



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATE POSTED: NOVEMBER 21, 2019

**INSTRUCTIONAL ASSISTANT BILINGUAL (SPANISH)
(Part-Time)
Open and Promotional**

SALARY: Minimum of \$16.89 to a maximum of \$20.54 per hour. The salary rate is based on the 2019-2020 salary schedule for classified unit members. This is a five-step schedule.

POSITION: Under the direction of an assigned Principal, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as assigned. Monitor students in the classroom to assure understanding of material being presented; answer student's questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed. Administer and score a variety of tests according to established guidelines; explain and interpret results to appropriate parties. Serve as an interpreter for parent conferences as assigned.

QUALIFICATIONS: **Education/Experience:** Must hold a high school diploma or equivalent and have completed two (2) years of study at an institution of higher education OR obtained an associate or higher degree. One (1) year of experience using oral and written bilingual skills in an instructional setting is desirable. **Knowledge/Abilities:** Knowledge of correct oral and written usage of English as well as a designated second language. Basic subjects taught in district schools including arithmetic, reading, writing, grammar and spelling.

EXAMINATION: The selection process consists of a qualifying written test (pass point = 75%), a qualifying Spanish writing sample (pass/fail), an assessment of oral Spanish Skills (pass/fail), weighted 50% and a Qualifications Appraisal Interview, weighted 50% of the final score.

APPLICATION: District application may be obtained online at www.busd.k12.ca.us or 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/conviction 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.