



EMPLOYMENT OPPORTUNITIES
MORENO VALLEY UNIFIED SCHOOL DISTRICT
 HUMAN RESOURCES DIVISION: 25634 Alessandro Boulevard, Moreno Valley, California 92553
 PHONE: (951) 571-7500, ext. 17575
 Website: www.mvUSD.net

Substitute Instructional Assistant - SDS
(Severely Disabled Students)

**CLASSIFIED
 VACANCY**

**APPLICATION PROCEDURE
 APPLY ONLINE AT:
 EDJOIN.ORG**

Applicants who fail to submit all required information/documents will not be considered for employment.

The following items are required by the application deadline:

- 1. A completed EDJOIN classified application**
- 2. Copy of High School Diploma or GED Certificate, or copy of transcripts showing a high school graduation date or transcripts showing an awarded date of higher education.**
- 3. One HAND SIGNED Letter of Recommendation, dated within the last 12 months. (NO ELECTRONIC SIGNATURES)**

Testing is required unless a copy of college TRANSCRIPTS (unofficial are accepted) showing the DATE an AA/BA or MA degree were awarded are uploaded with your application by the deadline.

If you currently have a passing IA test score on file with the MVUSD, you must submit proof of passing score as an attachment to your application prior to the date the posting closes. Submissions via email will not be accepted.

NON-DISCRIMINATION POLICY

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, disability, sexual orientation, or Vietnam-era veteran status. District programs and activities shall be free from unlawful discrimination.

Sexual harassment of or by any person in the work or educational setting shall not be tolerated; it shall be a violation of District policy to engage in any conduct which constitutes sexual harassment.

Complete District policies on non-discrimination, and sexual harassment are available through the Human Resources Division.

(BP 4030, BP 0410a, BP 4119.11)

Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ). The processing fee must be paid by the prospective employee. Authorization of employment will not be granted until the fingerprint clearance from the DOJ has been accepted.

Deadline: July 31, 2024 at 4:30 p.m.
Salary: \$17.29 per hour
Workdays: ON - CALL as needed

Test Date: Successful applicants will be notified of a test date/time/location through EDJOIN.org

DEFINITION

Under general supervision, to assist the special education teachers in the supervision and training of physically, multi-severely disabled and other exceptional students, birth to 22 years of age; to assist with routine instructions; perform a wide variety of training duties involving immediate contact and close supervision of children; to perform a variety of clerical duties of average difficulty. This class is distinguished from the Instructional Assistant-Classroom by assignment to work with the severely disabled students which may include, but will not be limited to, programs for the Autistic, Multi-Disabled, Trainable Mentally Disabled, Physically and Seriously Emotionally Disturbed, and in classes which serve visually and hearing impaired students.

DUTIES

Assist teacher by working with individuals or groups in the training of basic academic, social and physical skills necessary to care for individual needs; physically assist and instruct students in performing activities such as moving about, using bathroom facilities, eating, toileting, dressing, maintaining body hygiene or other activities as assigned; assist students during meals by setting up tables or transporting lunch trays and feeding as required; listen to and drill students in reading, spelling, language skills and other subjects according to instruction and guidance of teacher; train students in domestic and/or simple vocational related tasks; position and reposition students to stimulate development or relieve or prevent improper pressure; provide continuous supervision of students in classrooms, cafeteria, on grounds, at bus loading zones, on field trips and in other school site areas as assigned; maintain discipline; supervise and attend students on buses as they are being transported to and from school or on special activity trips during the day; perform routine clerical tasks such as correcting papers, recording grades, administering makeup tests, preparing and duplicating instructional materials, keeping attendance records, issuing, collecting and maintaining classroom supplies and preparing instructional materials such as charts, bulletin boards and displays; physically restrain students as necessary to control behavior and perform related duties as assigned.

MINIMUM QUALIFICATIONS

Successfully complete the District's competitive hiring process: to include testing, background checks, medical exam given by a District appointed physician (where applicable).

KNOWLEDGE AND ABILITIES

Knowledge of: Basic concepts of child growth and development; personal hygiene practices and procedures; safety practices and procedures; correct English usage, spelling, grammar and punctuation; and operation of standard office equipment.

Ability to: Develop and maintain cooperative and effective working relationships with physically disabled and exceptional students, their teachers and parents; understand the needs of exceptional students; physically lift and handle students in caring for their personal needs, i.e. toileting, aiding with bladder and bowel apparatus, administering to seizures, removing and replacing braces, etc.; exercise patience and tact in dealing with physically and/or emotionally disabled students; understand and carry out oral and written instructions; supervise students in the classroom and out of doors; and perform general clerical tasks.

LICENSES AND WORKING CONDITIONS

Licenses: Valid American Red Cross Standard First Aid Certificate or will obtain certificate within 30 days of employment: Cardiopulmonary Resuscitation Certificate (CPR) is desirable, but can be obtained within thirty (30) days after employment.

Working Conditions: Classroom or special learning center environment; subject to lifting, bending and physically manipulating students to move students in and out of wheelchairs. Must be willing to diaper and provide toilet assistance to students of all ages. Pre-employment physical examinations are required for Instructional Assistant-Severely Disabled Students assigned to work with students in the Developmental Delayed program.

EDUCATION AND EXPERIENCE

Education: Graduation from high school or equivalent.

PROOF OF EDUCATIONAL REQUIREMENT MUST ACCOMPANY THE APPLICATION.

The District offers a written exam that meets the ESSA requirement.

Experience: Job related experience working with youths and/or individuals with Special Needs is desirable.