

Substitute Office Support (Clerical) & Paraeducator (Instructional Aide)



Date Posted: 1/11/2019

Application Deadline: Continuous

Employment Type: Part Time

Length of Work Year: On Call- As Needed

Salary: \$12.00 Per hour

Number Openings: (At time of posting) Not Specified

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Requirements for Applying

The following are required for this position prior to hire:

- * TB clearance (Must have TB skin test before applying. Please upload copy)
- * DOJ & FBI Fingerprint Clearance (fingerprints taken at Human Resources Office when applicant is selected: Substitute covers fee of \$63.00 Money order only)
- * Office Support: Microsoft Office Word and Excel preferred
- * Para Educators will be tested by our HR department before hire. They will take the Para Professional test which consists of Math, Language, and the ability to assist with instruction.
- * Para Educators for CFS: Should you have the Influenza, Pertussis (Whooping Cough) and Measles (MMR) vaccines, you may also be included to work for our Head Start and Daycares. If you have them, please upload them.
- * No blank or incomplete applications will be accepted.

Applications will be reviewed on an as-needed basis. Selected candidates will be contacted to move forward to get fingerprinted for DOJ and FBI. Once fingerprints clear, they will be invited to attend a substitute orientation.

- TB Screening Result ((Proof of TB Clearance within 6 months))

NON DISCRIMINATION ON THE BASIS OF SEX, RACE, COLOR, NATIONAL ORIGIN OR HANDICAP (FEDERAL REGULATION, TITLE IX) The Coachella Valley Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The

District assures the lack of English language skills will not be a barrier to admission or participation in District Programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Policy and Procedures. The following mandated policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including Education Code 220, which prohibits discrimination based on race, nationality, ethnicity, gender, gender identity, gender expression, sex, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Title VI (42 USC 2000d-2000e-17), which prohibits discrimination based on race, color, or national origin; Title IX (20 USC 1681-1688), which prohibits discrimination based on sex, gender, and gender identity; the Age Discrimination Act of 1975 (42 USC 6101-6107), which prohibits discrimination based on age; and Title II (20USC 12101-12213) and Section 504 (29 USC 794), which prohibit discrimination based on disability. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of these characteristics.