



**LONG BEACH UNIFIED SCHOOL DISTRICT
invites applications for the position of:**

Head Start Instructional Aide - BL Spanish

SALARY: \$15.38 - \$19.04 Hourly

OPENING DATE: 11/17/20

CLOSING DATE: Continuous

JOB SUMMARY:

Please note: All Applications for this position must be submitted online.

In addition an applicant must have applied for or posses one of the following:

**Child Development Associate Teacher Permit
Child Development Teacher Permit
Child Development Master Teacher Permit
Child Development Site Supervisor Permit
Child Development Program Director Permit**

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

EXAMPLES OF DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist teacher in implementing safety rules and supervise activities of children to insure their safety. **E**
- Conduct daily inspection of indoor and outdoor facilities and remove debris and hazardous and unsafe equipment and materials. **E**
- Observe the daily health condition of the children and report results to the teacher. **E**
- Set up and prepare to serve food, clean up following meals or snack. **E**
- Assist children during snack and meal times and demonstrate appropriate dental and personal hygiene. **E**
- Accept or receive food or food products and store in an appropriate manner. **E**
- Assist teacher in straightening up and maintaining an orderly learning environment. **E**
- Discuss assigned teaching area with teacher to coordinate instructional efforts. **E**
- Prepare lesson outline and plan in assigned area and submit to teacher for review. **E**
- Plan, prepare and develop various teaching aids. **E**
- Help develop the social learning and physical skills of the children during free play periods. **E**
- Demonstrate use of equipment and educational materials and assist in supervising children in their use. **E**

- Teach arts, crafts, songs, and games. ***E***
- Act out stories with children in large group, small group and individualized activities. ***E***
- Participate in activities designed to involve parents of children in the program to enhance their role as the principal influence on the child's education and development. ***E***
- Help to plan, attend and participate on field trips. ***E***
- Assist in or lead individual, large and small group activities that reinforce children's concepts related to space, time, numbers, colors, etc. ***E***
- Supervise children during transition from one activity to another. ***E***
- Provide evaluative information to teachers on the progress and the development status of each child, including verbal and written anecdotal notations, to support required Desired Results Developmental Profile (DRDP) documentation. ***E***
- Provide verbal evaluative information to teachers on the progress and development status of each child including those identified by Individual Development Plans, Individual Education Plans and lesson plans; implement the Individualized Educational Program for designated children. ***E***
- Listen to parents and interpret their concerns to the teacher. ***E***
- Attend Head Start Center committee meetings. ***E***
- Assist teacher in designing and planning daily classroom activities, programs and schedules. ***E***
- Participate in meetings of student teaching teams, which may include parents, teachers, caseworkers, Head Start administrators, consultants, and others. ***E***
- Attend orientations, in-service training, educational programs, conferences and workshops as required. ***E***
- Take attendance and report absences to the teacher. ***E***
- May accompany teacher on home visits.
- May supervise children for brief periods when the teacher is on the site but away from the classroom.
- May explain to parents the goals and methods of the classroom program.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

EMPLOYMENT STANDARDS:

Knowledge of:

Practical learning patterns and behavior of young children.
 Basic concepts of child development and of behavior.
 Number concepts.
 English usage, spelling, grammar, and punctuation.
 Basic math.
 Simple record keeping.
 Reading and writing.

Ability to:

Communicate orally and in writing.
 Motivate young children to participate in learning activities.
 Maintain emotional control under difficult situations.
 Apply knowledge and practice with judgment.
 Establish and maintain a continuing relationship with same students and staff over a prolonged period.
 Recognize hazards to safety.
 Learn laws, rules, practices, and procedures related to the education program to which assigned.
 Do routine clerical work, such as posting figures, sorting, measuring, cutting, filing and

duplicating.

Maintain a clean and pleasant appearance as it relates to setting an example for personal hygiene for the student.

Learn to operate educational office machines or devices that aid the student or the instructional program.

Present classroom materials.

Work well with children.

Read, write, and speak English.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit

Child Development Teacher Permit

Child Development Master Teacher Permit

Child Development Site Supervisor Permit

Child Development Program Director Permit

SPECIAL REQUIREMENTS:

If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.

