



**Charter Oak Unified School District  
Personnel Commission**

20240 Cienega Avenue Covina, CA 91724

<http://www.cousd.net>

(626) 966-8331 x90511

*An Equal Opportunity/Title IX Employer*

ANNOUNCEMENT OF POSITION VACANCY

**NOON AIDE**

**SALARY:** \$12.48 - \$15.15 Hourly

**FINAL FILING DATE:** Continuous

---

**APPLICATION FILING INFORMATION**

Opening Date; February 22, 2019

**APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED ONLINE.**

**BASIC FUNCTION**

Under the supervision of the site Principal and/or designee, to ensure a positive and safe environment. The noon aide monitors the activities and behavior of students on school grounds during non-instructional periods.

**RECRUITMENT TYPE**

OPEN - anyone may apply.

Currently the District has two vacancies for Noon Aide. Noon Aide hours hours per day, 9 months vary from 1.5 hours to 3 hours per day, 9 months per school year. The eligibility list being established will be used to hire for the current vacancies, substitutes, and future vacancies in this classification that may occur within one year.

The examination process will consist of supplemental questions within the application, a job related written examination, and a qualifications appraisal interview, followed by a selection interview for candidates in the top three ranks.

**REPRESENTATIVE DUTIES AND KNOWLEDGE, SKILLS, AND ABILITIES**

The classification specification does not describe all duties performed by the incumbent in the class. This summary provides examples of typical tasks performed in this classification.

- Enforces District and school policies and rules. **E**
- Communicates with administrators, staff, and students for the purpose of maintaining services and programs, coordinating activities, resolving issues and conflicts. **E**
- Monitors student behavior during non-instructional periods in assigned areas on school grounds for the purpose of enforcing school safety and security and ensuring student compliance with established guidelines. **E**
- Performs minor cleaning duties in assigned areas; wiping lunch tables, picking up trash, etc., for the purpose of maintaining safe and sanitary conditions. **E**

- Prepare written materials; injury and incident reports, etc., for the purpose for documenting activities, providing written reference, and/or conveying information. ***E***
- Provide basic first aid for the purpose of meeting immediate health care needs within established guidelines. ***E***
- Refer incidents; accidents, injuries, altercations, recurrent behavior issues, suspicious activities, rule violations, and safety hazards, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative and student safety guidelines.
- Operate a two-way radio as needed. ***E***
- Performs other appropriate duties as assigned for the purpose of ensuring the efficient and effective functioning of the work site.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge & Skills:**

- District and school policies, rules, and regulations.
- General social and emotional characteristic needs of students.
- General safety practices.
- Conflict resolution techniques.

### **Abilities:**

- Work effectively and efficiently with all levels of District personnel, students, parents, and the public.
- Exercise tact and good judgement in disseminating information.
- Be innovative and flexible.
- Work effectively without close supervision.
- Understand and carry out oral and written instructions. Issue understandable instructions.
- Maintain cooperative working relationships with supervisor and others contacted in the course of work.
- Present a positive image of the District and its operation to the public.
- Establish a rapport with students at lunch and play; be mobile on the playground.
- Problem solve and work independently.
- Utilize common sense while intervening in disputes.
- Maintain acceptable standards to behavior among students.

## **PHYSICAL DEMANDS**

- Stand and walk for long periods of time, observing and controlling student behavior
- Cope with stressful and emergency situations
- Frequently push and/or pull with occasional lifting/carrying weights up to 40 lbs.
- Run, bend, crawl, climb, crouch, kneel and balance.

Persons performing service in this classification may be exposed to sun, heat, and inclement weather conditions.

## **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

A High School diploma or equivalent is desirable, and six (6) months of job related experience working with school aged students in an organized setting is desirable.

Indoor and outdoor environments subject to: prolonged exposure to inclement weather conditions; parking lot related traffic; car exhaust; noise; school and neighborhood environment.

Applications are accepted online at <http://www.cousd.net>. Resumes will not be accepted in lieu of a District application form, but they may be attached to an online application. Supplemental questions may be required for some classifications. Be sure to complete all required application materials.

