

****REPOSTED****

Notice of Importance...

ANNOUNCEMENT OF VACANCY

**—LENNOX SCHOOL DISTRICT—
10319 FIRMONA AVENUE/LENNOX, CALIFORNIA**

POSITION: **Lennox State Preschool Teacher Assistant
(3 Positions)**

REPORTS TO: Director of Preschool

EVALUATED BY: Director of Preschool

WORK YEAR: 185 days/ 6.25 hours

SALARY RANGE: \$17.85 per hour

SUMMARY:

Assists the Preschool teacher under the direction of the Director of Preschool, in providing instruction to individuals or small groups of students, which can include classroom activities as well as, social and developmental activities.

DUTIES & RESPONSIBILITIES:

1. Develops lesson plans collaboratively with the classroom teacher and assists and supports in their implementation.
2. Provides individual and small group assistance to students.
3. Assists the classroom teacher with the evaluation and testing of students.
4. Provides instruction in primary language (Spanish).
5. Assists the teacher in the collection and organization of student records, student work, testing and portfolio assessment items.
6. Assists the teacher in contacting parents by phone regarding student progress and upcoming events and activities.
7. Attends staff development and professional growth workshops and in-services.
8. Assists in making visits to homes of preschool students.
9. Performs related duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent
- Possess 6 units of Early Childhood Education

- Possess or qualify for Child Development Assistant Permit
- Bilingual-biliterate English/Spanish skills required
- Have a passing score of 70% on the district academic proficiency test
- Must be currently enrolled in a WASC accredited college or institution
- Experience working with students in a school or recreational setting desirable

APPLICATION PROCEDURE:

1. Application
2. A resume
3. Two letters of recommendation (letters must be signed and dated within (1) one year)
4. Unofficial transcripts; sealed transcripts will also be required upon hire
5. Proof of Mandated Reporter Training (Personne Training AB1432) due at time of hire.
(Online training go to; www.mandatedreporter.ca.com)
6. MMR,Dtap, Flu Shots and CPR/First Aid due at time of hiring

Benefited: NO

Union/Non-Union: Non-Union

Retirement Plan: NBS

CLOSING DATE: Until Filled

LENNOX SCHOOL DISTRICT NONDISCRIMINATION STATEMENT

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 Services(310-695-4000).

Equal Opportunity Employment