

FAIRFAX SCHOOL DISTRICT

The Fairfax School District is currently seeking applicants for the following **Classified** positions:

Open and Promotional

- **ACES Activity Leader – 1 position**
 - 1 at Shirley Lane Elementary, 3.5 hours
 - Other site pending possible internal transfer
 - Must be ESSA compliant
- **Yard Supervisor – 3 positions**
 - Fairfax Junior High, 2.5 hours
 - 1 shift 7:15 AM - 9:45 AM
 - Other site pending possible internal transfer

Current employees may sign the transfer log to move within classification via email to lcrodriguez@fairfaxsd.us. All other applicants must apply on www.edjoin.org. Applicants must meet all requirements of the job description. Job descriptions and salary schedules are available in the district office and on the district website at www.fairfax.k12.ca.us.

Posting date: Friday, August 6, 2021
Closing date: Thursday, August 12, 2021 at 3:00 PM
Contact: Lauren Rodriguez, x5119 lcrodriguez@fairfaxsd.us

PLEASE POST

FAIRFAX SCHOOL DISTRICT
1500 S. Fairfax Road
Bakersfield, California 93307
(661) 366-7221 Fax (661) 366-1901

JOB DESCRIPTION

JOB TITLE: Activity Leader – After School Enrichment and Safety Program

JOB SUMMARY:

Assists with academic enrichment and physical activities for children participating in the ASES Program. Establishes cooperative and effective working relationships with children and adults. Maintains an attractive and safe learning environment. Maintains necessary records and files relating to the program. Utilizes appropriate supplies, materials and equipment for the program. Maintains a high level of ethical behavior and confidentiality of information about children. Participates in staff development activities.

REPORTS TO:

ASES Program Coordinator

TERMS OF EMPLOYMENT:

- 181 work days contracted.
- Hours vary by position.
- Classified Salary Schedule.
- Continued employment contingent upon receipt of program funds.

REQUIRED QUALIFICATIONS:

Education:

- Proof of High School Diploma (or GED) AND
- Rigorous standard of quality on formal state assessment or local assessment OR
- Two years of college credit OR
- Associate's of Arts Degree

Knowledge of:

- English at a fluent level to fulfill the duties to be performed;
- English usage, spelling, grammar and punctuation;
- Basic arithmetic concepts;
- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;
- Comply with appropriate cleanliness standards, health and dress codes.

Ability to:

- Respect confidential matters.
- To follow directions.
- To work appropriately with adults and children.
- Pass required test.

Experience:

- Paid or voluntary experience working with children.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;
- Communicate effectively in oral and written form;
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with children and adults.
- Communicate effectively with other staff members and parents.
- Assist in guiding pupils in the development of desirable social skills and habits.
- Help school personnel in establishing good moral and spiritual values, and mental and physical health for all pupils.
- Assist with checking, care, preparation and arrangement of instructional materials and equipment.
- Assist with attendance verifications, enrollment procedures, first aid, and home contacts.
- Provide direct supervision to the children and carry out the site's planned program of activities for students to strengthen their academic and social skills.
- Attend CPR and First Aide training and update as needed.
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

Percent 1-100

- 5% Ability to work at a desk, conference table or in meetings of various configurations.
- 5% Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 5% Ability to lift 50 lbs.
- 5% Ability to carry 50 lbs.
- 10% Ability to hear and understand speech at normal levels.
- 10% Ability to communicate so others will be able to clearly understand normal conversation.
- 10% Ability to bend and twist, kneel and stoop, run and crawl.
- 10% Ability to reach in all directions.
- 40% Ability to stand and circulate for extended periods of time.
- 100% Total**

Other related functions of this position:

- Other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FUNDING : 100% ASES Program

ADOPTED BY THE FAIRFAX BOARD OF TRUSTEES: August 9, 2007

**FAIRFAX SCHOOL DISTRICT
1500 SOUTH FAIRFAX ROAD
BAKERSFIELD, CA 93307
(661) 366-7221--FAX (661) 366-1901**

JOB DESCRIPTION

JOB TITLE: Yard Supervisor

JOB SUMMARY:

Under supervision, to provide an organized, smoothly functioning school playground where the students have available resources.

REPORTS TO:

Principal

TERMS OF EMPLOYMENT:

- 181 work days contracted;
- Two and a half (2.5) hours per day, five (5) days per week, according to current schedule.
- Classified Salary Schedule.

REQUIRED QUALIFICATIONS:

Education:

- High School diploma or equivalent to Twelfth Grade graduation.

Ability to:

- Work with students and staff cooperatively.
- Possess TB clearance.

