



EMPLOYMENT OPPORTUNITIES!

Pomona Unified School District

800 South Garey Avenue P.O. Box 2900 Pomona, CA 91769



For the Week of:
March 25, 2024 through March 29, 2024

HUMAN RESOURCES DEPARTMENT

Phone: (909) 397-4800, extension 23800

Apply Now! 24hrs, 7 days

<http://www.pusd.org>

*Please note that **ALL** the required documents **must** be submitted with your application. Omitting one or more of the required documents, including a resume, may result in your application being removed from consideration.*
IT IS THE APPLICANT'S RESPONSIBILITY TO REVIEW THE RELATED ONLINE EDJOIN BULLETIN FOR ADDITIONAL DETAILS REGARDING ANY VACANCY.

Classified Recruitment Summary

•EDJOIN APPLICATIONS ONLY•

#502 Attendance Clerk

10-month, Full-time positions, Various locations

Salary Range 19: \$3050.01 to \$3710.81 monthly

Deadline: April 5, 2024

Minimum Qualifications and Required Documents: Pass District Business Skills test, District Typing test at 40 words per minute, and District Microsoft Word test with a minimum score of 70%. Graduation from high school or GED. One year of clerical experience. **Desirable Qualifications:** Clerical experience involving public contact with some experience working with children. Bilingual ability: Spanish.

#426 Caseload Accounting Clerk

12 month, Full-time positions, Child Development

Salary Range 30: \$3792.30 to \$4613.92 monthly

Deadline: Open until filled

Minimum Qualifications and Documents Required: Graduation from high school or GED. Pass District Accounting Skills test and District Spreadsheet test with a minimum score of 70%. Two years of increasingly responsible experience in financial or statistical record keeping. **Desirable Qualifications:** College level courses in bookkeeping and/or accounting.

#401 Accounting Clerk III

12-month, Full-time position, Child Development

Salary Range 30: \$3792.30 to \$4613.92 monthly

Deadline: Open until filled

Minimum Qualifications and Required Documents: Pass District Accounting Skills test and District Microsoft Excel test with a minimum score of 70%. Graduation from high school or GED. Three years of clerical experience in accounting or related field. **Desirable Qualifications:** College level courses in bookkeeping and/or accounting.

#559 Elementary Campus Supervisor

9-month, 3 hours per day positions, Various locations - Child Development

Salary Range 9: \$15.012 to \$17.562 hourly

Deadline: Open until filled

Minimum Qualifications and Required Documents: Experience working with children in an organized setting. Valid First Aid and CPR Certificate issued by the American Red Cross or the American Heart Association must be met prior to employment (*On-line certifications are not accepted*). Knowledge of Spanish, Cantonese, or Vietnamese. Graduation from high school or GED Spanish speaking ability is an asset to this position. **Selected candidate must receive livescan clearances through the Department of Social Services for Community Care Licensing.**

Non-Discrimination Policy

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should **immediately** contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Silvia San Martin, at 909-397-4800, ext. 23800 or silvia.sanmartin@pusd.org. A copy of PUSD's Uniform Complaint Policy and PUSD's Non-Discrimination Policy are available upon request.

Mandated Reporter

Selected candidate must have a Mandated Reporter Training Certificate of Completion, which can be obtained on www.mandatedreporter.ca.com

#559 Elementary Campus Supervisor

9-month, Various hours per day positions, Various locations – *Eligibility Pool*

Salary Range 9: \$16,886 to \$17,562 hourly

Deadline: Open until filled

Desirable Qualifications: Experience working with children in an organized setting. Valid First Aid and CPR Certificate issued by the American Red Cross or the American Heart Association must be met prior to employment (*On-line certifications are not accepted*). Knowledge of Spanish, Cantonese, or Vietnamese. Graduation from high school or GED Spanish speaking ability is an asset to this position.

