Notice Of Vacancy

Position: 21st Century Community Learning Center Instructional Aide (3 positions)

Status: 3 hours per day, 4 days per week: 32 weeks

Salary: $16/hr.

Locations: Barge Lincoln Elementary; M.L. King Jr. Elementary & Washington Middle School

Posted Date: September 17, 2019

Starting Date: September 23, 2019 (anticipated)

Job Description and Qualifications: See below

Application Procedure - Current ESD employees interested in this position need to submit a letter of interest and resume to Dianna Rosa Iturbide. It may be emailed or dropped off to her in the Maggie Perez Building.

Deadline to apply: Open Until Filled

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD’s Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858 ESD 105 is an Equal Opportunity Employer
POSITION DESCRIPTION

Job Title:  
21st Century Community Learning Center Instructional Aide

Direct Supervisor:  
Student Support Program Manager

The 21st Century Community Learning Center (CCLC) Instructional Aide, under the direction of the site coordinator and the project coordinator, implements each component of the extended learning program. The 21st CCLC Instructional Aide, under the supervision of the Site Coordinator, facilitates and leads programs and activities in accord with program and center policies.

Essential Job Functions:

A. Provides support for students in the 21st CCLC program operated at the site.
B. Follow direction of 21st CCLC Site Coordinator or other administrator(s) with respect to policies and procedures, and adhere to program requirements.
C. Keeps student time and attendance data documented daily.
D. Assists in preparation of daily student materials.
E. Follows reporting schedule and submits all reports on time.
F. Attends 21st CCLC training meetings and participates in 21st CCLC webinars as requested.
G. Maintains evidence of continuous monitoring of student progress.
H. Participates in emergency and safety drills.
I. Participates in a parent orientation meeting.
J. Provides materials to site coordinator for a monthly 21st CCLC newsletter to participants and their families.
K. Supports a current 21st CCLC bulletin board including, but not limited to, current schedules, activities, pictures, etc.
L. Assists in documenting parent volunteer and partner meetings.
M. Solicits meaningful input from students, parents, and partners by written survey.

Other Job Functions:

A. Perform other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications:

Required Education and Experience
1. High school diploma
2. Ability to communicate effectively to multiple audiences
3. Exemplary attendance behavior
4. Reflective practitioner, open to coaching and improving practice
5. Ability to work positively with other adults and youth
6. Willingness to mentor youth
7. Pass required criminal background checks
8. Ability to perform all tasks identified in this job description
9. Good physical condition with ability to lift 10 pounds

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Preferred Education and Experience
1. Bachelor’s degree from an accredited college or university
2. Experience working in a school or community-based after school organization
3. Knowledge of afterschool programs, communities and/or positive youth development
4. Bilingual (English and Spanish)
5. CPR and First Aid Certifications

Required Skills, Knowledge and or Abilities
SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent’s, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include basic computer use.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; physical stamina; and ability to read, write and communicate clearly in English.

Physical Demands
The usual and customary methods of performing the job’s functions require the following conditions:
• Significant: (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
• Frequent: (i.e. standing, bending, carrying; use of phone; use of copy machine)
• Occasional: (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)
Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)
Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

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