



HUENEME ELEMENTARY SCHOOL DISTRICT
"Inspiring and empowering every student to thrive every day."

205 N. Ventura Road, Port Hueneme, CA 93041-3065 • www.hueneme.org • 805-488-3588

PLEASE POST AT ALL JOB SITES

JOB ANNOUNCEMENT

April 15, 2024

Memo To: All Current Classified Employees
 From: **MR** Melissa Rufai, Director of Personnel Services
 Subject: Projected Opening

Please review the job description carefully. You must have taken and passed the Paraprofessional test before you can apply to the position(s) below. If you are qualified and are interested in the position(s) below, or are interested in a transfer, **complete this form and return with a current resume attached** to the District Office no later than April 22, 2024 by 4:00 pm.

Please check the position(s) that you are interested in.

POSITION	POLICY	HOURS	MONTHS	RANGE
Paraprofessional ***Bilingual Required***	2330.4	3.75	School Session	(010)
Bard	8:00-10:45 & 11:30-12:30			\$20.74 - \$25.26

Please check the statement which best describes your qualifications.

- I can meet the qualifications and would like to be considered for the posted opening.
- I can meet some of the qualifications and would like to be considered for the posted opening.
- I would like to be considered for the opening as a result of a transfer.
- I am not a current contracted employee, but would like to be considered for the posted opening and have an application on file.

Name: _____

Phone: _____

Signature: _____

Date: _____

Current Contracted Position & Location: _____

The Hueneme Elementary School District prohibits discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, immigration status, nationality, parental status, pregnancy status, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officer: Raven Aipa, Senior Director Educational Programs Hueneme Elementary School District 205 N. Ventura Road Port Hueneme, CA 93041 (805) 488-3588, Ext. 9260

raipa@hueneme.org



HUENEME ELEMENTARY SCHOOL DISTRICT

2330.4 – PARAPROFESSIONAL

DEFINITION

Responsible to the principal and teacher and, under supervision, assists the teacher with his/her classroom responsibilities. The Paraprofessional will be evaluated by the school principal.

EXAMPLES OF DUTIES

- Under direct supervision of the teacher, helps the operation of a school class and the supervision of pupils
- Prepares instructional materials
- Assists pupils individually and in small group with material previously presented by the teacher
- Assists with organization of reference and resource materials and room displays
- May take roll and keep attendance records
- Assists in maintaining order in the classroom or on the playground
- May operate audiovisual equipment and/or office machines
- Provides over and above services for ECIA Chapter 1, SCE, School Improvement children at participating Chapter I schools
- Performs other routine duties as needed.

REQUIRED QUALIFICATIONS

Knowledge of:

- Understand the particular needs of and possess a genuine liking for the children with whom he/she will be working
- Learn quickly the procedures, functions, and limitations of assigned duties
- Establish and maintain effective working relationships with adults and children
- Understand and follow oral and written instructions
- Demonstrate basic typing skills (Desirable)

NOTE: Some of these positions may require bilingual ability.

Experience:

- Some experience working with small children in family or group situations is desired
- Working with the target population in the community is desirable.

Education:

- High School Diploma
- Pass the proficiency examination according to district standards.