

KERNVILLE UNION SCHOOL DISTRICT

NOTICE OF JOB VACANCY

POSTING DATES

NOVEMBER 20, 2023 through Until filled

JOB TITLE: **Classified Substitute:** Cafeteria Worker, Custodian, Paraprofessional/Special Needs Paraprofessional, Secretary

MINIMUM QUALIFICATIONS: High school diploma or GED; basic computer skills; current DOJ and TB clearances

LOCATION: Kernville Union School District

TIME DATA: Day – To - Day

STARTING SALARY: \$16.95 - \$21.08 per hour (Dependent upon position)

POSITION AND DUTIES: Dependent on position: **Cafeteria Worker:** Ability to follow directions; operate common cafeteria appliances; perform simple cooking and baking duties; **Paraprofessional:** under supervision of a teacher, to assist teachers in the supervision of students by relieving them of routine instructional duties; maintain order and direct student conduct on campus, and do related work as required. **Special Education Paraprofessionals:** may also assist physically and mentally special needs students and related work as required; **Custodian:** under supervision, to keep assigned rooms, buildings, and office space clean and orderly; and to do related work as required; **Secretary:** act as secretary to assist with clerical and administrative duties; receive callers in person and over the phone; answer questions regarding school matters; other duties as assigned.

FILING DEADLINE: Continuous recruitment

APPLICATION: A district application along with three professional/personal references must be filed on EDJOIN.org

For additional information, please call Lisa Oden at (760) 379-3651 x 405

DATE POSTED: November 20, 2023

Lisa Oden (For S.F.M.)
Dr. Steve Martinez, Ed.D
Superintendent KUSD