



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
 1108 Bissell Avenue ♦ Richmond, California 94801 ♦ (510) 231-1100

PLEASE POST AND ANNOUNCE!!

May 30, 2012

**CLASSIFIED POSITION ANNOUNCEMENT
 LOCAL I TRANSFER/PROMOTIONAL OPPORTUNITY BULLETIN**

CLOSING DATE: June 13, 2012 by 4:30 pm

Job#	Classification	Salary/Range	Site	Hours/Month
12TP238	Food Service Aide	10-35	Nystrom Elementary	2.25 Hours/11 Months
12TP239	Accounting Technician	5-63	Fiscal Services	7.5 Hours/12 Months
12TP240	Instructional Assistant Special Education	10-43	Kensington Elementary	3.5 Hours/11 Months

CONTINUOUS JOB POSTINGS (OPEN UNTILL FILLED)

Job#	Classification	Salary/Range	Site	Hours/Month
12C024	Instructional Assistant Special Ed.	10-43	Wilson Elementary	3.5 Hours/11 Months
12C025	Instructional Assistant Special Ed.	10-43	Highland Elementary	3.5 Hours/11 Months
12C027	Interpreter for Deaf/Hard of Hearing	10-63	Transition – Vista Hills	6.0 Hours/11 Months
12C028	Instructional Assistant Special Ed.	10-43	Ohlone Elementary	3.5 Hours/11 Months
12C029	Instructional Assistant Special Ed.	10-43	Stege Elementary	3.5 Hours/11 Months
12C030	Instructional Assistant Special Ed.	10-43	Stewart School	3.5 Hours/11 Months
12C031	Instructional Assistant Special Ed.	10-43	Lake Elementary	3.5 Hours/11 Months
12C032	Desktop Support Technician	5-70	Administration – Food Services	3.5 Hours/12 Months

TESTING

To qualify for these opportunities you must meet the minimum requirements of the position and pass the appropriate employment test if required. If you meet the minimum requirements and need testing, you will be notified.

Hiring Procedure:

1. The Bulletin will be on the job hotline, on the District web site, emailed to each site and sent to each site for posting in common areas.
2. The bulletin will include the job title, site hours per day, number of work months and shift if applicable. People who meet the minimum qualifications may apply for the position(s) in which they have interest. If a person has passed the appropriate test for a job classification, they need **not** retest. However, if the test has not been passed, interested employees must apply and if they meet minimum requirement they will be notified for testing. For more information regarding testing, contact Human Resources at (510) 231-1100 extension 23355.
3. The number of specific positions will be identified on the posting. The District may fill vacancies in the posted classification that exists at the time the posting closes.
4. Those meeting the minimum qualifications will be placed in the following order by seniority:
 - a. Laid off employees shall automatically be recalled;
 - b. If there are no laid off employees in the classification, then transfers of employees which is defined as: Office and Technical Unit is by salary range all other units are by job classification;
 - c. Promotions within the unit;
 - d. Voluntary demotions within the unit;
 - e. Promotions or demotions for WCCUSD permanent employees;
 - f. Local One substitutes;
 - g. All others.
5. Any special needs of the position will be listed on the posting.
6. The top four candidates, as per number 4(c) – 4(g) above, will be interviewed by the appropriate administrator, who shall make a selection amongst the four.
7. An employee on leave shall have the right to have his/her designee submit an application on his/her behalf.

If you are interested and wish to apply, please complete and submit the attached Transfer/Promotion Application form. **ADDITIONAL COPIES OF THE APPLICATION FORMS AND JOB DESCRIPTIONS CAN BE FOUND ON THE DISTRICT WEBSITE: www.wccusd.net and at the Human Resources Department.**

FOOD SERVICE AIDE

DEFINITION:

Under supervision, to serve lunches; to perform routine cleaning in work area; and to do related work as required.

EXAMPLES OF DUTIES:

To set up and serve hot food, cold food, beverages, and other food at serving lines; to heat hot portion of meal when necessary; to collect and count lunch tickets; to record number of lunches served; to check deliveries of lunches and milk; to order milk for next day's lunch; to keep work area and equipment clean and sanitary; to work cooperatively with school secretary in lunch program; supervises the work of student helpers; attends training workshops as directed.

QUALIFICATIONS:

Ability to:

- Follow verbal and written directions;
- Read and write English;
- Count accurately and keep simple records;
- Operate a heating oven;
- Maintain good working relations with students and school employees.

