

Albany Unified School District

POSITION ANNOUNCEMENT

POSITION: Substitute Para-educator, special education

LOCATION: Districtwide

Year: school year

RANGE: \$13.96/hour

POSITION DESCRIPTION: Under general supervision, perform a wide variety of instructional support services for special education.

DUTIES – E=Essential Duties

As directed by supervising certificated staff member, implement learning activities for pupils E; assist students in using instructional materials and equipment E; perform related clerical duties E; prepare/copy instructional materials as directed by the certificated staff member E; provide tutoring as directed E; assist in general supervision and discipline of students E; inform the teacher of student progress and work E; maintain confidentiality of information about students and parents E; assist students with personal needs including health needs when required (Special Education)-may require lifting of student E; assist certificated staff members implement IEP and ELD learning activities E; Other duties as assigned E

KNOWLEDGE OF:

Correct usage of English language, grammar, spelling, writing, and mathematical computations, maps, charts, and other reference materials; school discipline rule and policies

ABILITY TO:

Operate common machines to prepare instructional materials; meet and interact with parents, public, and students in a tactful and courteous manner; establish and maintain cooperative and effective working relationship; understand and carry out oral and written instructions; supervise and discipline students interact with a culturally diverse community

PHYSICAL REQUIREMENTS:

Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboard, telephone, and common office machines) ; requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, stoop, reach, and bend; requires lifting, pushing and/or pulling books, supplies, equipment (mobility equipment), and packages; **Post-offer/Pre-employment physical ability testing.**

Only Applicants Selected for an Interview will be Contacted

Application Procedure:

A letter of interest, a classified employment application

(<http://www.ausdk12.org/district/hr/applications/ClassifiedApp.pdf>), resume, and one current letter of recommendation should be submitted to **Marina Gonzalez, 1051 Monroe St., Albany, CA 94706**

The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.