To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.

Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

SELECTION PROCEDURE:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

The Governing Board of Long Beach Unified School District prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity pursuant to BP 4030.

The Governing Board of Long Beach Unified School District prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action

against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to policy BP 4119.11.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.lbschools.net/Main_Offices/Personnel_Commission/

Position #21-0054-5235
HEAD START INSTRUCTIONAL AIDE - BL SPANISH
AA

4400 Ladoga Avenue
Lakewood, CA 90713
562 435-5708

sleaming@lbschools.net

Head Start Instructional Aide - BL Spanish Supplemental Questionnaire

- * 1. Completion of the following supplemental questions is required of all applicants. This is considered a test component in the examination process. An evaluation of candidates' responses will be made by a screening panel following the application deadline. A limited number of candidates who best meet the needs of the District will be invited to continue in the examination process. It is important that your responses are clear and concise. Responses that are incomplete or unclear will not receive credit. Your Work Experience in the application must also include all of your recent and relevant experience in order for your application and supplemental to be considered. For those questions to which you have no response, please indicate "no response". DO NOT refer the reader to your resume. A resume will not be accepted in lieu of completion of the required application or supplemental materials. Please answer by selecting "Yes" as confirmation that you read these instructions.
 - Yes, I have read the instructions.
- * 2. Do you have high school graduation or equivalent?
 - Yes
 - No
- * 3. In accordance with The Head Start Act, the requirement for this position may be met by possessing one of the permits listed below, issued by the California Commission on Teacher Credentialing, or proof of application for one of these permits. Place a check in one of the areas below to indicate how you meet this requirement.
 - A valid Child Development Associate Teacher Permit
 - A valid Child Development Teacher Permit
 - A valid Child Development Master Teacher Permit
 - A valid Child Development Site Supervisor Permit
 - A valid Child Development Program Director Permit
 - Application for a Child Development Associate Teacher Permit
 - Application for a Child Development Teacher Permit
 - Application for a Child Development Master Teacher Permit
 - Application for a Child Development Site Supervisor Permit
 - Application for a Child Development Program Director Permit
 - I do not have a Permit and I have not applied for a Permit
- * 4. If you have a valid Child Development permit, or have applied for a Child Development Permit, you must submit your original permit or proof of application within 3 days of submission of your application. (For those who have applied for the permit, original permit must be presented to Personnel Commission once it is received (copy will be made - original returned). Type initials or N/A below

- * 5. To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. By typing my initials below I acknowledge that I have read and understand this requirement.

- * 6. Are you willing and able to see to read a variety of materials?
 Yes
 No

- * 7. Are you willing and able to hear and speak to exchange information in person and on the telephone?
 Yes
 No

- * 8. Are you willing and able to bend at the waist, kneel or crouch?
 Yes
 No

- * 9. Are you willing and able to sit or stand for extended periods of time?
 Yes
 No

- * 10. Are you willing and able to lift and carry or restrain children weighing approximately 30-40 pounds in classroom or playground emergency situations?
 Yes
 No

- * 11. Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license, or have available transportation at the time of appointment. Are you able to meet this requirement?
 Yes
 No

- * 12. Are you willing and able to travel to and from student homes and other off-site locations, if required?
 Yes
 No

- * 13. I understand that in order for my application to be considered, I must submit proof of a valid Child Development Permit, or proof of application for a Child Development Permit within 3 days of submission of your application. Failure to submit will disqualify my application. By typing my initials below I acknowledge that I have read and understand this requirement.

- * 14. This position requires the ability to fluently speak, read, and write in English AND Spanish. Do you meet this requirement? (An oral and written bilingual assessment exam will be administered.)
 Yes
 No

- * 15. PLEASE NOTE: Applicants must check their emails on a regular basis to find out their status on an application. Emails we send may be caught by spam filters and it is the responsibility of the applicant to check their spam/junk folder. For mail notify

applicants, mail regarding status on an application will be sent to the mailing address provided.

I am aware I must check my emails, including spam/junk folder, on a regular basis to find out the status of my application. For mail notify applicants, mail regarding status on an application will be sent to the mailing address provided.

* Required Question