



May 21, 2012

Announcement of Classified Vacancies

WHO MAY APPLY: Both men and women are encouraged to apply for any position.

Regular employees will receive first consideration.

NOTE: A vacancy will be filled first by lateral transfer of an eligible employee within the same classification. If none applies, eligible applicants who have filed by the stated deadline will be considered. **Job description and position requirements** must be met. Required tests must have been passed before applying. Testing information is located on our website:

<http://www.sjUSD.org> (**Job Vacancies > Classified Testing Schedule**).

JOB DESCRIPTIONS ARE AVAILABLE FOR REVIEW IN SCHOOL OFFICES AND AT CENTRAL LOCATIONS AT OTHER SITES, OR VISIT OUR WEBSITE AT <http://www.sjUSD.org> (Job Vacancies).

HOW TO APPLY: Fill out a white **APPLICATION FOR ANNOUNCED CLASSIFIED VACANCY FORM**, which is available from all departmental and school secretaries, for EACH position of interest. A "hard copy" **must** be submitted; a faxed application will not be considered.

Submit the necessary documentation with the application: i.e. units/transcripts or diploma (high school or accredited college, whichever applies). Please include job vacancy # on the application.

DEADLINE: Postings are open for a minimum of five (5) days from the posting start date, or until filled. All applications must be in the Human Resources Office by 5:00 pm.

May 21, 2012

CLERICAL**Job Vacancy #
8161**

Position: **DESEG OFFICE TRANSLATOR/INTERPRETER**
 Location: **EDUCATIONAL EQUITY**
 Range: 24 Hourly Salary \$16.43 - \$20.00
 Work Schedule: 8 hrs/day 5 days/wk 12 mos/yr
 Specifics: 8:00 AM - 5:00 PM / flexible
 Effective: 9/12/2011
 Requirements: *See Job Description for full requirements -* COMPUTER TEST
 HIGH SCHOOL DIPLOMA OR GED
 PROMOTIONAL CLERICAL TEST
 SPANISH BILINGUAL TEST
 SPANISH INTERPRETER TEST
 VALID CA DRIVER'S LICENSE

**Job Vacancy #
8513**

Position: **REGISTRAR**
 Location: **LINCOLN HIGH**
 Range: 21A Hourly Salary \$14.58 - \$17.72
 Work Schedule: 8 hrs/day 5 days/wk 12 mos/yr
 Specifics: 7:00 AM - 4:00 PM
 Effective: 7/2/2012
 Requirements: *See Job Description for full requirements -* COMPUTER TEST
 ENTRY CLERICAL TEST
 HIGH SCHOOL DIPLOMA OR GED
 SPANISH PREFERRED

**Job Vacancy #
8515**

Position: **STUDENT BODY ACCOUNT CLERK II**
 Location: **LINCOLN HIGH**
 Range: 21 Hourly Salary \$14.22 - \$17.30
 Work Schedule: 6 hrs/day 5 days/wk 11 mos/yr
 Specifics: 9:00 AM - 4:00 PM
 Effective: 8/13/2012
 Requirements: *See Job Description for full requirements -* HIGH SCHOOL DIPLOMA OR GED
 STUDENT BODY ACCT CLERK TEST

**Job Vacancy #
8256**

Position: **LIBRARY MEDIA ASSISTANT**
 Location: **EMPIRE GARDENS ELEMENTARY**
 Range: 20 Hourly Salary \$13.56 - \$16.43
 Work Schedule: 5 hrs/day 2 days/wk 10 mos/yr
 Specifics: TBD
 Effective: 1/13/2012
 Requirements: *See Job Description for full requirements -* COMPUTER TEST
 ENTRY CLERICAL TEST
 HIGH SCHOOL DIPLOMA OR GED
 SPANISH PREFERRED

May 21, 2012

CLERICAL**Job Vacancy #
8514**

Position: **CLERICAL OFFICE ASSISTANT I**
 Location: **GUNDERSON HIGH SCHOOL**
 Range: 18A Hourly Salary \$12.58 - \$15.30
 Work Schedule: 4 hrs/day 5 days/wk 10.00/mos/yr
 Specifics: TBD
 Effective: 5/21/2012
 Requirements: *See Job Description for full requirements -* COMPUTER TEST
 ENTRY CLERICAL TEST
 HIGH SCHOOL DIPLOMA OR GED

INSTRUCTIONAL / SPECIAL ED**Job Vacancy #
6414**

Position: **OCCUPATIONAL THERAPIST I**
 Location: **SPECIAL EDUCATION**
 Range: 35A Hourly Salary \$28.90 - \$35.14
 Work Schedule: 8 hrs/day 5 days/wk 10 mos/yr
 Specifics: TBD
 Effective: 8/26/2008
 Requirements: *See Job Description for full requirements -* BACHELOR OF SCIENCE
 RED CROSS FIRST AID & CPR CERT
 REGISTERED WITH AM OT CERT BD
 VALID CA DRIVER'S LICENSE

