



**LONG BEACH UNIFIED SCHOOL DISTRICT**  
invites applications for the position of:

## **Instructional Aide-Educare BL Spanish**

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**SALARY:** \$16.68 - \$20.66 Hourly

**OPENING DATE:** 11/17/20

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

Please note: Applications for this position must be submitted online.

**In addition applicants must provide one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:**

**Child Development Associate Teacher Permit  
Child Development Teacher Permit  
Child Development Master Teacher Permit  
Child Development Site Supervisor Permit  
Child Development Program Director Permit**

Job Summary

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

**EXAMPLES OF DUTIES:**

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program. E
- Assist in instructing children for the purpose of optimizing the development of each child; work with teachers to develop lesson plans with goals, objectives, activities and outcomes for children. E
- Observe, assess and document children's health, skills, behavior, growth and development; participate in Family/Child Reviews; develop individualized educational strength plans for children as assigned. E
- Provide opportunities for children to develop positive self-images and experience success; identify developmental concerns and follow agency protocols. E
- Assist in planning and implement developmentally appropriate activities to promote the social, emotional, physical and cognitive development of each child; guide the acquisition of social skills and model appropriate social behaviors and personal hygiene techniques. E
- Assist in maintaining a classroom environment, including positive guidance techniques, that

meets applicable laws, codes, rules, regulations and Educare's philosophy and curriculum; participate in program evaluations and studies. E

- Provide assistance to, participate with, and monitor children in activities such as games, songs, meals and snacks, field trips, physical fitness exercises and seasonal sports; maintain equipment and facilities in a safe and clean condition. E
- Monitor behavior and assure children are under appropriate supervision at all times; utilize appropriate discipline methods; observe and report behavior and issues to the teacher; supervise children for brief periods when the teacher is on site but away from the classroom. E
- Confer with teachers to schedule and conduct parent/staff conferences and two home visits per program year; encourage parent participation in the program and develop effective relationships with parents. E
- Attend and participate in meetings, workshops, in-services and training programs to maintain current knowledge of developments in the childcare field; participate in job-embedded professional development and reflective supervision activities including job observations and assessments. E
- Perform a variety of clerical duties such as preparing instructional materials, recording attendance, completing program documentation, and maintaining records and files; maintain confidentiality of sensitive and privileged information. E
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. E
- Operate a variety of office and instructional equipment such as a calculator, computer, copier, laminator, telephone, overhead projector, television and DVD player. E
- Administer first aid or necessary physical assistance to ill or distressed children; assist children with toileting needs as necessary; may administer prescribed medication in accordance with established procedures. E

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

## **EMPLOYMENT STANDARDS:**

Knowledge of:

Child development and early childhood principles, practices and curricula for ages 0-3 or 3-5.  
Child guidance principles and practices.  
Safe practices in classroom and playground activities.  
Diverse needs of children and families from varying socioeconomic and cultural backgrounds.  
Basic instructional methods and techniques.  
Basic subjects taught in schools including arithmetic, grammar, spelling, language and reading.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Classroom procedures and appropriate conduct.  
Operation of standard office and classroom equipment including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping and filing techniques.

Ability to:

Assist Educare teachers in providing quality, comprehensive child development services to children and families.  
Assist with instruction and related activities in a learning environment.  
Observe, assess and document children's health, skills, behavior, growth and development.  
Assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program.  
Assist in planning and implement developmentally appropriate activities for children.

Demonstrate understanding and patience toward children.  
Adapt to changing circumstances and priorities within the learning environment.  
Monitor, observe and report child behavior and progress according to approved policies and procedures.  
Work within an interdisciplinary team as a cooperative and supportive team member.  
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.  
Maintain current knowledge of developments in the childcare field.  
Establish and maintain cooperative and effective working relationships with others.  
Interpersonal skills using, tact, patience and courtesy.  
Communicate effectively both orally and in writing.  
Operate standard office and classroom equipment including a computer and assigned software.  
Observe health and safety regulations.  
Perform clerical duties related to classroom activities such as typing, sorting, measuring, cutting, filing and duplicating.  
Maintain routine records and files.  
Administer first aid or necessary physical assistance to ill or distressed children.

#### Education and Training:

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit  
Child Development Teacher Permit  
Child Development Master Teacher Permit  
Child Development Site Supervisor Permit  
Child Development Program Director Permit

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

#### Experience:

Six months of experience working in an early childhood program.

