

HANFORD ELEMENTARY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
November 1, 2024

NOTICE OF VACANCY:
SUBSTITUTE
ALTERNATIVE EDUCATION PROGRAM AIDE
\$19.73/hr.

ASSIGNMENT: Community Day School, on-call as needed. Typical assignment is 5.5 hrs. per day; 7:45 a.m. to 2:15 p.m. with a 1-hour lunch (subject to slight variations), Monday thru Friday.

MAJOR RESPONSIBILITIES: To monitor and assist at-risk and disruptive students and perform a variety of supportive duties and related work as assigned.

REQUIREMENTS: Equivalent to graduation from high school. Must meet the following requirements: Complete two years of higher education study, 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 (Paraprofessional Exam). Must also pass the High School Proficiency Test. CBEST meets both requirements; one year of successful experience working with at-risk, unmotivated, and potentially disruptive students; school experience desired. 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: Classroom and school environment.

Physical Abilities: Vision to read and to monitor students; hearing and speaking to exchange information; bending at the waist; walking and standing for extended periods of time; dexterity of hands and fingers to operate assigned equipment; physical ability to effectively intervene in student altercations and guide and direct physical education activities.

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

Interested applicants must apply on [Edjoin.org](https://edjoin.org) and answer the [supplemental questions](#). Applications that are over a year old will not be accepted; a new application must be completed.

Proficiency Testing and the Paraprofessional Exam are given by the Kings County Office of Education call (559) 589-2500, to schedule if you have not already taken and passed these tests.

For information, contact:

Hanford Elementary School District
Human Resources Department
714 N. White Street
Hanford, CA 93230
Phone: 559-585-3619
www.hanfordesd.org

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.