

Lancaster School District
Department of Human Resources Services
44711 North Cedar Avenue
Lancaster, CA 93534
661-948-4661



SEPTEMBER 2024

VACANCY FOR THE 2024–2025 SCHOOL YEAR

Position: **BILINGUAL PARA EDUCATOR**

Opening Date: MONDAY, SEPTEMBER 23, 2024

Closing Date: **FRIDAY, OCTOBER 4, 2024 – NO LATER THAN 3:30 P.M.**



Notes to Applicant: Your application must be filled out completely and will only be accepted if it clearly indicates that the minimum requirements for the posting are met. Applications for employment are accepted online via [EDJOIN.ORG](https://edjoin.org). **It is your responsibility to review your application after submitting and ensure all the requirements were attached to the application before the closing date. You can do that by going back to view your application on EDJOIN. Incomplete applications will not be considered.**

Benefits: New hires, working 4 or more hours, may be eligible for benefits after a 60-day work period.

Salary: \$18.00/hr. - \$21.88/hr. – (All employees are hired on the 1st step unless verification of previous experience in a school district).

Minimum Requirements: High School Diploma or equivalent **AND:**

- Six (6) months experience in working with children in a structured environment.
OR
- College level classes in child behavior, child growth and development, education or child psychology is required (**Transcripts must be attached**)
AND
- **Must have the ability to read, write, and speak Spanish and English fluently.**
- **Two (2) recent letters of reference**
- **To be considered all requirements MUST BE ATTACHED when submitting application.**

Example of Duties: Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here. Assist teacher in instruction in the basic skill subjects and other activities; assist in the preparation of learning materials which may include keyboarding, duplicating and assembling; correct student work, papers and tests; introduce and conduct activities for individuals or groups as directed in the classroom or in physical education programs; assist with attendance or other class records; supervise individuals or groups as directed; prepare equipment for class use; use second language and cultural experience to assist Limited English Proficient students in school-related activities. **Minimum knowledge of:** appropriate student behavior; techniques to motivate students and subjects of school curriculum (basic math, English usage, spelling, grammar and punctuation, physical education). **Skills and Ability to:** Relate effectively with children; follow directions of the classroom teacher; exercise good judgment; use modern office machines and equipment; establish and maintain cooperative working relationship with staff and parents; read, write and understand the English language; communicate clearly and concisely both orally and in writing; simple record keeping; read, write and speak both English and Spanish Fluently; maintain professional confidentiality; perform other related duties as assigned. (Complete job description available in Human Resources).

Examination: Applicants must successfully complete each part of the examination process in order to be considered further.

WRITTEN TEST: TBD – TIME TO BE DETERMINED. TIME & DATE MAY BE SUBJECT TO CHANGE. (PLEASE CHECK YOUR EMAIL FOR AN INVITATION TO TEST).

PERFORMANCE TEST: TO BE DETERMINED

SCORING: Written examination will carry a weight of 100%.

All examinations must be passed with 75% or better. An eligibility list will be in effect for 6 months or until less than 3 applicants remain on the list.

If FIVE (5) qualified applicants from the Lancaster School District demonstrate the ability to meet the job qualifications, the position will be filled on a promotional basis.

**General
Information:**

Physical Requirements and Working Conditions

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environment conditions.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

Tuberculosis or Chest X-Ray

Before being employed and beginning work for this District, you will be required to file evidence of having had tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past year (or have submitted to a tuberculosis risk assessment within the past 60 days). Medically verified positive skin test results require a chest x-ray.

Other Requirements:

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation.

Pursuant to Public Law 99-603 (US Immigration and Naturalization Service), all employees hired after November 6, 1986, must provide proof of work eligibility. Please be prepared to provide appropriate documentation, which establishes your right to work in this country.

"AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER"