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# On-Call Substitute Para-Educator II, Special Ed

St. Helena Unified School District  
465 Main Street  
St. Helena, CA 94574  
(707) 967-2785 Fax: (707) 963-1335

## **Internal/External Job Posting**

St. Helena Unified School District is accepting applications for an On-Call Substitute Para-Educator II, Special Ed for all St. Helena school sites.

**General Duties:** Under supervision of school Principal and classroom teacher, serves as an assistant in the supervision and education of special education students, assists in preparation and assembling of teaching materials and other related duties.

**Qualifications:** Must have completed at least two years of study at an institution of higher education; OR obtained an Associate degree (or higher); OR pass an academic assessment in reading, writing, and mathematics. Ability to understand and carry out oral and written directions, knowledge of English usage, grammar, spelling, punctuation and vocabulary. Knowledge of methods and practices in the classroom. In some special education classes, some lifting, squatting, bending and toileting of students may be required. Bilingual in Spanish preferred.

**Hours:** On-Call as needed – (hours range between 7:30 AM-4:00 PM)

**Salary:** See CSEA Salary Schedule Range 113 – Step 1 (\$22.06/hr.)

**Starting Date:** A.S.A.P.

**How to Apply:** Internal applicants please submit a letter of interest to Melissa Hansen at the District Office (emails are OK). External applicants need to fill out an application available at [www.edjoin.org/shusd](http://www.edjoin.org/shusd). The job description is also available via Edjoin.

**Deadline:** Open Until Filled

**Distribution:** All SHUSD, website and Edjoin