



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: JUNE 28, 2021

INSTRUCTIONAL ASSISTANT, LIMITED TERM ASSIGNMENTS (Hourly as needed)

SALARY: Minimum of \$16.28 to a maximum of \$19.80 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 supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist teachers with the preparation of instructional materials. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; direct group activities of students as assigned. Provide support to the teacher by setting up work areas displays and exhibits, operating equipment, distributing and collecting paper, supplies and materials. Assist assigned teacher with the implementation of lesson plans, grade student tests and assignments; record grades.

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. **Knowledge/Ability:** Ability to assist with instruction and related activities in a classroom or assigned learning environment. Basic subjects taught in district schools including arithmetic, reading, writing, grammar and spelling. Monitor, observe and report student behavior and progress according to approved policies and procedures. **Other:** Depending on school site, California driver's license may be required.

EXAMINATION: The selection process will consist of a written examination and technical/oral interview, each weighted at 50%.

APPLICATION: District application may be obtained on-line 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 continuous basis.**

TEST DATE: To be determined.

B2021/28

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.