working with children and public agencies. **Knowledge/Abilities:** The candidate must have the ability to provide a variety of services to parents, students and District personnel regarding student attendance, behavior, and academic achievement; recognize students' academic and social needs; may be required to read, write, translate and interpret English and a second language; perform clerical duties including filing, duplications, typing and maintaining routine records; operate a computer and standard office equipment, and work confidentially with the needs of students and families; school objectives, programs and requirements; telephone techniques and etiquette, and interpersonal skills using tact, patience and courtesy. **Licenses and Other:** Valid California driver's license, and a driving record acceptable to the District for insurance purposes. **Will be required to travel throughout the district using own vehicle.** Indoor and outdoor environment; subject to adverse weather conditions, and may encounter dissatisfied or abusive individuals.

**EXAMINATION:** The examination process, which may consist of any or all of the following: qualifying, written, performance and/or technical oral interview.

**APPLICATION:** District application may be obtained on-line at [www.busd.k12.ca.us](http://www.busd.k12.ca.us) and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Resumes will not be accepted in lieu of the required application. All offers of employment are conditional, based upon the successful completion of the following; Fingerprint/background clearance, drug screening, and a test for tuberculosis by a district approved physician.**

**CLOSING DATE:** Applications will be accepted on a continual basis.

**TEST DATE:** To be determined.

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**APPLICATION REQUIREMENTS:** Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

**EXAMINATION NOTIFICATION:** Notification of examination time and place may be made through the United States mail service or email.

**CONVICTION RECORD:** If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

**TUBERCULOSIS TESTING:** Prior to employment, you will be required to pass a tuberculosis examination at your expense.

**PHYSICAL EXAMINATION AND DRUG TESTING:** Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

**MILITARY SERVICE CREDIT:** For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

**MEDICAL, DENTAL, AND VISION PLANS:** The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

**RETIREMENT:** The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

**VACATION:** Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the position is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

**HOLIDAYS:** The district provides 13 paid holidays per year based on 12 months of full-time employment.

**OTHER LEAVES:** The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

**ACCOMODATION:** You are required to attach an explanation to your application for any accommodations you may need for examinations.

**MERIT SYSTEMS:** The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

**Notice of Non-Discrimination:** Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.