



Flier 1767A

**COLTON-REDLANDS-YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM**

Employment Opportunity

Human Resources: 1214 Indiana Court, Redlands, CA 92374 - (909) 793-3115

Regular Hours – Open Monday through Thursday 9:00a.m. – 4:00p.m. and Fridays 9:00a.m. – 1:00p.m.

Closed 12:30pm to 1:30pm Monday - Thursday for lunch

Web Site: www.cryrop.org Apply at: www.edjoin.org

If you deliver your application personally, please go to the Registration Office, Bldg. B

**CLASSIFIED POSITION:
EDUCATIONAL ASSISTANT – AUTO SHOP (4 POSITIONS)**

APPLICATION OPEN DATE: Thursday, May 4, 2017

APPLICATION DEADLINE: OPEN UNTIL FILLED

Required Materials:

- Completed application
- Cover Letter
- Current Resume
- 2 current (dated and signed within 2 years) letters of recommendation (unsigned letters or electronic signatures not accepted)
- Proof of Education

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Salary Range: \$15.50/hr - \$18.88/hr (Non-Benefited Position)

(Initial placement will not exceed Step 2 rate of \$16.27 if selected candidate exceeds the minimum requirements for the position)

Hours: Monday – Friday, 7:30am – 2:30pm, 25 hours/week, 10 months/year

Proposed Start: 2017-2018 School Year

Work Site: Colton High School, Bloomington High School, Redlands High School, and Yucaipa High School

Educational Assistant needed for ROP Auto Shop classes at multiple sites. High School diploma or equivalent necessary; work experience and/or educational experience related to subject being taught required. Previous experience assisting students in middle school or high school desirable.

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, work in a classroom to assist a teacher in the preparation and implementation of ROP training programs; assists in and encourages students toward completion of teacher initiated activities.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.

Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understating of individual students, their needs, interests, and abilities.

Operate and care for equipment used in the classroom for instructional purposes.

Help students master equipment or instructional materials assigned by teacher.

Distribute and collect papers and other materials for instruction.

Guide independent practice setup as assigned by the teacher.

Assist with the supervision of students during hands on training and scheduled breaks.

Check notebooks, correct papers and supervise testing and make up work as assigned by the teacher.

Alert the teacher to any problem or special information about an individual student.

Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

Assist in lesson preparation and clean-up.

Request appropriate assistance for serious pupil illness or injury.

Direct students into safe learning activities, functions and environments.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

General techniques used in instruction and supervision of students.

Basic understanding of behavior concepts.

Basic clerical methods and procedures, including filing systems, and record keeping.

ROP policies and procedures.

ABILITY TO:

Ability to pass a proficiency examination.
Communicate effectively, verbally and in writing.
Implement instructional strategies as requested.
Maintain positive and supportive attitude towards students.
Work harmoniously as a member of an instructional team.
Adapt to different and changing work conditions.
Understand and follow oral and written directions.
Establish and maintain an effective working relationship with those contacted in the course of work.
Maintain strict confidence of student information and ROP business.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; successfully pass a proficiency examination in basic reading, writing and mathematics skills; responsible work and/or educational experience related to the subject being taught.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Flexible hours may include evening and Saturday hours at a variety of classroom and training sites.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.