

Bilingual Instructional Assistant #162

Placentia-Yorba Linda Unified School District

Open to PYLUSD Permanent Employees, substitutes and external applicants.

Interviews will begin with Permanent Applicants Qualified for an Interview.

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Salary:	\$19.78 - \$24.13 per hour (Range 18)
Available Location:	TBD 6 Positions Available
Work Year:	9.5 months per year, 5 days per week, 19.75 hours per week SHIFT HOURS: Monday - Friday 8:00 a.m. - 11:57 a.m.
Number of Paid Days:	204 Days
Work Calendar Number:	1001 (Found at www.pylusd.org)
Testing:	<u>Instructional Aide Testing (ESSA):</u> Please contact HR at (714) 985-8410 to schedule an appointment -OR- Complete 48 semester units of college course work. <u>Bilingual Test:</u> Please contact HR at (714) 985-8410 to schedule an appointment (See Job Description/See Attachment)
Closing Date:	Thursday, September 26, 2024, at 4:30 p.m.

Lateral/Voluntary Demotion Transfers

Applies to all

Permanent PYLUSD Employees:

PYLUSD employee must complete the "Classified Employee Transfer and/or Voluntary Demotion" Request Application on

[www.edjoin.org/transfer](http://www.edjoin.org/transfer**) or at our district website under the Human Resources page.**

Non Lateral Application Applies to all Permanent PYLUSD Employees:

If applying for a position that is not in your same class or job title, complete the EdJoin application found at <https://www.edjoin.org/pylud> or at our district website under the Human Resources page.

All previously submitted transfer request forms have been considered.

Questions:

Call Classified Human Resources, (714) 985-8405 or (714) 985-8415

DEFINITION:

Will provide assistance to teachers or school staff by performing tasks which are supportive of the classroom and conducive to the academic, social, and emotional growth of the students while utilizing both English and a secondary language. This includes the following classroom environments, academic, physical education (P.E.), and music.

DISTINGUISHING CHARACTERISTICS:

This is an entry level class which requires a secondary language in the Instructional Assistant series. Positions assigned to this class can be distinguished from high level classes by performance of duties related to providing general assistance and support to students or a classroom teacher.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from school site and/or district administration.

EXAMPLE OF DUTIES: – Duties may include, but are not limited to, the following:

1. Provide instructional assistance to students and/or teachers in directing classroom activities based on the specific needs of the program.
2. Provide assistance to individuals and small groups of students in academics, athletics, and/or music instruction as directed by the teacher.
3. Set up and clean up supplies, materials, and equipment.
4. Assists in maintaining an environment that is safe, orderly, and clean.
5. Provide assistance to the teacher by setting up work areas, displays, operating classroom technology/equipment, and distributing and collecting supplies and materials.
6. Assists in supervising students in educational settings.
7. Assists in maintaining classroom control and discipline according to policies established by the school administration.
8. Performs related duties as assigned

QUALIFICATIONS:

Knowledge and Abilities

1. Knowledge of students with a variety of differing needs.
2. Knowledge of technology, supplies, and equipment used in a school setting.
3. Ability to organize, supervise, and assist in the instruction of students.
4. Ability to communicate effectively with students and staff.
5. Ability to follow oral and written instructions.
6. Ability to establish and maintain cooperative working relationships with those contacted in the work environment.
7. Ability to move classroom chairs, desks, music equipment, music stands, or P.E. equipment.
8. Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.)

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in working with students of different ages who have differing needs; preferred but not required.

Training:

Formal or informal training which provides the skills necessary to perform the job.

Certifications and additional requirements (Must meet one of the following):

Completion of 48 units of college course work,
AA Degree or higher,
Passage of Instructional Aide Testing (ESSA). (Testing available through Human Resources.
Must be obtained prior to submitting application.)

METHOD OF APPLICATION:

Applicants interested in applying for this position must submit an online application along with a current resume and supporting documents. Applications can be found at <https://www.edjoin.org/pylUSD> or through our district website at <https://www.pyUSD.org/jobs>

Interviews will begin with permanent internal applicants at least five (5) days before non-bargaining unit member.

Questions: Contact Classified Human Resources Technician at (714) 985-8415 or (714) 985-8405.

PYLUSD Non-Discrimination Statement

The Placentia Yorba Linda Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, 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 or affiliation with the Boy Scouts of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. For questions or complaints, contact Equity Compliance Officer: Dr. Issaic Gates, Deputy Superintendent, 1301 E. Orangethorpe Ave. Placentia, CA 92870, 714-985-8408, Title IX Coordinator: Dr. Baldwin Pedraza, 1301 E. Orangethorpe Ave. Placentia, CA 92870 [714-985-8670], bpedraza@pylUSD.org, Director Student Services, Title II/ ADA Coordinator and Section 504 Coordinator: Renee Gray, Assistant Superintendent Student Support Services, 1301 E. Orangethorpe Ave. Placentia, CA 92870, 714-985-8727.

The Placentia-Yorba Linda Unified School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to Placentia Yorba Linda Unified School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Placentia Yorba Linda Unified School District's Title IX Coordinator is Dr. Baldwin Pedraza, 1301 E. Orangethorpe Ave. Placentia, CA 92870 [714-985-8670].

The Placentia Yorba Linda Unified School District's nondiscrimination policy and grievance procedures can be located at [Non Discrimination State and Notice](#).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Uniform Complaint Policy](#)

If you need a reasonable accommodation to participate in the hiring process, **Placentia-Yorba Linda Unified** will provide you with one upon notice.