



SIERRA SANDS Unified School District

113 W. Felspar, Ridgecrest, CA 93555 | Phone: 760-499-1600 | ssusd.org

April Moore, Ed.D., Superintendent

PLEASE POST PLEASE POST PLEASE POST

The Sierra Sands Unified School District announces a vacancy in the following position for
2023-24 school year.

JOB #7161	Paraprofessional/Workability – Murray
Hours/Days:	1.5 hrs. p/day 203 pd days
Time:	7:15 am – 8:45 am
Salary:	Range 13 Step A \$16.00 p/hr

Application Deadline: Until position fills

Brief Description: Under supervision, assists with the instruction, training, classroom control, and is directly involved with students in learning situations.

Required Qualifications: Knowledge of characteristics of physically handicapped, learning handicapped, emotionally disturbed, and intellectually disabled children; proper hygiene; routine clerical and record keeping activities. Ability to work comfortably with handicapped children. An above average ability to communicate verbally and in writing with students and adults. Must be able to lift and assist handicapped students with personal hygiene.

Duties Specific to the Middle School Workability Paraprofessional:

1. Updates the Workability Database and Assists with the End of the Year Middle School report.
2. Creates and maintains Workability files for students.
3. Provides career/vocational assessment and employment/post-secondary education planning, as well as other assessments listed in the Array of Services.
4. Assist students in creating a Xello account
5. Plans and organizes Workshops, career fairs, and field trips
6. Collaborates with the Special Education Department to provide the Workability Array of Services and push in/pull out services.
7. Attends monthly Workability meetings.

Education: High School graduate or equivalent.

NOTE: *Must have an Associates Degree or 48 college units, or pass "NCLB" Paraprofessional Test.*

Personal Qualifications: Must have empathy and patience with handicapped children and enjoy working with handicapped children and adults. Must be able to work independently.

How to Apply: A Request for Transfer form must be completed for anyone applying for transfer. An application must be completed for anyone applying for promotion. Forms are available in the Human Resources Office at 113 Felspar St. or email mfrench@ssusd.org. Please be sure you receive a confirmation email.

3/14/24
District/Web

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott

<p>Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: bauld@ssusd.org Phone: (760) 499-1620</p>	<p>District Section 504 Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700</p>	<p>ADA/Title II Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700</p>
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