Experience:

- None

Education:

- Equivalent to completion of the eighth grade.

JJD:elw

4/22/77

ACCOUNTING TECHNICIAN

DEFINITION:

Under direction, to supervise the financial records in the central accounting office; to perform difficult financial record keeping work; to assist in preparation of special reports; to compute independently District revenues; and to do related work as required.

EXAMPLE OF DUTIES:

- Maintains the District general ledgers for all funds;
- Reconciles District general and subsidiary ledges with corresponding County records;
- Prepares general journals, determining which are to be used by the District, the County, or both;
- Determines and computes, independently of the Chief Account, anticipated District attendance and resultant revenue limit income;
- Attends meetings and seminars pertaining to revenue computations and procedures;
- Computes, independently of the Chief Accountant, other major sources of District revenue;
- Reconciles the District general and subsidiary ledgers;
- Initiates corrective entries as necessary to clear data not processed similarly on general and subsidiary ledgers or on District and County records;
- Assists the Budget analyst as directed.

QUALIFICATIONS:

Knowledge of:

- Accounting and financial recordkeeping principles and procedures;
- Bookkeeping methods;
- Business office practices and procedures.

Ability to:

- Prepare accurate financial statements and reports;
- Analyze accounting data, including estimates, invoices and reports;
- Make mathematical computations utilizing algebraic principles;
- Perform double entry bookkeeping work;
- Establish and maintain cooperative working relationships
- Safeguard confidential District information learned in performing normal duties;
- Operate a motor vehicle.

Experience:

Four years of increasingly responsible and varied financial record keeping, including at least two years in a school district accounting program.

Education:

High school education or equivalent in training and experience, supplemented by 6 units of college level courses in bookkeeping and accounting.

License:

Possession of a valid California License to operate a motor vehicle

INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION

DEFINITION:

Under supervision, to assist a teacher in carrying out the educational program by helping handicapped children; work may be performed with children individually or in small groups; and to do related work as required.

EXAMPLE OF DUTIES:

Assists the teacher in carrying out the educational program by helping children with their learning tasks; assists in preparing instructional materials; works individually with children needing assistance; assists in setting up visual aids; assists in distributing books and classroom materials; assists children in meeting instructional demands and classroom assignments; assists in supervising children during play and recreation.

QUALIFICATIONS:

Ability to:

- Work well with handicapped children;
- Cooperate with teacher and staff members;
- Understand and follow written directions.

Experience:

Some experience in supervising or caring for children with physical or learning handicaps.

Education:

Sufficient to learn the duties and responsibilities of the position.

Effective February 1, 1986, any applicant for this position shall be notified at the job interview that the following duties and criteria may be applied with differential payment in accordance with the agreement dated November 26, 1985, applicable:

Criteria for Differential for Instructional Aide - Special Education:

An Instructional Aide - Special Education who performs any of the following duties has be paid a ten per cent (10%) differential:

Loading and unloading children upon arrival and departure from school, (wheelchair only);

Positioning or assisting in the positioning of students in wheeled equipment or chairs;

Transporting and/or escorting children in wheelchairs or walkers or related equipment;

With training and supervision, feeds and serves food to children, including those with special procedures;

Toileting students, including lifting, changing diapers, and personal hygiene. Does not perform any medically prescribed procedure, such as: crede process, catheterizing or changing colostomy bags, but may include cleaning, sterilizing, and maintaining adaptive equipment.

MB:hs

8/22/74

Interpreter for the Deaf and Hard of Hearing

PRIMARY FUNCTIONS:

The educational interpreter's primary responsibility is to function under the direction of the classroom teacher as the classroom interpreter in the public school. The educational interpreter will provide interpreting/transliterating services to facilitate communication for hearing-impaired students, their hearing peers, the classroom teacher, and other personnel, and to do other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the site administrator, assists the classroom teacher in carrying out the educational program by helping deaf students with their learning tasks; performs interpreting services individually or in a group setting; assists deaf students in meeting instructional demands and classroom assignments.

