



San Juan Unified School District
EARLY CHILDHOOD EDUCATION

Become an ECE Professional!

Position Title	Description	Qualifications	Salary
Child Development Assistant Substitute	Assists a certificated employee in planning and providing instruction in the classroom and playground, carries out effective child behavioral management practices, assists with maintaining a clean and safe environment for children, and performs related duties as required.	Pass District's Proficiency Exam. Contact Human Resources at 971-7745 to schedule an exam. 6 ECE units and working toward 12 units are required for Head Start.	Hourly: \$12.39
Child Development Assistant Head Start, State Preschool, WRAP, Early Learning Academy, Gold River Preschool, Discovery Club (School-Age)	Assists a certificated employee in planning and providing instruction in the classroom and playground, carries out effective child behavioral management practices, assists with maintaining a clean and safe environment for children, and performs related duties as required.	Pass District's Proficiency Exam. Contact Human Resources at 971-7745 to schedule an exam. Previous experience working with groups of children is highly recommended. 12 ECE units are required for all licensed Preschool positions.	Hourly: \$12.39-\$15.59
Health Assistant	Assists in providing health services for students under the guidelines provided by a school nurse; and performs related work as required.	Previous experience working with students and training or experience in a medically related field.	Hourly: \$13.87-17.45
Bilingual Assistant	Provides assistance to certificated staff in meeting the educational and personal needs of bilingual students; performs miscellaneous related duties as required.	Previous experience working with groups of students.	Hourly: \$12.96-16.31

<p align="center">Secretary</p>	<p>Performs responsible and varied secretarial and clerical work; performs related duties as required.</p>	<p>Secretarial or clerical experience involving public contact. Must pre-qualify by attaching a typing certificate certifying the required typing speed of 50 net words per minute. Tests results must be 5 years current. Contact Human Resources at 971-7745 to request a testing appointment.</p>	<p>Hourly: \$15.52-19.57</p>
<p align="center">Administrative Assistant</p>	<p>Performs difficult and responsible secretarial work requiring a high level of initiative, judgement and organizational skills and an understanding of departmental functions and procedures; and performs related work as required.</p>	<p>Must pre-qualify by attaching a typing certificate certifying the required typing speed of 60 net words per minute. Tests results must be 5 years current. Contact Human Resources at 971-7745 to request a testing appointment.</p>	<p>Hourly: \$17.38-21.93</p>
<p align="center">Intermediate Clerk Typist</p>	<p>Performs a variety of clerical and typing work involving specific routines and broadly defined policies and procedures; types documents such as letters, reports, bulletins, charts, curriculum guides, handbooks, lists, forms, or other materials from rough draft, marginal notes, or verbal instructions; performs related duties as assigned.</p>	<p>Previous experience in office clerical and/or typing work. Must pre-qualify by attaching a typing certificate certifying the required typing speed of 45 net words per minute. Tests results must be 5 years current. Contact Human Resources at 971-7745 to request a testing appointment.</p>	<p>Hourly: \$13.87-17.45</p>
<p align="center">Fiscal Tech I/II</p>	<p>Performs technical accounting and budget work involved with financial record keeping and the maintenance of financial and statistical records for assigned departments or programs; establishes and maintains effective communications between assigned department/ program and the offices of Budget, Payroll, Human Resources, Accounting, Purchasing and other district departments; performs</p>	<p>Any combination equivalent to education or training in bookkeeping, budgeting or accounting and previous clerical/fiscal experience in the computerized maintenance of accounting or financial records.</p>	<p>Hourly: FT I: \$15.85-19.98 FT II: \$17.80-22.43</p>

	related duties as assigned and required.		
Account Clerk	Under supervision, performs clerical and bookkeeping duties including maintaining financial records, paying vendors, billing or reviewing claims; performs related work as required.	Clerical experience including financial or statistical record keeping.	Hourly: \$14.49-18.22
Admissions & Family Services Technician	Responsible for the enrollment and registration of students, requesting student records, transcripts and permanent records, entering student data into the district's student system and for performing a wide variety of special and technical clerical tasks unique to the Admissions and Family Services Center; performing related duties as assigned.	Increasingly responsible clerical experience involving public contact.	Hourly: \$15.52-19.57

For more information please check our public website at:
www.sanjuan.edu – click on “Employment Opportunities”

*Benefits available to permanent employees working 4 hours per day or more.