



JOB ANNOUNCEMENT

MT. DIABLO UNIFIED SCHOOL DISTRICT

Classified Personnel Office • 1936 Carlotta Drive • Concord, CA 94519

www.mdusd.org

AN EQUAL OPPORTUNITY EMPLOYER

FINAL FILING DATE: March 31, 2011

Extended School Year Session

CLASSIFIED 'EXTENDED YEAR' PARAPROFESSIONAL VACANCIES

Special Education Assistants/Assistants to the Hearing Impaired

Applications for short term employment in the classifications identified below are now being accepted. The number of positions has not yet been determined and is dependent upon student enrollment. Offers will not be made until **MAY, 2011**. The known sites are:

HIGH SCHOOLS:	High School Programs @ Pleasant Hill Middle School (9-12)	
MIDDLE SCHOOL:	Middle School Program @ Pleasant Hill Middle School (6-8)	
CENTERS:	Bridge @ Loma Vista, Alliance and Olympic Learning Center @ Olympic	
<i>Dates:</i>	Friday, June 10, 2011	<i>Site preparation day</i>
	Monday, June 13, through Friday, July 08, 2011	<i>Classes in session (Closed July 4th).</i>

MIDDLE SCHOOL:	Pleasant Hill Middle School (6-8).	
ELEMENTARY SCHOOLS:	El Monte Elementary, Gregory Gardens Elementary; Meadow Homes Elementary	
OTHER:	Robert R. Shearer Pre-K, Shadelands Pre-K, Sunrise	
<i>Dates:</i>	Friday, June 10, 2011	<i>Site preparation day</i>
	Monday, June 13, through Friday, July 08, 2011	<i>Classes in session (Closed July 4th).</i>

Since these are short term assignments, District employees as well as individuals from outside the District may apply.

PREFERENCE WILL BE GIVEN TO ALL IN-DISTRICT EMPLOYEES. PERSONAL NECESSITY LEAVE WILL FOLLOW DISTRICT GUIDELINES / POLICIES. THERE IS NO VACATION TIME AND THERE ARE NO "OPTIONAL DAYS OFF" DURING EXTENDED SCHOOL YEAR.

CLASSIFICATION:

- ◆ **Special Education Assistant 1 (SEA1)** \$12.87 / Hour *
- ◆ **Special Education Assistant 2 (SEA2)** \$13.52 / Hour *
- ◆ **Special Education Assistant 3 (SEA3)** \$15.55 / Hour *
- ◆ **Assistant to the Hearing Impaired (AHI)** \$13.52 / Hour *

** All positions are 5 Hours*

Special Education Assistant 1 / IEP	1:1
Special Education Assistant 2 / IEP	1:1 (requires physical assistance and/or toileting)
Special Education Assistant 3 / IEP	1:1 (requires physical assistance and specialized health care procedures)
Special Education Assistant 1 / Classroom	SDC
Special Education Assistant 2 / Classroom	SDC (requires physical assistance and/or toileting)
Assistant to the Hearing Impaired / Classroom	

- *Should you accept a position in a lower classification, your hourly rate will not exceed the top step of the salary range for that classification.*

SELECTION PROCEDURE

- Priority 1 - Current employees working in a related classification (as identified in Appendix C, CSEA Contractual Agreement) at a range equal to or above that of the position being advertised. If the summer work schedule conflicts with the employee's normal work year, prior approval of the supervisor, along with a plan as to how the overlap will be dealt with, must be submitted to the Personnel Department with the application.
- Priority 2 - Current employees working in a related classification at a range less than that of the position being advertised within the bargaining unit. If the summer work schedule conflicts with the employee's normal work year, prior approval of the supervisor along with the plan as to how the overlap will be dealt with, must be submitted to the Personnel Department with the application.
- Priority 3 - Employees receiving layoff notices for the next school year and employees on layoff.
- Priority 4 - Substitutes and non-employees. This priority group also includes current District employees working within a different bargaining unit classification.

APPLICATION PROCEDURE

CURRENT EMPLOYEES - An ESY application must be completed and filed with the PERSONNEL OFFICE.

OTHER APPLICANTS – A classified application and an ESY application must be completed and filed with the **PERSONNEL OFFICE**. The completed application should clearly and fully describe the applicant's education and work experience (paid or volunteer) as well as any special skills or abilities. Additional supplementary information may also be submitted.

All outside applicants will be required to take a Proficiency Test. This examination is required by the Education Code and must be taken and passed by candidates wishing to be placed in a classroom assignment. The examination covers math, algebra, English, ability to assist and writing. Sample tests are available in the Personnel Office or on the MDUSD website (www.mdusd.org). If you have taken and passed the CBEST, and can provide verification, you will not have to take this test.

IMPORTANT NOTE: Vacation time will not be granted during the extended school year time frame. Vacation time is accrued, but can not be used.

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SPECIAL EDUCATION ASSISTANT JOB POSITIONS

SIGN-UPS ON:

Thursday, April 21, and Friday, April 22, 2011

AT

WILLOW CREEK CENTER.

No MANDATORY training will be offered.

SEA's are required to attend classroom preparation day on Friday, June 10, 2011.

