

GLOBE UNIFIED SCHOOL DISTRICT NO. 1



OFFICE OF THE SUPERINTENDENT
501 E. ASH STREET GLOBE, ARIZONA 85501
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78-276

POST

VACANCY ANNOUNCEMENT

POST

Promoting high academic achievement in a safe and supportive environment

ANNOUNCEMENT DATE: June 2, 2010 INTERNAL/EXTERNAL
CLOSING DATE: Until Filled
JOB CLASSIFICATION: Classified

JOB TITLE: **INTENSIVE SPECIAL EDUCATION AIDE**

BEGINNING DATE OF EMPLOYMENT: 2010-2011 school year
TERMS OF EMPLOYMENT: 7 1/2 hours daily
80 Day Probation

Length of Work Year: 9 months

Rate of Pay: Salary Range 12

Hourly Pay: \$ 9.14

Fringe Benefits

REPORTS TO: Classroom Teacher / School Administrators

WORK LOCATION: **Globe High School**

OVERVIEW OF RESPONSIBILITIES:

This position involves the performance of instructional and non-instructional duties. Duties are varied and may include: assisting in the instruction of students working individually or in small groups, monitoring and assisting students with activities, supervision of students on the playground or in the cafeteria, attending meetings involving individual students when requested, using office machines, occasionally assisting with student transportation, maintaining accurate and confidential records, preparing materials for student use, assisting with toileting needs, and other duties as assigned by the teacher or administrative staff members.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent required
2. Successful completion of Certified Nursing Assistant Program (C.N.A.) or equivalent is preferred*
3. AA Degree, 60 college hours or passing score on ParaPro Assessment.
4. Must be able to move about classrooms or campus
5. Must be able to lift a child to and from a wheelchair
6. Knowledge of physical needs of the handicapped, especially children, is preferred
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

APPLICATION PROCEDURES FOR INTERNAL AND EXTERNAL APPLICANTS:

1. Current application and résumé (Internal applicants should submit transfer request) (Fingerprinting will be required of all External applicants.)
2. Two (2) letters of recommendation - external applicants
3. Copy of High School Diploma or GED equivalent

NOTICE OF NON-DISCRIMINATION

The Globe Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The Superintendent has been designated to handle inquiries regarding non-discrimination policies.

*Employment contingency: Candidates without this qualification must demonstrate progress toward completion of Certified Nursing Program.