**Job Vacancy #
7972**

Position: **OCCUPATIONAL THERAPIST I**
 Location: **SPECIAL EDUCATION**
 Range: 35A Hourly Salary \$28.90 - \$35.14
 Work Schedule: 8 hrs/day 5 days/wk 10 mos/yr
 Specifics: TBD
 Effective: 8/15/2011
 Requirements: *See Job Description for full requirements -* BACHELOR OF SCIENCE
 RED CROSS FIRST AID & CPR CERT
 REGISTERED WITH AM OT CERT BD
 SPANISH PREFERRED
 VALID CA DRIVER'S LICENSE

**Job Vacancy #
8325**

Position: **CAREER TRANSITION TECHNICIAN**
 Location: **SPECIAL EDUCATION**
 Range: 20 Hourly Salary \$13.56 - \$16.43
 Work Schedule: 6 hrs/day 5 days/wk 9.5 mos/yr
 Specifics: TBD
 Effective: 3/23/2012
 Requirements: *See Job Description for full requirements -* ASSOCIATE OF ARTS
 COMPUTER TEST
 ENTRY CLERICAL TEST
 HIGH SCHOOL DIPLOMA OR GED
 INSTR. ASSOCIATE TEST (NCLB)
 VALID CA DRIVER'S LICENSE

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INSTRUCTIONAL / SPECIAL ED**Job Vacancy #
8291**

Position: **SPECIAL EDUCATION AUTISM PARA/SHORT TERM**
 Location: **HACIENDA VALLEY VIEW**
 Range: 19A Hourly Salary \$13.21 - \$16.08
 Work Schedule: 6 hrs/day 5 days/wk 9.5 mos/yr
 Specifics: TBD
 Effective: 2/2/2012 - 5/31/2012
 Requirements: *See Job Description for full requirements -* AUTISM SPECTRUM TRAINING
 HIGH SCHOOL DIPLOMA OR GED
 INSTR. ASSOCIATE TEST (NCLB)
 RED CROSS FIRST AID & CPR CERT

INSTRUCTIONAL**Job Vacancy #
8335**

Position: **IA SECONDARY**
 Location: **BRET HARTE MIDDLE SCHOOL**
 Range: 17A Hourly Salary \$11.98 - \$14.58
 Work Schedule: 5 hrs/day 4 days/wk 9.5 mos/yr
 Specifics: 9:00 AM - 2:00 PM
 Effective: 4/23/2012
 Requirements: *See Job Description for full requirements -* HIGH SCHOOL DIPLOMA OR GED
 INSTR. ASSOCIATE TEST (NCLB)

NUTRITION SERVICES**Job Vacancy #
8243**

Position: **SNS ASSISTANT II / CANOAS**
 Location: **FOOD SERVICES DEPARTMENT**
 Range: 16 Hourly Salary \$11.15 - \$13.57
 Work Schedule: 3 hrs/day 5 days/wk 9.5 mos/yr
 Specifics: 10:00 AM - 1:00 PM
 Effective: 1/4/2012
 Requirements: *See Job Description for full requirements -* HIGH SCHOOL DIPLOMA OR GED
 PROMOTIONAL FOOD SERVICE TEST
 VALID CA DRIVER'S LICENSE

**Job Vacancy #
8517**

Position: **SNS ASSISTANT II/GRAYSTONE**
 Location: **FOOD SERVICES DEPARTMENT**
 Range: 16 Hourly Salary \$11.15 - \$13.57
 Work Schedule: 4.5 hrs/day 5 days/wk 9.5 mos.yr
 Specifics: 9:30 AM - 2:00 PM
 Effective: 5/21/2012
 Requirements: *See Job Description for full requirements -* HIGH SCHOOL DIPLOMA OR GED
 PROMOTIONAL FOOD SERVICE TEST
 VALID CA DRIVER'S LICENSE

OPERATIONS & GROUNDS

May 21, 2012

OPERATIONS & GROUNDS**Job Vacancy #
8381**

Position: **DAY RELIEF CUSTODIAN**
 Location: **OPERATIONS DEPARTMENT**
 Range: 23 Hourly Salary \$15.69 - \$19.08
 Work Schedule: 8 hrs/day 5 days/wk 12 mos/yr
 Specifics: Hours Vary
 Effective: 4/24/2012
 Requirements: *See Job Description for full requirements -* COMPLETION OF 10TH GRADE
 HEAD CUSTODIAN TEST
 VALID CA DRIVER'S LICENSE

**Job Vacancy #
8507**

Position: **CUSTODIAN I - CREW 7**
 Location: **OPERATIONS DEPARTMENT**
 Range: 20A Hourly Salary \$13.90 - \$16.93
 Work Schedule: 8 hrs/day 5 days/wk 12 mos/yr
 Specifics: 4:00 PM - 12:30 AM (May Vary)
 Effective: 5/14/2012
 Requirements: *See Job Description for full requirements -* COMPLETION OF 10TH GRADE
 VALID CA DRIVER'S LICENSE

**Job Vacancy #
8442**

Position: **CUSTODIAN I / PIONEER**
 Location: **OPERATIONS DEPARTMENT**
 Range: 20A Hourly Salary \$13.90 - \$16.93
 Work Schedule: 8 hrs/day 5 days/wk 12 mos/yr
 Specifics: 3:00 PM - 11:30 PM (May Vary)
 Effective: 5/7/2012
 Requirements: *See Job Description for full requirements -* COMPLETION OF 10TH GRADE
 VALID CA DRIVER'S LICENSE