



Val Verde Unified School District Employment Opportunity

CLASSIFIED VACANCY

POSITIONS: Supervision Aide
LOCATION: To be assigned
RECRUITMENT NUMBER: CL1112098
APPLICATION DEADLINE: February 6, 2012
SALARY RANGE: \$9.67 - \$13.16 Hourly (7 steps)
WORK YEAR: 188 day work year, 3 hours per day

TESTING DATE/TIME:	A-L	February 7, 2012	12:30 pm to 1:30 pm
	M-Z	February 7, 2012	2:30 pm to 3:30 pm
TESTING LOCATION:	Human Resources Classified Testing Center 25100 Red Maple Lane, Moreno Valley, CA 92555		

Note: All applicants must submit their application by the deadline to be able to take the exam. Testing is conducted by your last name. Please see times listed above for your testing group and time. In order to ensure fairness to all participants, testing will begin promptly at the scheduled time. Applicants that arrive late will not be allowed to take the exam. Please arrive **30 minutes** prior to testing, bring picture I.D. and park in the main parking lot on the Val Verde Academy Campus and walk along the outer sidewalk to the HR Classified Testing Center. (DO NOT WALK THROUGH THE MAIN CAMPUS.) **ONLY APPLICANTS WHO MEET MINIMUM QUALIFICATIONS FOR THE POSITION WILL BE CONSIDERED.**

EMPLOYMENT STATUS:

Classified Bargaining Unit Position within the Val Verde Unified School District.

HOW TO APPLY:

Qualified and interested candidates should submit their classified applications to Human Resources, Val Verde Unified School District, 975 West Morgan Street, Perris, CA. 92571-3157. Applications are accepted Monday through Friday between the hours of 8:00 a.m. to 4:30 p.m. Please visit our website at www.valverde.edu and click on "Employment" for postings and applications. All applications must be submitted no later than 4:30 p.m. on the application deadline.

❖ This recruitment may be used for future vacancies and substitute vacancies.

JOB DESCRIPTION

DEFINITION

Under supervision of site principal or designee, to provide supervision for students during noon lunch periods or other periods; to monitor behavior in designated areas of the school; and to do related work as may be required. Incumbents in this position are typically assigned to K-5 school sites.

Supervision Aide

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EXAMPLES OF DUTIES

Supervise students during the lunch period in cafeteria and lunch areas and on the school grounds and in other designated areas of the school where supervision is required; report special behavior problems; encourage and remind students of acceptable behavior; insure that appropriate students are in proper areas; see that tables are cleared, maintain order and encourage policing of area; report any unsafe playground equipment, alerts administrators of any inappropriate students behavior, and exercises good judgment.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: Basic safety rules and habits; basic principles of first aid; basic understanding of child growth, development and attitudes.

Ability to: Supervise children and maintain order; maintain acceptable standards of behavior among students; work cooperatively with those contacted in the course of work; understand and carry out oral and written instructions; maintain an awareness for student safety and reports unusual behaviors; perform duties consistently and objectively and avoids emotional or defensive involvement; learns school policies and procedures.

EDUCATION AND EXPERIENCE

Experience working with children in a supervisory role for a minimum of one (1) year. Passage of the District's basic skills examination is deemed qualified for this position.

01/31/12