Experience:

- Paid or voluntary experience working with students.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- Understand and carry out oral and written directions.
- Work with teachers and other personnel.
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

Percent 1-100

- 5% Ability to bend and twist, kneel and stoop, run and crawl.
- 5% Ability to lift 50 lbs.
- 5% Ability to carry 50 lbs.
- 5% Ability to reach in all directions
- 10% Ability to stand and circulate for extended periods of time.
- 15% Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 15% Ability to hear and understand speech at normal levels.
- 20% Ability to work at a desk, conference table or in meetings of various configurations.
- 20% Ability to communicate so others will be able to clearly understand normal conversation.
- 100% Total**

Other related functions of this position:

- Other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skill required of personnel so classified.

Employment dependent upon *Safe/Drug Free Schools* revenue

ADOPTED BY THE FAIRFAX BOARD OF TRUSTEES:

Fairfax School District
2020-21
Classified
Board Approved 11/12/2020 (effective 07/01/2020)

	Salary Schedule	Work days per year	Holidays	Total Days	Months Paid	Step	1	2	3	4	5	6	7	8	9	Longevity	Year 10	Year 15	Year 20	Year 25	Year 30
Computer Technician	05-0003	246	14	260	12	Monthly	3871	4062	4267	4479	4703	4937	4986	5036	5087		5344	5610	5889	6183	6392
Maintenance Worker II/Utility						Hourly	22.33	23.44	24.62	25.84	27.13	28.48	28.77	29.06	29.35		30.83	32.36	33.98	35.67	36.88
Head Custodian	05-0001	246	14	260	12	Monthly	3106	3259	3409	3563	3718	3871	3910	3949	3988		4188	4398	4618	4848	5010
Maintenance Worker I/Utility						Hourly	17.92	18.80	19.67	20.55	21.45	22.33	22.56	22.78	23.01		24.16	25.37	26.64	27.97	28.90
Bus Driver/Custodian	05-0002	246	14	260	12	Monthly	2966	3116	3260	3407	3556	3704	3741	3779	3816		4007	4204	4415	4637	4793
Custodian						Hourly	17.11	17.98	18.81	19.66	20.51	21.37	21.58	21.80	22.02		23.12	24.25	25.47	26.75	27.65
Groundsman/Maintenance																					
Health Assistant/LVN	45-0009	181	13	194	10	Hourly	20.77	21.82	22.89	24.04	25.25	26.51	26.78	27.04	27.32		28.68	30.11	31.61	33.20	34.19
Cafeteria Clerk	45-0007	200	13	213	11	Hourly	16.42	17.26	18.11	19.02	19.94	20.96	21.17	21.39	21.60		22.66	23.80	24.99	26.24	27.14
PERC Clerk																					
Program Clerk																					
School Clerk																					
Special Education Clerk																					
Nutrition Services Lead	45-0001	182	13	195	10	Hourly	15.00	15.69	16.44	17.25	18.09	18.94	19.12	19.32	19.51		20.44	21.42	22.47	23.58	24.37
Library Clerks	45-0006	191	13	204	11	Hourly	14.28	14.97	15.68	16.37	17.08	17.71	17.88	18.06	18.24		19.19	20.18	21.15	22.23	22.98
Nutrition Services Worker	45-0006	182	13	195	10																
Print Room Aide	04 or 46-0006	200	13	213	11	Hourly	14.28	14.97	15.68	16.37	17.08	17.71	17.88	18.06	18.24		19.19	20.18	21.15	22.23	22.98
ASES Site Lead	45 or 46-0005	181	13	194	10	Hourly	14.24	14.97	15.66	16.40	17.13	17.86	18.04	18.22	18.40		19.31	20.26	21.26	22.28	23.06
Aide II Special Education 6-8 hours	45 or 46-0005																				
Aide II Special Education 3.5	04 or 46-0005																				
Mod/Severe and Preschool \$100/month stipend																					
Nutrition Services Helper	04 or 46-0002	182	13	195	10	Hourly	14.00	14.25	14.92	15.61	16.26	16.94	17.11	17.28	17.45		18.27	19.19	20.18	21.15	21.88
Aide III	04 or 45 or 46-0004	181	13	194	10	Hourly	14.00	14.25	14.89	15.64	16.31	17.01	17.18	17.35	17.52		18.44	19.27	20.23	21.24	21.96
ASES Activity Leader																					
Campus Supervisor																					
Language Assessor																					
Migrant Aide																					
PE Aide																					
Noon/Yard Supervisor	04 or 46-0008	181	13	194	10	Hourly	14.00	14.00	14.02	14.73	15.44	16.24	16.40	16.56	16.73		17.52	18.44	19.35	20.32	21.01

- Notes:
- 1) California minimum wage is \$14.00 per hour effective January 1, 2021.
 - 2) Pursuant to the tentative agreement, all salary schedule cells under the state minimum wage threshold are increased to \$14.00 per hour.
 - 3) Salary schedule cells increased due to the minimum wage shall remain at the minimum wage until the base salary schedule amount exceeds the minimum wage threshold.

Regular bus drivers are to be paid \$100.00 extra for each month of driving
Overtime shall be compensated at a rate of 1.5 times regular rate