#570 Caseload Technician II

12 month, Full-time position, Child Development

Salary Range 32: \$3945.50 to \$4800.31 monthly

Deadline: Open until filled

Minimum Qualifications and Required Documents: Graduation from high school or GED. Pass District Office Skills test, Pass District Caseload Technician II test, Pass District Word Processing Skills test with score of 70%. Any combination equivalent to an Associate of Arts or an Associate of Science degree from a community college or 60 units from a post secondary educational institute. Four years of experience in the Childcare or Social Service field or related programs with some experience working with the public, parents, or Social Service participants. Relevant clerical experience, and experience with programs or regulations demonstrating an ability to learn program requirements in a reasonable timeframe may be qualifying. **Desirable Qualifications:** Possession of a Bachelor's degree in one of the Social Sciences from an accredited college or university.

An employee in this job classification may be required to transport him or herself to and from different work sites. As such, the successful candidate for this job classification may be required to furnish proof that the candidate is able to perform this essential job function, with or without reasonable accommodation, when and if a job offer is made to the candidate. Proof may include, but may not be limited to, a valid California driver license. Reasonable accommodation will be discussed on a case by case basis.

#571 Caseload Technician II, Bilingual

12-month, Full-time position, Child Development

Salary Range 34: \$4104.91 to \$4994.24 monthly

Deadline: Open until filled

Minimum Qualifications: High School Diploma or GED. Pass District Office Skills test, Pass District Caseload Technician II test, Pass District Microsoft Word test with score of 70% and Pass District Level II Bilingual/Stipend test. Any combination equivalent to an Associate of Arts or an Associate of Science degree from a community college or 60 units from a post secondary educational institute. Four years of experience in the Childcare or Social Service field or related programs with some experience working with the public, parents, or Social Service participants. Relevant clerical experience, and experience with programs or regulations demonstrating an ability to learn program requirements in a reasonable time frame may be qualifying. **Desirable Qualifications:** Possession of a Bachelor's degree in one of the Social Sciences from an accredited college or university.

An employee in this job classification may be required to transport him or herself to and from different work sites. As such, the successful candidate for this job classification may be required to furnish proof that the candidate is able to perform this essential job function, with or without reasonable accommodation, when and if a job offer is made to the candidate. Proof may include, but may not be limited to, a valid California driver license. Reasonable accommodation will be discussed on a case by case basis.

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Mandated Reporter

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#675 Paraeducator

9-month, 6-hour per day positions, Various locations

Salary Range 22: \$18.672 to \$22.718 hourly

Deadline: Open until filled

Minimum Qualifications and Required Documents: Graduation from high school or GED. Possess an AA Degree or 48 units of college/university level work or pass the District Instructional Aide test *must be submitted with application*.

Desirable Qualifications: Experience in working with youth, preferably in an organized setting, and including volunteer experience working with children in a school setting. Valid First Aid and CPR Certificate issued by the American Red Cross or the American Heart Association must be met prior to employment (*On-line certifications are not accepted*).

**Please note that it is your responsibility to sign up for the test. You may sign up by contacting Human Resources at (909)397-4800, extension 23800, between the hours of 8:00 a.m. to 4:30 p.m., and the information about the test date, along with a study guide, will be provided to you.*

#676 Paraeducator, Bilingual

9-month, Various hours per day positions, Various locations

Salary Range 23: \$19.046 to \$23.172 hourly

Deadline: Open until filled

Minimum Qualifications and Required Documents: Graduation from High School or GED. Possess an AA Degree or 48 units of college/university level work or pass District Instructional Aide test. Pass District Bilingual Level I test. **Desirable**

Qualifications: Valid First Aid/CPR certificates. Some experience working with youth in an organized setting and including volunteer experience working with children in a school setting.

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#680 Paraeducator, Special Education, Mild/Moderate

9-month, Various hours per day positions, Various locations

Salary Range 23: \$19.046 to \$23.172 hourly

Deadline: Open until filled

Minimum Qualifications and Required Documents: Graduation from high school or GED. Possess an AA Degree or 48 units of college/university level work or pass the District Instructional Aide test. **Desirable Qualifications:** Valid First Aide/CPR certificates. Some experience in working with youth, preferably in an organized setting, and including volunteer experience working with children in a school setting.