FINAL FILING DATE March 31, 2011

**Mt. Diablo Unified School District
1936 Carlotta Drive, Concord, CA 94519**

Office use only:
Sen: _____
IFAS: _____
If New SEA, Passed Proficiency: _____

EXTENDED SCHOOL YEAR

Classified Paraprofessional Positions Application

Special Education Assistants/Assistants to Hearing Impaired

Important: Please be sure to fill in this form completely and correctly.

INCOMPLETE APPLICATIONS WILL BE RETURNED. YOU ARE RESPONSIBLE FOR ENSURING YOUR APPLICATION HAS BEEN RECEIVED IN THE PERSONNEL OFFICE.

APPLICATION OF INTENT TO WORK EXTENDED SCHOOL YEAR

IMPORTANT! New procedures have been implemented to hire Extended School Year Special Education Assistants. Please review the following page to make sure you have a clear understanding of the recruitment process.

Name: _____
Last First MI

Address: _____
Street City State Zip

Employee No _____ (Outside candidates will be hired after internal hires are completed; non-district employees will be assigned an employee number)

Home Phone: _____ Cell Phone: _____

- 1. Are you currently working as a substitute for MDUSD? Yes No
- 2. Have you been Pro Act Trained? Yes No
- 3. Are you going to Job Share? Yes No

If yes, **YOU** must find your own job partner. Partner's name: _____

- 4. **Will you accept an assignment as a 1:1 this summer?** Yes No

If you are currently a 1:1 Assistant, tell us who your student is: _____

If you say yes to working as a 1:1, **and then do not accept a 1:1 position at the time of sign-ups**, you will be put at the end of the seniority list for your priority, as it is specified in the CSEA Contract. There will be no exceptions to this condition of employment for Extended School Year!

5. Current Classification (check the appropriate boxes):

SEA 1 CLS SEA 1 IEP SEA 2 CLS SEA 2 IEP SEA 3 IEP

Assistant to the Hearing Impaired (AHI)

Site that you work at during school year _____

REMEMBER:

- ➔ **Vacation time will not be granted during the extended school year time frame. Vacation time is accrued, but cannot be used. There are no "optional days off" during Extended School Year.**
- ➔ If you are not given times to report and first-day instructions prior to the start of Extended School Year, please contact your assigned Summer School site office and / or the Extended School Year Office x4172 before the start of ESY.
- ➔ District employees earn sick leave pro-rated by the number of hours worked per day, provided the employee works at least two weeks.
- ➔ Prior to employment, outside candidates will be fingerprinted by Mt. Diablo Unified School District. Costs incurred are the responsibility of the prospective employee. Fingerprint clearance must be received before candidate can begin work.
- ➔ Non-employees are required to pass the Proficiency test and interview before job offers are made.

OVER

APPLICATION / ASSIGNMENT TIMELINE

Step 1	Job Announcement received by all permanent Special Education Assistants/AHI via his / her work site. <i>Extra copies have also been sent to each school office manager.</i>
Step 2	Applicants complete 'Application of Intent to Work'
Step 3	Make a copy of the completed application for your files and submit the original to Personnel Services – Dent Center (Wing A) <i>You may pony it, mail it, or drop it off. <u>Applications must be received in Personnel by 4:00 PM on March 31st.</u> Applications received after the final filing date will be put on "PRIORITY 3" list regardless of seniority.</i>
Step 4	Personnel Services will send applicants a letter indicating date / time / location of meeting where positions (sites) will be selected on a seniority basis. (April 21 & 22)
Step 5	Attend meeting on the appointed day / time as indicated in your letter. Please bring your letter to the appointment. Positions (school sites) and site times will be posted on the walls. Applicants may sign up for any available position of their choice, with the selection process based on seniority. You may not sign up for anyone else!
Step 6	In order to work at certain sites, specialized training is required. Locations will be designated on sign-up postings.
Step 7	Prior to leaving the meeting, you will complete a portion of the PA (Personnel Action) form. <i>A copy of this completed form will be mailed to you within three weeks confirming your position.</i>

ITEMS OF IMPORTANCE!

- It is important that you make careful decisions as assignment changes will only be made after everyone else has been placed.
- If, on your assigned date, you are unable to attend the meeting at the specified time / date, you may come by anytime after your appointed time, on either day, to participate in the process. Remember, it is in your best interest to come at your appointed time. You may **NOT** have someone else sign up for you.
- If you miss both dates, or submit an application after March 31st, you must contact **Clara Nakasato** in the **Personnel Office** at (925) 682-8000, ext. 4149. You will be offered choices from any remaining openings, regardless of your seniority.
- **Vacation time will not be granted during the extended school year time frame. Vacation time is accrued, but can not be used.**
- You may be moved to a different classroom or site, depending on the needs of the program. In order to work at certain sites, specific training is required, such as Pro-Act, etc. Placements are subject to change by the site administrator, ESY Coordinator, or Personnel Services.
- Job offers are dependent upon student enrollment and may be made as late as June, 2011.

I have read, understand and will comply with the above information. **I acknowledge that vacations are not permitted during ESY time.**

Return to: **MDUSD PERSONNEL OFFICE**
1936 Carlotta Drive
Concord, CA 94519

Applicant Signature: _____ Date: _____