



## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

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[www.losal.org](http://www.losal.org)

*An Equal  
Opportunity  
Employer*

#### CLASSIFIED EMPLOYMENT OPPORTUNITY

# EXTENDED DAY CARE CENTER ASSISTANT SUBSTITUTES

#### POSITION DETAILS

EDCC Substitutes

#### SALARY

\$13.49 hourly  
(sub rate)

ISSUE DATE: 9/15/2020

APPLICATION DEADLINE:

Open & Continuous

**All candidates meeting the minimum qualifications listed below will be presented to the EDCC Program Supervisor for consideration as a Substitute EDCC Assistant. If a future opening occurs, candidates who are hired as substitutes during this recruitment will have an opportunity to participate in the examination process listed below.**

#### RECRUITMENT TYPE

**Dual Certification** - This employment opportunity is available to anyone who qualifies.

#### BASIC FUNCTION

Under the direction of the Extended Day Care Center Supervisor, be responsible for implementing instructional activities for children at the Extended Day Care Center. This position will follow a work schedule consistent with the operation of the Extended Day Care Center that may be different from the general district calendar and work schedule.

\* **Complete Job Description** available at [www.losal.org](http://www.losal.org) under Job Opportunities/Classified Job Descriptions.

#### MINIMUM QUALIFICATIONS

##### ***Education & Experience***

- ✓ Graduation from high school
- ✓ Some experience working with youth in an organized setting

##### ***Licenses & Other Requirements***

- ✓ Pertussis Immunization
- ✓ Flu Vaccination
- ✓ Measles Immunization

#### APPLICATION & EXAMINATION PROCESS

##### ***Application:***

\* Complete a Los Alamitos Unified School District Classified Application which can be accessed at [www.losal.org](http://www.losal.org) under the Job Opportunities link. Completed applications must be submitted electronically through [www.losal.org](http://www.losal.org) by the deadline date noted on this job flyer. **NO PAPER APPLICATIONS WILL BE ACCEPTED!**

\* Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application. **Please attach copies of all required documents to your application.**

##### ***Examination:***

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge test (30% of Total Score)
- B - Structured oral interview (70% of Total Score)

Some classifications require you to pass a physical examination and/or a practical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at [www.losal.org](http://www.losal.org) under Human Resources/Personnel Commission.

**Candidates who pass the written and panel interview will be placed on an eligibility list valid for six (6) months.**

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, 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/group with one or more of these actual or perceived characteristics.