



SWEETWATER
UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCE SERVICES DIVISION

Date: September 9, 2013

M E M O R A N D U M

To: ALL CLASSIFIED PERSONNEL

From: DIRECTOR OF HUMAN RESOURCES

Re: ANNOUNCEMENT OF CLASSIFIED VACANCIES

Deadline date for these vacancies is Friday, September 13, 2013 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.*

POSITION CL14-1536-MAI
AC/Maintenance

ELECTRONICS SHOP SUPERVISOR

8 hrs/day, 261 days/yr

Salary Range 10: starting at \$32.00 per hour

Any combination equivalent to: graduation from high school and supplemented by completion of an approved apprenticeship program in electronics and five years electronics experience. Valid California Class C driver's license.

POSITION CL14-1537-FIN
AC/Finance

ACCOUNTANT

8 hrs/day, 261 days/yr

Salary Range 65: starting at \$25.42 per hour

Any combination equivalent to: bachelor's degree in accounting, finance or business administration and two years financial record-keeping, bookkeeping or accounting experience.

Position Open Until Filled

POSITION CL14-1500-FIN
AC/Finance

ACCOUNTING TECHNICIAN

8 hrs/day, 261 days/yr

Salary Range 57: starting at \$20.91 per hour

Any combination equivalent to graduation from high school supplemented by college-level course work in accounting, business administration or related field and three years clerical accounting experience.

Position Open Until Filled

POSITION CL14-1548-RDM
Rancho Del Rey Middle

REGISTRAR

8 hrs/day, 261 days/yr

Salary Range 53: starting at \$18.96 per hour

Typing Certificate: 45nwpm

Must pass classified position exam.

POSITION CL14-1522-GJH
Granger Junior High

ATTENDANCE TECHNICIAN

8 hrs/day, 221 days/yr

Salary Range 50: starting at \$17.63 per hour

Typing Certificate: 45 nwpm.

Must pass classified position exam.

POSITION CL14-1535-SUH
Sweetwater High

LOCKER ROOM ATTENDANT

8 hrs/day, 261 days/yr

Salary Range 48: starting at \$17.20 per hour

Must pass classified position exam.

2.5% Night Differential

POSITION CL14-1525-SUH
Sweetwater High

CUSTODIAN

8 hrs/day, 261 days/yr

Salary Range 46: starting at \$15.99 per hour

Must pass classified position exam.

2.5% Night Differential

POSITION CL14-1538-MVA
Mar Vista Academy

CAMPUS ASSISTANT

6.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR & First Aid Certificate.

Must pass classified position exam.

POSITION CL14-1547-RDM
Rancho Del Rey Middle

CAMPUS ASSISTANT

6.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR & First Aid Certificate.

Must pass classified position exam.

POSITION CL14-1515-BVM
Bonita Vista Middle

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

1:1 with female student.

POSITION CL14-1539-BVM
Bonita Vista Middle

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

1:1 with female student.

POSITION CL14-1540-EHA
East Hills Academy

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

Male preferred.

POSITION CL14-1526-HTH
Hilltop High

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

1:1 with female student

POSITION CL14-1541-MVA
Mar Vista Academy

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

1:1 with male student; bilingual preferred (*Spanish*).

POSITION CL14-1527-MOM
Montgomery Middle

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

Must pass the SUHSD proficiency exam or have completed 48 semester units or Associates Degree. 1:1 with male student

POSITION CL14-1542-OLH
Olympian High

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

1:1 with male student.

POSITION CL14-1528-SYH
San Ysidro High

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

POSITION CL14-1449-SOH
Southwest High
Re-posted

INSTRUCTIONAL HEALTH CARE ASSISTANT

7.5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Valid CPR Certificate required.

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

1:1 with female student.

POSITION CL14-1545-NCM
National City Middle

OFFICE ASSISTANT II

5 hrs/day, 206 days/yr

Salary Range 46: starting at \$15.99 per hour

Typing Certificate: 45 nwpm.

Must pass classified position exam.

POSITION CL14-1523-SUH
Sweetwater High

OFFICE ASSISTANT II

8 hrs/day, 221 days/yr

Salary Range 46: starting at \$15.99 per hour

Typing Certificate: 45 nwpm.

Must pass classified position exam.

POSITION CL14-1485-SPS
AC/Special Services

**INSTRUCTIONAL ASSISTANT-SPECIAL
EDUCATION/VISUALLY IMPAIRED**

6 hrs/day, 206 days/yr

Salary Range 44: starting at \$15.23 per hour

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

Valid certification of Braille competency issued by The Hadley School for the Blind or equivalent.

Position Open Until Filled

POSITION CL14-1509-SPS
AC/Special Services

**INSTRUCTIONAL ASSISTANT-SPECIAL
EDUCATION/VISUALLY IMPAIRED**

6 hrs/day, 206 days/yr

Salary Range 44: starting at \$15.23 per hour

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

**Valid certification of Braille competency issued by The Hadley
School for the Blind or equivalent.**

Position Open Until Filled

POSITION CL14-1524-PLA
AC/Planning

OFFICE ASSISTANT I

8 hrs/day, 261 days/yr

Salary Range 42: starting at \$14.49 per hour

Typing Certificate: 40 nwpm.

Must pass classified position exam.

POSITION CL14-1529-GJH
Granger Junior High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr

Salary Range 42: starting at \$14.49 per hour

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

POSITION CL14-1534-GJH
Granger Junior High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr

Salary Range 42: starting at \$14.49 per hour

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

POSITION CL14-1530-HTH
Hilltop High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr

Salary Range 42: starting at \$14.49 per hour

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

POSITION CL14-1531-MOH
Montgomery High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr

Salary Range 42: starting at \$14.49 per hour

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

1:1 with male student

POSITION CL14-1532-MOH
Montgomery High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr

Salary Range 42: starting at \$14.49 per hour

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

POSITION CL14-1533-MOH
Montgomery High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr
Salary Range 42: starting at \$14.49 per hour
Must pass the SUHSD proficiency exam or have completed 48 semester units or Associates Degree.
1:1 with male student

POSITION CL14-1543-SYH
San Ysidro High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr
Salary Range 42: starting at \$14.49 per hour
Must pass the SUHSD proficiency exam or have completed 48 semester units or Associates Degree.

POSITION CL14-1544-SYH
San Ysidro High

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

6 hrs/day, 206 days/yr
Salary Range 42: starting at \$14.49 per hour
Must pass the SUHSD proficiency exam or have completed 48 semester units or Associates Degree.

POSITION CL14-1546-TRA
AC/Transportation

TRANSPORTATION ATTENDANT

5.5 hrs/day, 226 days/yr
Salary Range 40: starting at \$13.81 per hour
Valid First Aid & CPR Certificates

IMPORTANT INFORMATION – PLEASE READ

All persons interested in these vacancies should complete the Human Resources Department Form 8027, available in your principal's/supervisor's office or the Human Resources Department. 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 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 gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy 0410.