### **SPECIAL REQUIREMENTS:**

To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

Positions in the Instructional Aide – Educare, BL Khmer classification require the ability to communicate effectively, both orally and in writing, in Khmer. Candidates must successfully pass the District's bilingual/biliterate test.

The Governing Board of Long Beach Unified School District prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity pursuant to BP 4030.

The Governing Board of Long Beach Unified School District prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to policy BP 4119.11.

**SELECTION PROCEDURE:**

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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APPLICATIONS MAY BE FILED ONLINE AT:  
[http://www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

Position #21-0056-5206  
INSTRUCTIONAL AIDE-EDUCARE BL SPANISH  
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4400 Ladoga Avenue  
Lakewood, CA 90713  
562 435-5708

[sleaming@lbschools.net](mailto:sleaming@lbschools.net)

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**Instructional Aide-Educare BL Spanish Supplemental Questionnaire**

- \* 1. Completion of the following supplemental questions is required of all applicants. This is considered a test component in the examination process. An evaluation of candidates' responses will be made by a screening panel following the application deadline. A limited number of candidates who best meet the needs of the District will be invited to continue in the examination process. It is important that your responses are clear and concise. Responses that are incomplete or unclear will not receive credit. Your Work Experience in the application must also include all of your recent and relevant experience in order for your application and supplemental to be considered. For those questions to which you have no response, please indicate "no response". DO NOT refer the reader to your resume. A resume will not be accepted in lieu of completion of the required application or supplemental materials. Please answer by selecting "Yes" as confirmation that you read these instructions.
  - Yes, I have read the instructions.
  
- \* 2. This position requires possession of one of the permits listed below, issued by the California Commission on Teacher Credentialing or proof of application for one of these permits. Place a check in one of the areas below to indicate how you meet this requirement.
  - A valid Child Development Associate Teacher Permit
  - A valid Child Development Teacher Permit
  - A valid Child Development Master Teacher Permit
  - A valid Child Development Site Supervisor Permit
  - A valid Child Development Program Director Permit
  - I will submit proof of application for one of the above permits by appointment
  - I do not have a permit, nor will I have proof of application by the time of appointment.
  
- \* 3. This position requires graduation from High School or equivalent. Do you meet this requirement?
  - Yes

- No
- \* 4. Do you possess an Associate's or higher degree in Early Childhood Education, Child Development or a related field (preferred)?  
 Yes  No
- \* 5. This position requires six months of experience working in an early childhood program. Please select the experience which qualifies you for this position.  
 I have no experience working with students in an early childhood program.  
 I have 0 - 5 months experience working with students in an early childhood program.  
 I have 6 months or more experience working with students in an early childhood program.
- \* 6. To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. By typing my initials below I acknowledge that I have read and understand this requirement.
- \* 7. Are you willing and able to sit or stand for extended periods of time?  
 Yes  
 No
- \* 8. Are you willing and able to bend at the waist, kneel, or crouch to assist children?  
 Yes  
 No
- \* 9. Are you willing and able to reach overhead, above the shoulders and horizontally?  
 Yes  
 No
- \* 10. Are you willing and able to see to read a variety of materials?  
 Yes  
 No
- \* 11. Are you willing and able to hear and speak to exchange information?  
 Yes  
 No
- \* 12. Incumbents may occasionally assist in the cleaning and personal hygiene of children. Are you willing and able to perform this duty?  
 Yes  
 No
- \* 13. Are you willing and able to lift, push, pull, walk or crawl on the floor in order to perform the essential duties of this position?  
 Yes  
 No
- \* 14. This position requires the ability to fluently speak, read, and write in English AND Spanish. Do you meet this requirement? (An oral and written bilingual assessment exam will be administered.)  
 Yes  
 No
- \* 15. PLEASE NOTE: Applicants must check their emails on a regular basis to find out their status on an application. Emails we send may be caught by spam filters and it is the

responsibility of the applicant to check their spam/junk folder. For mail notify applicants, mail regarding status on an application will be sent to the mailing address provided.

I am aware I must check my emails, including spam/junk folder, on a regular basis to find out the status of my application. For mail notify applicants, mail regarding status on an application will be sent to the mailing address provided.

\* Required Question