QUALIFICATIONS:

Knowledge of:

- Subject matter (English usage, vocabulary, grammar, spelling; Language of signs and finger spelling-receptively and expressively)

Ability to:

- Translate spoken English into an acceptable form of signed English; Translate sign language into spoken English
- Demonstrate professionalism in all areas

EDUCATION AND EXPERIENCE:

- Must meet current requirements of No Child Left Behind through one of the following:
 - A). Completed at least 2 years (48 units) of study at an institution of higher education;
 - B). Obtained an associate's (or higher) degree; or
 - C). Successfully passed District's NCLB TEST
- Meet the State of California Educational Interpreter Regulations; must be certified by the national RID, or equivalent; in lieu of RID certification or equivalent, an educational interpreter must have achieved a score of 4.0 or above on the EIPA, the ESSE-I/R, or the NAD/ACCI assessment. If providing Cued Language transliteration, a transliteration shall possess TECUnit certification, or have achieved a score of 4.0 or above on the EIPA – Cued Speech.
- Possess at least 6 months experience providing interpreting services to hearing impaired
- Possession of a valid I.D. or Driver's License

SALARY:

Schedule: 5

The salary will gradually increase over a three year period, from range 55 to 63 as follows:

Effective January 1, 2007

Range: will be from 55 to 57

Effective January 1, 2008

Range: will be from 57 to 60

Effective January 1, 2009

Range: will be from 60 to 63

Approved by the Human Resources Division

Approved by the Board of Education **JUNE 20, 2007.**

Desktop Support Technician

DEFINITION

Installs, configures, diagnoses, services and repairs desktop computers, software and peripheral devices. Performs maintenance, service and complex repairs of desktop computers and related peripherals.

TYPICAL DUTIES

- Delivers and installs desktop computers, monitors, printers, keyboards, modems and other related peripherals.
- Cleans, adjusts, lubricates and performs routine servicing of computers, monitors, printers, keyboards, modems and other related peripherals.
- Diagnoses malfunctions and repairs desktop computers, monitors, printers, keyboards, modems and other related peripherals, by disassembling and inspecting for defects.
- Performs basic repairs by replacing defective electronic or mechanical components, reassembling, and checking equipment for correct operation.
- Installs common software packages.
- Instructs operators in the basic care and operation of desktop computers, monitors, printers, keyboards, modems and other related peripherals.
- Provides technical assistance to schools and offices over the phone regarding hardware/software problems.
- Provides training and technical assistance to users.
- May assist with local area network and connectivity issues.
- Performs related duties as assigned.
- Knowledge of server configuration and installation.

DISTINGUISHING CHARACTERISTICS

- The Desktop Support Technician installs, configures and analyzes problems of desktop computers, software, and performs maintenance, service and complex repair of desktop computers and related peripherals.

SUPERVISION

- General supervision is received from the Network Administrator

CLASS QUALIFICATIONS

Knowledge of:

- Basic computer terminology
- Microcomputer concepts and inter-workings
- Analog telecommunications equipment
- Basic concepts of digital electronics
- Basic concepts of wireless technology
- Installation and use of common desktop computer software packages.
- Microsoft Office, Microsoft Project, Mac OS
- Current practices, tools, and materials, involved in the repair and overhaul of desktop computers and peripherals
- Basic safety regulations and practices applicable to electrical and electronic equipment
- Stay abreast of current trends and technical advancements.
- Be proficient with Microsoft Project, Word, Excel, and familiar with office productivity tools.
- Analyze and interpret technical materials accurately and effectively in written and oral communications.

Ability to:

- Analyze and diagnose malfunctions and perform required repairs
- Read and follow logic diagrams and schematics
- Use tools and test equipment of the trade with speed and competence
- Design and implement technical modifications
- Learn characteristics of new models of computers, monitors, printers, modems and other peripheral devices
- Learn new desktop computer software packages
- Work effectively with other Technicians
- Maintain effective working relationships with District personnel

ENTRANCE QUALIFICATIONS**Education:**

- Graduation from a recognized college or trade school preferably with a degree in computers or business information systems, or equivalent experience.

Experience:

- Six years of experience as a Desktop Technician or three years experience that included maintenance, repair and overhaul of desktop computers and related equipment.
- Successful completion of courses in the repair of desktop computers, monitors, printers, modems and other peripheral devices; and digital electronics, in an armed forces or equipment manufacturer's training program or recognized trade school or college may be substituted, on an equal-time basis, for the required experience.

Special:

- A valid California Driver License.
- Ability to lift 40 lbs or more.
- Use of an automobile.

Preferred:

- A+ Certification or equivalent certification.
- Microsoft Certified Professional (MCP) or equivalent certification.

SALARY:

Schedule 5, Range 70

Local One

Approved by the Human Resources Division

Approved by the Board of Education **October 18, 2006.**