



EMPLOYMENT OPPORTUNITIES
MORENO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION: 25634 Alessandro Blvd., Moreno Valley, CA 92553
PHONE: (951) 571-7500, Ext. 17575 WEBSITE: www.mvusd.net

INSTRUCTIONAL ASSISTANT - EL (BILINGUAL- SPANISH)
To Fill Current Vacancies and Create an Eligibility list.

**CLASSIFIED
VACANCY**

APPLICATION PROCEDURE
APPLY ONLINE AT:

EDJOIN.ORG

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

The following items are REQUIRED WITH YOUR application by the deadline:

1. A completed EDJOIN application
2. Copy of High School Diploma/GED or transcripts showing high school graduation date
3. One current signed Letter of Recommendation (dated within the last 12 months). **MUST BE HANDWRITTEN SIGNATURE. (NO ELECTRONIC SIGNATURES)**

Testing is required UNLESS a copy of COLLEGE TRANSCRIPTS SHOWING AN AWARD DATE FOR AN AA/BAMA have been submitted WITH your application.

If you currently have a passing IA EL test score on file with 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.

NONDISCRIMINATION 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 nondiscrimination, and sexual harassment are available through the Human Resources Division. (BP 4030, BP 0410a, BP 4119.11)

Deadline: August 25, 2024 at 4:30 p.m.
Salary Range 10: \$20.80 - \$27.96 per hour
Workdays: Academic Year/ 3 - 3.75 hours per day

Test Date: TBD

NOTE: CURRENT EMPLOYEES SHALL REMAIN IN A POSITION FOR AT LEAST ONE (1) YEAR FROM THE BEGINNING DATE OF AN INITIAL PROBATION OR PROMOTIONAL PROBATIONARY PERIOD IN ORDER TO BE CONSIDERED (PER CONTRACT, ARTICLE 15.)

DEFINITION

THIS IS A BILINGUAL POSITION: ENGLISH/SPANISH

Under general supervision, to assist teachers in the instruction of students individually or in groups in an English Language acquisition program; to assist the teacher in routine clerical duties; and to do related work as may be required. Positions in this class are distinguished from other Instructional Assistant classes by assignment to assist teacher where the ability to speak, read, tutor, and assist in the instruction of English Learners in the primary and English languages as necessary to attain the goals and objectives of the program.

EXAMPLES OF DUTIES

Tutor children, reinforces or follow-up on the teacher's lessons by reading or telling stories, listening to children read, leading discussions, playing games with children, demonstrating arts and crafts projects, assisting children in using audiovisual equipment and helping children find reference materials. Assists teachers in the preparation of English Language instructional materials, may assist in the proctoring and in scoring of tests; may assist in the evaluation of the instruction and the students' progress and problems. Individual helps maintain a supportive learning environment. May follow teacher's lessons plans, assist teachers in preparation of plans or develop own plans based on teachers' direction and explanation of the students' needs; assists in developing and preparing English Language teaching aids; prepares and maintains inventories of materials and equipment used in teaching; performs classroom preparation tasks such as scoring tests and charting students progress, keeping records reflecting attendance and grades, typing and duplicating materials; straightens and organizes classroom or learning facility. May accompany students on field trips; attends in-service training sessions; maintains discipline and monitors room in absence of teacher. Provides translation and interpretation of Spanish or another non-English language in a variety of forms; respects confidential nature of pupil records and school reports.

Successfully complete the District's competitive hiring process: to include testing, interviews, background checks, medical exam given by a District appointed physician (where applicable); and the submission of a Tuberculosis Certificate showing applicant free from active tuberculosis within the past 4 years.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic methods used in tutoring; general needs and behaviors of children; correct English usage, spelling, grammar, and punctuation.

Ability to: Project a mature, constructive, stable, and healthy attitude in a learning environment; speak, read, and effectively communicate in Spanish or another non-English language and in English; understand and apply rules, regulations, procedures, and policies; establish and maintain effective communications and relationships with students, parents, and staff; ability to make standard arithmetic calculations rapidly and accurately; keep records, and perform routine classroom preparation tasks; typing may be required.

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: Prior experience working with children with limited English desirable.