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#682 Paraeducator, Special Education, Moderate/Severe

9-month, Various hours per day positions, Various locations

Salary Range 24: \$19.427 to \$23.636 hourly

Deadline: Open until filled

Minimum Qualifications and Required Documents: Graduation from high school or GED. Possess an AA Degree or 48 units of college/university level work or pass all three parts of the District Instructional Aide test* **Desirable Qualifications:** Experience working with special needs students is highly desirable as well as experience working with children in a school setting. Valid First Aid/CPR Certificates. Pass District Sign Language test (May be required for some positions, but not all positions).

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Non-Classified Recruitment Summary

•EDJOIN APPLICATIONS ONLY•

#675-S Paraeducator (Substitute)

On call as needed - Special Education, Moderate/Severe

Salary: \$16.00 hourly

Deadline: June 30, 2024

Minimum Qualifications and Required Documents: Graduation from high school or GED. Possess an AA degree or 48 semester units of college/university level course work or have passed all three parts of the District Instructional Aide test*

Proof of high school or GED, AA/AS degree, 48 units (or equivalent quarter units) or passing score on the District Instructional Aide test* must be submitted with application. Desirable Qualifications: Prior experience working with students in an educational setting. Knowledge in the areas of visual performing arts, math, science, language arts or technology. Experience in working with youth, preferably in an organized setting, and including volunteer experience working with children in a school setting. Valid First Aid/CPR Certificates issued by the American Red Cross or American Heart Association.

**Please note that it is your responsibility to sign up for the test. You may sign up by contacting Human Resources at (909)397-4800, extension 23800, between the hours of 8:00 a.m. to 4:30 p.m., and the information about the test date, along with a study guide, will be provided to you.*

#808-S Campus Security Assistant (Substitute)

On call as needed

Salary: \$16.50 hourly

Deadline: June 30, 2024

Minimum Qualifications and Required Documents: Graduation from high school or GED; be at least 21 years of age; possess valid First Aid/CPR Certificates issued by the American Red Cross or American Heart Association and School Security Guard certificate (SB 1626). Pass pre-employment physical. **Proof of high school or GED must be submitted with application. Desirable Qualifications:** Paid or voluntary experience working with children or students.

#705-S Custodian (Substitute)

On call as needed

Salary: \$17.50 hourly

Deadline: June 30, 2024

Minimum Qualifications and Required Documents: Pass a District Custodian test, pass District pre-employment physical, and any training or experience that demonstrates ability to perform custodial duties.

#515-S Health Services Assistant (Substitute)

On call as needed

Salary: \$16.50 hourly

Deadline: June 30, 2024

Minimum Qualifications and Required Documents: Graduation from high school or GED. **First Aid and CPR certification must be met prior to employment (*On-line certifications are not accepted*).** **Desirable Qualifications:** Experience involving public contact with some experience working with children; and some health or medical experience.

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#704-S Bus Driver (Substitute)

On call as needed

Salary: \$19.50 hourly

Deadline: June 30, 2024

Minimum Qualifications and Required Documents: High School Diploma or equivalent and at least six months experience as a school bus driver; valid Class B California Driver License with endorsement P; valid California School Bus Driver's Certificate, **with no restrictions**, from the California Highway Patrol Department. Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required, and must be kept current as a condition of continued employment. Must pass pre-employment physical; including drug and alcohol screening requirement by the Department of Transportation.

College Intern/Tutor

Part-time, up to 20 hours per week

Salary: \$17.50 hourly

Deadline: Open Until Filled

Minimum Qualifications and Required Documents: Graduation from high school or GED and one of the following:

a) AA/AS degree or higher; b) 48 semester college units or equivalent; or c) obtain passing score on the District Instructional Aide test* Proof of high school or GED, AA/AS degree, 48 units (or equivalent quarter units) or passing score on the District Instructional Aide test must be submitted with application. Desirable Qualifications: Prior experience working with students in an educational setting. Knowledge in the areas of visual performing arts, math, science, language arts or technology.

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SM:rl 3/21/24

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