

**NOTICE OF VACANCY:
SUBSTITUTE MEDIA SERVICES AIDE
\$17.84/hr.**

ASSIGNMENT: Media Services Aide substitutes needed for the 2019-2020 school year; Site to be determined – 5.5 hours per day. Regularly assigned shift is: 8:00 a.m. to 2:00 p.m. with a ½ hour lunch. On-call as needed; may be assigned to short or long term assignments.

RESPONSIBILITIES: To perform general clerical duties in the operation of a library at an elementary school. Assist students, teachers, and others in locating and selecting media materials.

REQUIREMENTS: Equivalent to graduation from high school. Ability to type at a rate of 35 wpm. Must meet the following requirements: Complete two years of higher education OR hold or obtain an Associate's Degree OR pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness; one year of general clerical and typing experience. At least one year of experience working directly with students in an instructional support capacity. Bilingual (Spanish/English) highly desirable. All substitute employees must complete the Child Abuse Mandated Reporter and Sexual Harassment Prevention Training and provide certificate of completion each school year in order to remain active on our substitute list.

WORKING CONDITIONS:

Environment: School library environment.

Physical Abilities: Seeing to read books and other library materials, lifting and carrying boxes weighing up to 50 pounds, pushing and pulling carts, walking and standing for extended periods of time, reaching horizontally and above the shoulders to shelves and reach books, bending, kneeling, dexterity of hands and fingers to operate audio-visual and standard office equipment.

Interested applicants may respond by submitting the following to the Human Resources Department by the final filing date:

A completed [classified job application](#) and answers to the [supplemental questions](#). Applications that are over a year old will not be accepted; a new application must be completed. **Paraprofessional Exam is given by the Kings County Office of Education, call (559) 589-2500, to schedule if you do not meet the requirement through education.** A typing test must be completed at the time an application is turned in to the Human Resources Department. **Call Human Resources at (559)585-3619 to schedule an appointment.**

For information and application packet contact:

Human Resources Department
714 North White Street, Hanford, CA 93230
Phone: 559-585-3619, www.hesd.k12.ca.us

FINAL FILING DATE: OPEN UNTIL FILLED

The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.