



SWEETWATER
UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCE SERVICES DIVISION

Date: September 11, 2017

M E M O R A N D U M

To: ALL CLASSIFIED PERSONNEL

From: AMY F. HUNT, DIRECTOR OF HUMAN RESOURCES

Re: ANNOUNCEMENT OF CLASSIFIED VACANCIES

Deadline date for these vacancies is Friday, September 15, 2017 at 4:30 pm unless otherwise noted.

NOTE: Please review job descriptions for qualifications required for positions. Current descriptions are available for review at each site/department office, administration center or at www.sweetwaterschools.org. Any required certificates must be on file with the Human Resources Department no later than three working days following the application deadline date. Typing and/or shorthand certificates must be dated within the last 12 months. Please include a current resume. Salary schedule available online.

SPECIAL INFORMATION:

Qualified applicants will be given examinations, which may consist of: evaluation of training/experience, written tests, performance tests and/or a qualifications appraisal interview. *Offers of employment are contingent upon successful completion of a pre-placement medical examination, which includes drug and alcohol testing. Evidence of freedom from active tuberculosis and the submission and clearance of fingerprint is required prior to initial service.*

CLASSIFIED SUPERVISORY UNIT OPENINGS

POSITION CL18-2836-PAY
AC/Payroll

PAYROLL SUPERVISOR

8 hrs/day, 12-month

Salary Range 10: starting at \$36.51 per hour

Any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, data processing applications of accounting or a closely related field and three years of responsible automated technical payroll accounting experience. School district payroll experience and one year of lead or supervisory experience is desirable

OFFICE TECHNICAL & BUSINESS SERVICES UNIT OPENINGS

POSITION CL18-2835-SFP
AC/State & Federal Program

OFFICE ASSISTANT II

8 hrs/day, 12-month

Salary Range 46: starting at \$18.27 per hour

Any combination equivalent to: graduation from high school and one year of clerical experience involving frequent public contact.

Typing Certificate: 45 nwpm

Must pass classified position exam.

OFFICE TECHNICAL & BUSINESS SERVICES UNIT OPENINGS

POSITION CL18-2837-PAY
AC/Payroll

PAYROLL TECHNICIAN II

8 hrs/day, 12-month

Salary Range 62: \$26.99 per hour

Any combination equivalent to: graduation from high school supplemented by college level course work in accounting, finance or related field and three years accounting experience including two years working with payroll.

POSITION CL18-2838-MVA
Mar Vista Academy

REGISTRAR

8 hrs/day, 12-month

Salary Range 53: starting at \$21.67 per hour

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience involving public contact and record-keeping duties.

Typing Certificate: 45 wpm

Must pass classified position exam.

OPERATIONS-SUPPORT UNIT OPENIN

POSITION CL18-2839-TRA
AC/Transportation

BUS DRIVER

6.5 hrs/day, 208 days/year

Salary Range 52: starting at \$21.14 per hour

First Aid certificate required.

Plus 2.5% split shift differential.

Valid Commercial Driver's License with passenger and air brake endorsement required.

Driver certificate for school bus operation required.

Valid medial card required.

POSITION CL18-2840-TRA
AC/Transportation

BUS DRIVER

6.5 hrs/day, 208 days/year

Salary Range 52: starting at \$21.14 per hour

First Aid certificate required.

Plus 2.5% split shift differential.

Valid Commercial Driver's License with passenger and air brake endorsement required.

Driver certificate for school bus operation required.

Valid medial card required.

POSITION CL18-2841-CVH
Chula Vista High

NUTRITION SERVICES ASSISTANT II

7 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

Valid ServSafe Certificate.

Must pass the classified position exam.

PARAPROFESSIONAL UNIT OPENINGS

POSITION CL18-2842-BVM
Bonita Vista Middle

COMMUNITY RELATIONS FACILITATOR

4 hrs/day, 208 days/year

Salary Range 48: starting at \$19.18 per hour

Any combination equivalent to High School diploma or equivalent, and one year of job related experience with increasing levels of responsibility experience.

Pre-employment Proficiency Test or 48 college credits.

