



2019-20 School Year
CLASSIFIED VACANCY
AS OF 09/05/19

<i>Position</i> Site / Hours / Salary / Work Year	<i>Additional Information</i>
Instructional Aide / Noon Duty Tularcitos School School Days Only 18.75 hrs./wk. Instructional Aide Salary Range 9: \$21.86 - \$30.97 / hr Entry Level: \$21.86 - \$26.19 / hr Noon Duty: \$13.40 - \$16.62 / hr	Assist the teacher in the supervision and instruction of students, assist in the preparation of classroom materials, and to do related work as assigned. Supervise recess and lunch times. Closes: September 27, 2019 3:00 p.m.

Salary Schedules and Job Descriptions are available at www.carmelunified.org / Human Resources page.

Newly hired candidates typically begin on Step A of the salary schedule, however credit (up to Step E) may be granted for like experience.

If offered a position with the District, Candidates must complete a TB Assessment Form and fingerprint clearances. The District will provide more information to new hires.

In-house candidates are given first consideration for all vacancies. In-house applications are available at www.carmelunified.org / Human Resources page, or at the District Office, 4380 Carmel Valley Rd, Carmel, CA 93923. Submit In-House applications to be submitted to Fran Garza / Human Resources.

HOW TO APPLY

All interested candidates must apply on Edjoin (except In-House candidates – see above)

A link to Edjoin is available at www.carmelunified.org / Human Resources page; left sidebar

Required additional materials:

- Letter of Introduction
- Resumé
- 3 Letters of Recommendation

Please do not contact CUSD for assistance attaching your documents to your Edjoin application, see Edjoin support information below.

Edjoin Support: Edjoin has a Frequently Asked Questions Link which answers many of your questions. Or you may contact Edjoin for assistance at 1-888-900-8945 or edjoinhelpdesk@sjcoe.net

Questions?

Geri Simmons, Human Resources gsimmons@carmelunified.org or 831-624-1546 x2016

District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The district's coordinator for nondiscrimination manages the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at: Paul Behan, Chief Technology Office, 4380 Carmel Valley Road/P.O. Box 222700 Carmel, CA 93922 831-624-1546, ext 2040 pbehan@carmelunified.org