EXAM #CL18-19/20

**PLEASE READ THE FOLLOWING INFORMATION:**

The provisions of this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any provision contained in this announcement may be modified or revoked at any time without notice.

CHARTER OAK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. COUSD DOES NOT DISCRIMINATE IN EDUCATION PROGRAMS AND ACTIVITIES OR IN THE EMPLOYMENT OF PERSONNEL AND THE PROCESS THEREIN ON THE BASIS OF SEX, RACE, NATIONAL ORIGIN, COLOR, RELIGION, AGE, OR PHYSICAL HANDICAP. EMPLOYEES MUST BE PHYSICALLY AND MENTALLY ABLE TO PERFORM THE ESSENTIAL DUTIES OF THE POSITION WITHOUT HAZARD TO THEMSELVES OR OTHERS.

**APPLICATION PROCEDURE:** Online applications must be completed in full, contain all required documents and information, and be received on or before the deadline. After your online application has been reviewed and you are found to be qualified, you will be invited to participate in the examination process.

**EXAMINATION PROCEDURE:** The examination process will consist of one or more related tests covering any subject matter appropriate to the duties of the position. Qualified applicants will be notified of the time and place of testing. Candidates must pass all parts of the selection procedure in order to be placed on an eligibility list.

**ELIGIBILITY LISTS:** An eligible list of candidates will be based on the composite score of at least one independent examinations, one of which will be an oral examination, or its equivalent. Lists remain in effect for at least one year, unless otherwise specified, or until there are less than three ranks on the list who are willing, and available, to accept appointment. Eligibility lists may be extended for up to one additional year.

**EMPLOYMENT OFFERS:** Offers of employment are contingent upon successful completion of a fingerprint/background check, provision of evidence of freedom from tuberculosis, clearance following a medical exam by a District approved/authorized physician, and submission of proof of any required licenses/certificates.

**OATH OF ALLEGIANCE:** An oath of allegiance must be signed by all appointees in accordance with California State law.

**VETERANS CREDIT:** Additional credit is added in entry-level examinations to the composite passing score of qualified veterans for war service (five points) and disabled veterans (10 points) upon presentation of proof of veterans status. A DD-214 form must be presented along with the application.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:** An Eligibility Verification Form (I-9) and the presentation of one or more of the following documents prior to employment will be required: United States Passport, Certificate of U.S. Citizenship, Certificate of Naturalization, Social Security Card, and valid driver's license.

**FINGERPRINTING:** State law requires that all employees be fingerprinted to check for or verify conviction records prior to employment. A record of conviction will not automatically disqualify you from employment, but failure to list all convictions may result in disqualification or dismissal.

**PHYSICAL EXAMINATION:** Persons selected for jobs must pass a medical examination given by a District-appointed physician.

**TUBERCULOSIS EXAMINATION:** You will be required to take or submit a Mantoux skin test taken within the past 60 days that indicates freedom from active tuberculosis.

**FIRST AID CERTIFICATION:** All regular Classified Personnel are required to hold a valid First Aid certificate issued by the American Red Cross at the time of employment or to secure such a certificate within six months of their initial employment.

**DISABILITY ACCOMMODATIONS:** If you require special accommodations due to legal disability, please inform the Personnel Office in writing so that accommodations can be arranged to meet your needs.

**PROBATION PERIOD:** Employees become permanent upon successful completion of six months (130 working days) of service. Management personnel must complete a one-year probationary period.

**Noon Aide Supplemental Questionnaire**

- \* 1. I understand that in order for my application to receive every consideration in the selection process, I must complete the following supplemental questionnaire for this position. The information I provide will be reviewed and used to determine my eligibility to move forward in the selection process. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. If the supplemental question is not applicable, please indicate N/A. I have read and understand the above instructions regarding supplemental questions.

Yes  No

- \* 2. Did you graduate from high school or do you have a GED certificate?

Yes  No

- \* 3. Please describe your experience working with children in an organized setting (*include any paid and/or volunteer experience*). Be sure to include the name of the organization(s) you worked for while conducting these duties, along with your job title(s) and dates of employment. (Please do not state "see resume")

- \* Required Question