POSITION CL17-2653-SUH
Sweetwater High

Re-post

INSTRUCTIONAL ASSISTANT-BILINGUAL

6 hrs/days, 208 days/year

Salary Range 42: starting at \$16.56 per hour

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

Must pass the bilingual instructional assistant exam

POSITION CL17-2654-SUH
Sweetwater High

Re-post

INSTRUCTIONAL ASSISTANT-BILINGUAL

6 hrs/days, 208 days/year

Salary Range 42: starting at \$16.56 per hour

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

Must pass the bilingual instructional assistant exam.

POSITION CL18-2794-CPH
Castle Park High

Re-post

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

1:1 with student

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2843-ELH
Eastlake High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

1:1 with student

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

PARAPROFESSIONAL UNIT OPENINGS

POSITION CL18-2844-ELH
Eastlake High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

1:1 with student

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2845-ELM
Eastlake Middle

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

1:1 with student

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2846-HTH
Hilltop High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

1:1 with student

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2847-MVA
Mar Vista Academy

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6.5 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

1:1 with student

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2848-OSS
Options Secondary School

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

PARAPROFESSIONAL UNIT OPENINGS

POSITION CL18-2849-SUH
Sweetwater High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2850-SUH
Sweetwater High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 208 days/year

Salary Range 42: starting at \$16.56 per hour

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2851-CVH
Chula Vista High

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/days, 208 days/year

Salary Range 46: starting at \$18.27 per hour

Valid CPR Certificate required.

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2852-CVM
Chula Vista Middle

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/days, 208 days/year

Salary Range 46: starting at \$18.27 per hour

1:1 with student

Valid CPR Certificate required.

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2853-ELH
Eastlake High

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/days, 208 days/year

Salary Range 46: starting at \$18.27 per hour

Valid CPR Certificate required.

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

PARAPROFESSIONAL UNIT OPENINGS

POSITION CL18-2854-ELH
Eastlake High

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/days, 208 days/year
Salary Range 46: starting at \$18.27 per hour
Valid CPR Certificate required.
Any combination equivalent to High School diploma or equivalent and one year of job related experience.
Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2855-SPS
AC/Special Services

INSTRUCTIONAL HEALTH CARE ASSISTANT

8 hrs/days, 208 days/year
Salary Range 46: starting at \$18.27 per hour
Includes a 5% split shift differential.
Hours will be 6:15 – 9:30am / 12:30 – 5:15pm
Valid CPR Certificate required.
Any combination equivalent to High School diploma or equivalent and one year of job related experience.
Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

POSITION CL18-2856-SPS
AC/Special Services

INSTRUCTIONAL HEALTH CARE ASSISTANT

6.25 hrs/days, 208 days/year
Salary Range 46: starting at \$18.27 per hour
Includes a 5% split shift differential.
Hours will be 5:45 – 9:30am / 2:00 – 4:30pm
Valid CPR Certificate required.
Any combination equivalent to High School diploma or equivalent and one year of job related experience.
Must pass the SUHSD proficiency exam or have completed 48 Semester units or Associates Degree.

IMPORTANT INFORMATION – PLEASE READ

All persons interested in these vacancies should complete the Human Resource Services Division Form 8027, available in the Human Resource Services Division. Applications submitted after the deadline will not be considered. Principals/Supervisors will be informed as to the transfer requests of the employees interested in the opening(s) under their supervision. They will be asked to examine the personnel files of all candidates and review their qualifications. Interviews will be established through the school site/department.

PLEASE NOTE: For positions on this posting designated as being in the Operations Support Services Unit, the Office-Technical and Business Services Unit, or the Paraprofessional Unit, the following collective bargaining provision applies:

Membership in CSEA is not compulsory; however, any unit member (including new employees) who is not a dues-paying member of the CSEA shall pay CSEA a service fee, which is equal to CSEA's annual dues. This service fee payment shall be made either through payroll deduction or through direct payments to CSEA.

“As a condition of employment, any new employee to this unit shall be required to sign a payroll authorization form to pay dues or a service fee to the CSEA as provided in this Article. New employees may be exempted only as provided in Section 3.3 of this article.”

“Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.” Board Policy 0410