

CONTINUOUS ANNOUNCEMENT

SPECIAL EDUCATION ASSISTANT

Substitute and/or Permanent Positions

HOURLY RATE:	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
Special Education Assistant I	\$12.87	\$13.52	\$14.20	\$14.91	\$15.65	\$16.43	\$17.25
Special Education Assistant II	\$13.52	\$14.20	\$14.91	\$15.65	\$16.44	\$17.26	\$18.12

POSITION: This is work of moderate difficulty providing specialized instructional support services in various special education settings; ability to work with high risk students. Performs job-related duties. Assignments vary in the number of hours per day. Requires ability to stand, walk, sit, lift, bend, reach, push, pull, kneel/crouch, speak, hear and see.

Substitute positions: Working on-call, school days only, at various schools throughout the district. There is no guarantee of hours. Hours vary for each position, 3 ¾ to 6 hours per day. Salary will remain at Step 1(or 7). No benefits are paid.

For substitutes only: Step 7 salary will be paid for working at these sites: Bel Air, Cambridge, Fair Oaks, Meadow Homes, Rio Vista, Shore Acres, and Ygnacio Valley Elementary Schools / Glenbrook, Riverview and Oak Grove Middle Schools / Mt. Diablo and Ygnacio Valley High Schools. All other sites pay Step 1 of salary schedule.

Permanent positions: Working at one site, same hours every day, school days only. Salary will begin at Step 1 and progress through the pay scale. Full benefits are paid for employees working a minimum of 20 hours per week.

REQUIREMENTS: All applicants must possess the knowledge and skills required for successful job performance as follows:

Training and Experience:

- High school diploma
- Some experience working with children
- Pass the MDUSD proficiency test (CBEST verification will be accepted in lieu of)

Knowledge of:

- The appropriate subject matter, programs, and special instructional or communication procedures
- The English language
- General classroom procedures, practices and equipment

Skill in:

- Applying special instructional or communications procedures
- Communicating clearly orally and in writing
- Record keeping and providing clerical support duties
- Establishing cooperative working relationships with staff, students and parents
- Mathematics, algebra, English/Language Arts, ability to assist and writing (areas covered on proficiency test)

Licenses:

- A valid California Driver's License

SELECTION PROCEDURE: Please review “Paraprofessional Hiring Procedures” on the reverse side of this page.

COMPLETED APPLICATION PACKET CONSISTS OF:

- ▶ Classified Employment Application – completed front and back
- ▶ ‘Authorization to Acquire Information from References’ page
- ▶ ‘Important Information for all Applicants’ page
- ▶ Supplemental Questionnaire
- ▶ Evidence of CBEST-Passing Status (if applicable)

All additional material to be reviewed by the screening committee must be submitted with the application.

Prior to employment, candidate will be fingerprinted by Mt. Diablo Unified School District. Costs incurred are the responsibility of the prospective employee.

Mt. Diablo Unified School District

PARAPROFESSIONAL HIRING PROCEDURES

When applying for a position as a paraprofessional; that is, working in the classroom under the direction of a teacher, the following steps will be required to gain employment.

	FOR SUBSTITUTE POSITIONS	FOR PERMANENT POSITIONS
Step 1	Submit application in full.	Submit application in full. Wait for application to be screened.
Step 2	<p>Pass a proficiency exam. Call 682-8000, ext. 4149 for test date, time, location, and to reserve a space. (Or, you may test after the orientation.)</p> <p><i>Note: CBEST (verification of passing) will be accepted in lieu of the Proficiency Test.</i></p>	<p>Proficiency test invitation will be mailed to your home. Call 682-8000, ext. 4149 for test date, time, location, and to reserve a space.</p> <p><i>Note: CBEST (verification of passing) will be accepted in lieu of the Proficiency Test.</i></p>
Step 3	<p>Following a paper screening, an invitation will be mailed to your home to attend an orientation (held monthly).</p> <p><i>Note: If you do not attend (or respond), you will no longer be considered as an applicant.</i></p>	<p>Pass the Proficiency Test. You can not proceed to next step until you have passed this required test.</p>
Step 4	<p>Last opportunity to take the proficiency exam. You cannot proceed to next step until you have passed this required test.</p>	<p>Qualified applicants will be invited to interview before a panel. Provided you pass the interview, move to next step.</p> <p><i>Note: If you are unable to meet the requirements for experience and training, working as a substitute is an excellent way to gain experience.</i></p>
Step 5	<p>Once you receive your passing test scores, and you have attended an orientation, call (925) 682-8000, ext. 4140 for an appointment to complete paperwork.</p>	<p>Your application packet will be placed in our eligibility file for school administrators to review when vacancies occur.</p>
Step 6	<p>Prior to employment, candidate will be fingerprinted by MDUSD. At this time, candidate must provide proof of freedom from tuberculosis.</p>	<p>Those candidate's who best meet the requirements of the vacant position will be selected (by the administrator) to interview at the school site.</p>
		JOB OFFERED!
Step 7	<p>Upon fingerprint clearance, candidate is ready to begin working as a substitute Special Education Assistant!</p>	<p>Prior to employment, candidate will be fingerprinted by MDUSD. At this time, employee must provide proof of freedom from tuberculosis. Upon fingerprint clearance, employee is ready to begin working in a permanent position.</p>
	BEGIN SUBSTITUTING	BEGIN EMPLOYMENT
		<p>Within the six month probation period, Special Education Assistant training classes are offered quarterly through Loma Vista Adult Education Center, two of five class offerings must be completed. Classes may be completed prior to hire date.</p>
		<p>Within the six month probation period, permanent employees must attend mandatory course entitled "Working with Students in Special Education". This course is offered free of charge; however, there will be a small charge for materials.</p>
<p>All new employees (substitute and permanent) will be required to attend an orientation at Loma Vista Adult Education Center to view a video. Time approximate: 2 hours. This orientation is offered every Tuesday and Thursday at 9:30 AM and again at 11:00 AM. Reservations can be made by calling the Personnel Office at 682-8000, ext. 4147.</p>		

Mt. Diablo Unified School District
Supplemental Questionnaire

SPECIAL EDUCATION ASSISTANT

This supplemental questionnaire must be completed, and then submitted with the classified application in order to be considered for employment as a substitute and/or a permanent position.

1. Please indicate all grade levels you are willing to work at:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Preschools | <input type="checkbox"/> Middle schools | <input type="checkbox"/> Bridge Program |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> High schools | <input type="checkbox"/> Centers |

2. Do you have some form of higher education, Associate, Bachelor's degree, etc. ? Yes No

3. Do you have experience working with special needs children? Yes No

4. Have you passed the CBEST test? *(If yes, please attach evidence.)* Yes No

5. Have you passed the district proficiency test since April, 2004? Yes No

6. Are you currently working as a substitute Special Education Assistant for MDUSD? Yes No

7. Some positions pay an extra 5% stipend for "unpleasant duties" such as toileting, lifting etc. Would you be willing to work in this type of position? Yes No

8. Can you speak, read, and/or write Spanish? Yes No

Please Note: Your completed application and supplement will be screened by administrators who have vacant positions. Upon meeting their requirements, you will be invited to interview. After declining three (3) interviews, your application will be considered inactive and you will no longer be considered for employment.