

SNOWLINE JOINT UNIFIED SCHOOL DISTRICT

CURRENT OPENING AND TO ESTABLISH AN ELIGIBILITY LIST
FOR THE 2011/2012 SCHOOL YEAR

January 26, 2012

PLEASE POST

**JOB ANNOUNCEMENT
CLASSIFIED POSITION**

PLEASE POST

POSITION TITLE: BILINGUAL INSTRUCTIONAL ASSOCIATE

WORK LOCATION: Site to be determined
(Opening currently @ Phelan Elementary)

Site designations subject to change depending upon district needs

WORK SCHEDULE: 3.5 hours/day, 5 days/week, 10 months/year

SALARY RANGE 5: Step 1 = \$11.77 Thru Step 7 = \$15.81 per hour
(Classified salary schedule)

New hires with no prior school work experience in same or like position will be placed on step 1 (\$11.77) of salary schedule

New hires who have worked in like position as a permanent, contracted employee for a public school district will be given year for year credit not to exceed step 3 = \$13.00

DEADLINE: Thursday, February 9, 2012 - 3:00 p.m.

MINIMUM QUALIFICATIONS:

Education: Equivalent to the completion of the twelfth grade, additional college course work is highly desirable. AA/AS degree or 48 semester units (**Copy of transcripts / or degree will be required with application for verification**) or passing score on written NCLB Compliant test.

Experience: A background which prepares the applicant to work with students who are in grades K thru 12th and whose first language is not English. (Youth work, youth organizations, volunteers Or paid tutoring, etc.)

Knowledge: Subject areas, and the basic methods used in tutoring skills to speak, read and effectively communicate In Spanish and English; basic clerical functions.

Skills: Passing score on written **Bi-lingual Test** and passing score on **NCLB compliance test**. If candidate has AA/AS degree or 48 semester units NCLB compliant test not required. (**Copy of transcripts / or degree will be required with application for verification**) Appointments will be issued upon submission of completed application. Appointment date and time will be emailed to applicant. It will be the candidate's responsibility to obtain a test appointment. **To ensure that you receive emails with test appointment or other information please add this email to your address book: eva_states@snowlineschools.com**

License: Possession of a valid California driver=s license

Fingerprinting: Fingerprint clearance will be required and conviction records will be checked. Cost of fingerprinting is \$67.00 and will be the responsibility of the appointee.

Tuberculosis Test (TB): Must furnish certificate showing proof of being free from active tuberculosis.

FOR MORE INFORMATION AND APPLICATION PROCEDURE SEE REVERSE SIDE

Physical Requirements: Pass pre-employment physical with back x-ray. Must be able to lift/pull/push a minimum of 50 pounds. The district will assume cost of physical

CPR Certification: Current CPR Certificate required or ability to obtain. Cost of obtaining CPR Certificate will be the responsibility of the successful candidate

**APPLICATION
PROCEDURE:**

MUST FILL OUT DISTRICT APPLICATION

Snowline Joint Unified School District
4075 Nelson Road PO BOX 296000
Phelan, CA 92329 (760) 868-5817 or (760) 244-1814

OR **MAY ALSO APPLY** @ **edjoin.org**

**APPLICATIONS WILL BE SCREENED AND ONLY THE BEST QUALIFIED CANDIDATES WILL
BE INVITED FOR INTERVIEWS, AS DETERMINED BY THE SCHOOL DISTRICT**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER & A SMOKE-FREE SCHOOL DISTRICT