

Notice of Importance....

ANNOUNCEMENT OF VACANCY

- - - - LENNOX SCHOOL DISTRICT - - - -

10319 FIRMONA AVENUE/LENNOX, CALIFORNIA

POSITION: State Preschool Program Assistant (On-call)- 4 Positions

REPORTS TO: Director of State Preschool

EVALUATED BY: Director of State Preschool

WORK YEAR: As Needed

SALARY RANGE: \$17.85 per hour/6.5 Hours per day

SUMMARY:

Works with the State Preschool Teacher to assist with the supervision and instruction to three and four year old children in the state Preschool Program.

DUTIES & RESPONSIBILITIES:

1. Assists with the supervision of children in the preschool program.
2. Provides individual and small group assistance to students in primary language.
3. Supports the delivery of the educational preschool program.
4. May assist the classroom teacher with the evaluation and testing of students.
5. Provides a safe environment in all work and play areas at all times.
6. Consistently enforces the rules and follows the Assertive Discipline Plan.
7. Provides a warm and nurturing environment for all children.
8. Attends staff development and professional growth workshops and in-services.
9. Assists in clean-up throughout each session.
10. Other duties as assigned.

QUALIFICATIONS:

- Possess High school diploma or equivalent required
- Experience with students in a school or recreational setting desirable
- Bilingual English/Spanish desired
- Must possess a physical examination, MMR, Flu, and DTAP shot record at time of hire
- Must possess a current California Child Care CPR/First Aid and Preventative Health & Safety Certification
- Minimum of 3 Early Childhood Education units

APPLICATION PROCESS:

1. Application (apply on Edjoin.org)

Upload the following:

2. Two letters of recommendation (letters must be signed and dated within one (1) year)
3. Unofficial transcripts, sealed transcripts will be required at the time of hire
4. Proof of completion of Mandated Reporter Training (Personnel Training AB1432) due at time of hiring. (Online training go to: www.mandatedreporterca.com)

Benefited: No

Union/Non-Union: Non-Union

Retirement Plan: NBS

CLOSING DATE: Until Filled

The Lennox School District is committed to ensuring equal, fair, and meaningful access to employment and education services. The Lennox School District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin,

political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Offices of Instructional Services and Personnel are charged with overseeing, leading, and directing the District's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to Mrs. Becki Blanco, Assistant Superintendent of Instructional Services (310-695-4039) and Mrs. Maria A. Castellanos, Assistant Superintendent of Personnel (310-695-4000).

Equal Opportunity Employment