



# ALAMEDA COUNTY OFFICE OF EDUCATION

*Position Announcement* SHEILA JORDAN, SUPERINTENDENT

**NOTICE OF OPEN COMPETITIVE EXAMINATION FOR:**

**INSTRUCTIONAL ASSISTANT – Community School (.8333 FTE)**  
**(31.25 Hrs/Week; 10 Month Position)**

**HOURLY SALARY RANGE: \$18.21 - \$22.14** (5 Steps/Range 12, CSEA)

**SALARIES:** All salaries as stated are based on present information and are subject to change. Appointments are made at the minimum salary shown and increases are granted at intervals based on satisfactory service.

***In Addition to Salary:*** Undesignated fringe benefit allotment of \$472.31/month(Pro-rated for less than full-time); plus dental coverage, life insurance, and membership in the Public Employees’ Retirement System

**THE POSITION:** Under general supervision of the site administrator, this classification assists teachers with instruction, supervision, and tutoring of students; monitors students on campus, inside and outside classrooms, and during school activities, including in-house suspensions; and provides secretarial support related to the community school program.

**TYPICAL DUTIES:** Assists teachers in delivering instruction, monitoring behavior, and reporting progress in an educational setting. Tutors students and administers individual student work plans. Identifies and coordinates hands-on activities to support classroom learning. Orients new students. Works with potentially high risk students, possibly in a detention facility. Assists in grading papers and tests, records attendance, and issues supplies to students. Prepares and maintains records and files according to prescribed guidelines. Prepares and duplicates classroom materials using appropriate equipment. Monitors hallways, restrooms, parking lots, and other areas in and around assigned school campus. Monitors conduct of students for disorderly behaviors and activities, and tactfully and diplomatically deal with potential or actual misconduct by students. Reports incidents and infractions to the appropriate site administrator, and to police as required. Checks for unauthorized persons on campus, issues required verbal warnings, and notifies site administrator. Confers with school administrators on student activities in and around assigned campus. Maintains contact with Probation and School Resource Officers. May answer phones, schedule meetings, type, operate copier, and provide clerical support to assigned site. May compile information from various sources and type it on forms and into databases. May open, sort, classify, and distribute incoming mail. Performs related duties as required.

**QUALIFICATIONS:** High school diploma or equivalent, passing of ACOE designated high school proficiency examination (waived with AA degree or higher, or 48 semester college units); or equivalent combination of education and experience. CPR/First Aid Certification.

**DESIRABLE QUALIFICATIONS:** Experience working with high risk students.

**LOCATION:** Hayward Community School

**APPLICATION DEADLINE: Monday, January 9, 2012, 5:00 p.m.**

**APPLICATION SCREENING & EXAMINATION PROCESS:** Instructional Assistants are required by NCLB to demonstrate knowledge of and the ability to assist in instructing, reading, writing, and mathematics. **Submission of application automatically registers applicants who DO NOT meet ‘waived’ criteria above for the required exam listed below.** Applications will then be screened based on established minimum qualifications. The top applicants, depending on the level and depth of experience, will be notified via **email** of the date, time, and place of the technical oral interview.

- Examination \*\*.....PASS/FAIL (January 12, 2012; details sent via email)
- Application and Résumé Appraisal..... PASS/FAIL
- Technical Oral Interview ..... Weighted 100% (Week of January 23, 2012; details sent via email)

\*\* (must obtain minimum score of 70% to pass)

**TO APPLY FOR THIS POSITION, APPLICANTS ARE REQUIRED TO SUBMIT APPLICATION AND ATTACHMENTS VIA:**

<http://edjoin.org>

**Contact Human Resources for additional information:**

Alameda County Office of Education, 313 West Winton Avenue, Room 173, Hayward, CA 94544-1136  
 Phone Number: (510) 670-4267 • Fax: (510) 670-4103

## ADDITIONAL INFORMATION FOR APPLICANTS

**SALARIES:** All salaries as stated are based on present information and are subject to change. Appointments are made at the minimum salary shown and increases are granted at intervals based on satisfactory service.

**HOW TO APPLY:** Applicants who possess the minimum qualifications listed in this bulletin must complete and submit an official application form by the application deadline. Applications shall be submitted via EDJOIN website by 5:00 p.m. on the final filing date. All required documents must be submitted with the application.

**MERIT SYSTEM:** The Merit System Law as prescribed by the California Education Code governs all classified (non-teaching) employees. This means that employees are selected on the basis of merit and fitness and that there is no discrimination because of race, color, national origin, sex, sexual orientation, religious or political affiliations, marital status, age, or disability.

**EXAMINATION PROCEDURES:** The examination will consist of test parts that relate to job performance. These may include a written examination, a skills performance test, a comparative evaluation of education and experience, and/or an oral examination before a Qualifications Appraisal Board. All oral examinations are electronically recorded. An overall passing score of 70 is required for placement on the eligibility list.

**ELIGIBILITY AND APPOINTMENTS:** Names of successful applicants are placed on an eligibility list in order of their final scores. The persons with the three highest ranks are certified to each vacancy. The department with the current vacancy may appoint one of these eligibles. Those not selected will have their names returned to the eligibility list, and may be certified to the next vacancy. Eligibility lists are in effect for one year unless otherwise stated.

**HEALTH AND CHARACTER INVESTIGATION:** Candidates selected for appointment will be required to file evidence of having had a tuberculosis examination with a negative result preceding the starting date of employment. A list of local facilities offering tuberculosis examinations is available from the Human Resources Office. California law also requires public educational employees to be fingerprinted for the purpose of a confidential background investigation. The Alameda County Office of Education also may obtain confidential references from former employers.

**VETERAN'S PREFERENCE:** Veterans of military service, who have been discharged or released under conditions other than dishonorable and who have 30 days or more of service, may obtain an additional five points (disabled veterans an additional ten points), added to their composite qualifying score by submitting proof of service (DD-214) to the Human Resources Office at the time of application. Disabled veterans must submit proof of current compensable disability.

**RETIREMENT PLAN:** Employees contribute to the California Public Employees' Retirement System and to Social Security. The Alameda County Office of Education matches each contribution. The employee may withdraw his/her CalPERS contributions in full with interest upon leaving the job if he/she does not retire.

**UNION DUES:** Persons appointed to positions other than Management, Supervisory, or Confidential are represented by California School Employees Association (CSEA), Chapter 615 and must have union dues or service fee deducted from their wages accordingly.

**IMMIGRATION AND REFORM ACT:** In compliance with the Immigration and Reform Act of 1986, the Alameda County Office of Education will only hire those individuals who are legally authorized to work in the United States.

**AMERICANS WITH DISABILITIES ACT:** Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to Alameda County Office of Education programs and events.