

TEMPORARY  
IN-HOUSE CLASSIFIED  
EMPLOYMENT OPPORTUNITY

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Calaveras Unified School District  
3304B Highway 12, P.O. Box 788, San Andreas, CA 95249  
(209) 754-2300

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**EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

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The following position is available for in-house transfer. Any interested employee must complete an Internal application form. Application must be received at the District Office no later than **3:00 p.m. on July 1, 2015**. Application must clearly indicate position number and title.

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|--------------------|--------------------------------|----------------|----------|
| <b>TITLE:</b>      | Para-educator                  | <b>POSTED:</b> | 06/18/15 |
| <b>HOURS:</b>      | 4.0 hrs.                       | <b>CLOSES:</b> | 07/01/15 |
| <b>SALARY:</b>     | Paraeducator salary schedule   |                |          |
| <b>LOCATION:</b>   | West Point Elementary          |                |          |
| <b>WORK YEAR:</b>  | 62 days – Temporary assignment |                |          |
| <b>SHIFT TIME:</b> | 7:30 a.m. – 11:30 a.m.         |                |          |
| <b>Position #:</b> | 2872                           |                |          |

**DEFINITION**

Under direct supervision of a classroom teacher, program director or site principal assist in the instruction, supervision and training of individuals or groups of students with a variety of education needs; perform a variety of instructional services within a well-defined framework of policies and procedures; provide a range of instructional experiences in a variety of educational environments which may include specific classrooms, learning centers, vocational programs, the community and/or other instructional facilities; may serve students with any or a combination of the following conditions: mental retardations; severe physical/medical involvement; communication disorders (to include non-verbal); hearing/vision impairment; learning disorders; emotional disturbances; behavior disorders and perform related duties as assigned. A paraeducator works closely with the teacher and follows detailed instruction and/or established practices and procedures on most duties.

**MINIMUM QUALIFICATIONS**

Knowledge of: Mathematics, reading, and language skills indicated by NCLB compliancy (48 semester units, or an AA, or a NCLB Certificate).

Ability to: Work positively and cooperatively with students, staff, and parents.  
Work with students in a supportive manner.  
Understand and carry out oral and written instructions.  
Maintain discipline as directed.  
Tutor students in small groups in remedial math and reading.  
Demonstrate good judgment in various situations.  
Pass a physical for this position.

**Persons employed to fill classified positions must join the California School Employees' Association (CSEA), Calaveras Chapter #405 as a condition of employment.**