



# Hawthorne School District

14120 Hawthorne Blvd., Hawthorne, CA 90250  
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## **CLASSIFIED EMPLOYMENT OPPORTUNITY OPEN**

### **RSP INSTRUCTIONAL AIDE**

**HOURS: 3 TO 3.75-Hours per Day**

**WORK DAYS: 181 Days/Year**

**STARTING SALARY: RANGE 8 - \$18.62-\$20.55/Hour (Maximum of 2 years credit for work experience in a public school district will be given.)**

**DEADLINE TO APPLY: OPEN UNTIL FILLED**

**Funding for position is contingent upon receipt of Federal and State Funds.**

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises.
- Tutors individual students and small groups of students to reinforce and follow up learning activities; monitors and assists students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors.
- Assists in the management of student behavior through the use of positive strategies and techniques.
- Prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- Maintains a variety of records and files, including confidential student records and information.
- Operates and assists students in the operation of a variety of instructional aids and media and computer assisted instruction equipment and software programs.
- May administer and score a variety of criterion referenced and general aptitude tests, and records the test results.
- Requisitions, stores and maintains an appropriate inventory of textbooks, instructional materials, supplies, and equipment.
- Administers routine first aid and requests assistance for non-routine injury or illness.
- May assist in cleaning and changing children who have toileting needs.
- Assists in maintaining an orderly, attractive, and positive learning environment.
- May participate in parent conferences and other student progress report activities.
- Performs other related duties as required.

#### **QUALIFICATIONS/REQUIREMENTS:**

- ✓ Equivalent to the completion of the twelfth grade (**must submit copy**), and must meet one of the following requirements:
  - Have obtained an Associate's (or higher) Degree (**must submit copy**), **OR**
  - Have completed at least 2 years (48 semester units) of study at an institution of higher education (**must submit copy**), **OR**
  - Score 70% or better on the Hawthorne School District's Instructional Aide Exam

Persons interested in applying and being interviewed for the position of Instructional Aide, must submit a Classified Employment Application form, a copy of high school diploma, and college transcripts to the Hawthorne School District Human Resources Office. Examinations and oral interviews will be scheduled thereafter. Applications may be obtained by contacting the Classified Personnel Manager, Glinda Medina, at (310) 676-2276 or on the District website at: [www.hawthornesd.org](http://www.hawthornesd.org).

***WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY, OR CANCEL LISTING OF THIS POSITION***

*Hawthorne School District Is An Equal Opportunity - Affirmative Action - Title IX Employer*

*The Hawthorne School District desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Hawthorne School District prohibits employees from discriminating against or harassing any other employee or job applicant 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, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.*