



# Hawthorne School District

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## **CLASSIFIED EMPLOYMENT OPPORTUNITY** **OPEN** **LAUP PRESCHOOL INSTRUCTIONAL AIDE** **Eucalyptus and Zela Davis Schools** **(24 POSITIONS)**

**HOURS: 3.5 HOURS/DAY (AM OR PM)**

**WORK DAYS: 175 DAYS/YEAR**

**STARTING SALARY: \$13.52/Hour (Maximum of 2 years credit for work experience in a public school district will be given)**

**Funding for position is contingent upon receipt of State Categorical Funds**

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- ✓ Plans, organizes, and provides instruction, motivation, and guidance to preschool children.
- ✓ Aids preschool children in the development of social, behavior, motor, manipulative, language development, and pre-readiness skills.
- ✓ Utilizes program goals, objectives and guidelines in developing lesson and instructional plans.
- ✓ Provides a variety of experiences in the development of language and communication skills, including children using English as a second language.
- ✓ Prepares, develops, and uses a variety of instructional aids and materials in the conduct of instructional and training processes.
- ✓ Utilizes a variety of methodology in teaching and instructing children experiencing a wide range of intellectual, physical, and emotional maturity.
- ✓ Reviews and evaluates the history and background of children in designing instructional activities to meet their specific needs.
- ✓ Establishes standards of child behavior and uses a variety of behavior modification, reinforcement and behavior shaping strategies in the conduct of behavior management programs.
- ✓ Instructs children in self help, cleanliness and grooming functions and activities.
- ✓ Encourages participation in singing, dance, rhythmic activities and in the use of various art and craft materials.
- ✓ Performs a variety of housekeeping functions in maintaining the facility in safe, sanitary, and orderly condition.
- ✓ Fosters cooperative social behaviors through the use of games and group projects.
- ✓ Conducts a variety of physical activities in the development of gross and fine motor skills.
- ✓ Continuously observes children to detect signs of over stimulation and fatigue.
- ✓ Evaluates students growth and development and discusses progress, concerns and issues with parents.
- ✓ Performs routine first aid and seeks assistance in the event of serious injury or illness.
- ✓ May assist in cleaning and changing children who have experienced toileting accidents.
- ✓ Performs other related duties as required.

### **QUALIFICATIONS/REQUIREMENTS:**

- ❖ One year of paid experience in an instructional capacity in a preschool or early childhood education program.
- ❖ Equivalent to the completion of one of the following (**must submit copies**):
  - Have obtained an Associate's (or higher) Degree, minimum of 24 ECE units, including core courses listed under the Child Development Permit Matrix.
  - Hold/qualify for a Child Development Teacher Permit.
- ❖ Must possess and submit a copy of First Aid certificate issued by the American Red Cross, including CPR training.

Persons interested in applying and being interviewed for the position of LAUP Preschool Instructional Aide, must complete a **Classified Employment Application form** and a **Supplemental Application form** and forward these to the Hawthorne School District Human Resources Office prior to 4:30 p.m. on Thursday, July 15, 2010. Oral interviews will be scheduled thereafter. Applications may be obtained from any school Principal or by contacting the Assistant Superintendent of Human Resources, Shelley Rose, at (310) 676-2276.