CLASSIFIED VACANCY NOTICE
July 8, 2021

JOB TITLE: ASART/ASES Assistant
Multiple Positions – 3.50 to 3.75 hours daily, 10 Months

SCHOOL SITE: TBD

SALARY: Classified Schedule E, $15.82 - $19.79 hourly

DEFINITION
Under the direction of a District-level administrator, the After School Academy Recreational/Tutorial Leader, and/or the school site Principal, assists in tutorial and recreational activities for children ages 6 through fourteen years (first through eighth grades) in the after school program.

DISTINGUISHING CHARACTERISTICS
This position is established to assist in the care and supervision of children in the After School Academy program and is distinguished from Instructional Aide positions in that the primary responsibility is to assist in the care and supervision of students in an After School program whereas Instructional Aides are responsible to assist in formal instruction.

DUTIES AND RESPONSIBILITIES
Maintains effective communication with After School Academy Recreational/Tutorial Leader and/or school personnel assigned to the school site. Follows direction of After School Academy Recreational/Tutorial Leader and/or school site principal with regard to policies and procedures. Adheres to program requirements.

Supervises and interacts with children during classroom activities, to ensure their safety and well being. Assists After School Academy Recreational/Tutorial Leader in creating a nurturing and culturally sensitive environment for children, provides an academic environment where children will receive assistance with homework; observes and reports safety hazards; prevents children from engaging in unsafe activities. Communicates with parents, students, and community members in a respectful, sensitive manner. Participates in after school program planning and design. Serves as a member of the after school program site team. Assists After School Academy Recreational/Tutorial Leader to ensure integration and coordination of multiple program activities. Identifies needed supplies and resources and informs After School Academy Recreational/Tutorial Leader. Participates fully in all after school activities at the assigned school site. Participates in professional development and project-related trainings as assigned. Performs related duties as assigned.
QUALIFICATIONS

Successful candidates must have one of the following:
1. Completion of at least two years of study at an accredited college or university (48 semester units)
2. An Associate's (or higher) degree
3. A passing score on the Rosemead School District Paraeducator Exam.

EMPLOYMENT STATUS
Bargaining Unit Position

SALARY
Classified Schedule E, $15.82 - $19.79 hourly

SUBMIT APPLICATION IN EDJOIN:
https://www.edjoin.org/Home/DistrictJobPosting/1431045

ACCOMMODATION FOR DISABLED:  If you have a limitation, as defined in the Americans with Disabilities Act (ADA), that needs accommodation during the testing process, please let us know when you submit your application.
Rosemead School District
3907 Rosemead Blvd.
Rosemead, CA  91770-1951

Non-Discrimination Statement: The Rosemead School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

The Rosemead School District is an Equal Opportunity Employer