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**DISTRICT ADMINISTRATION**

Donna Becnel
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9430 Lake St. * P.O. Box 759
 Lower Lake, California 95457
 (707) 994-6475 * Fax (707) 994-0210

KUSD STUDENT JOB OPPORTUNITY

Temporary Position

KUSD STUDENTS ONLY

Position:	Konocti STAR Summer Program Assistant
Program Dates:	Training: June 7 th , 8 th & 11 th Program: June 12 th – July 27 th
Days/Hours:	M-F: 7:45am – 2:45pm or 8:00am – 2:30pm Must be available for training dates (June 7 th , 8 th & 11 th) and to work all 6 weeks of the Summer Program, June 12 th – July 27 st (no program on July 2 nd - 6 th).
Desired Start Date:	Thursday, June 7 th , 2018
Qualifications:	Open to all Juniors (11 th Grade) and Seniors (12 th Grade) enrolled in Konocti Unified School District Good Interpersonal Skills Excellent Level of Responsibility Reliability & Punctuality Minimum 2.5 GPA Ability to Obtain Work Permit Desire to Work with Children
Salary:	Minimum Wage
Application Deadline:	Friday, April 13 th , 2018
Requirements:	-Overall 2.5 GPA or better -Ability to obtain a work permit -Currently enrolled in Konocti USD (2018 graduates must obtain fingerprinting clearance and TB test if selected for the position) -Submit attached application, resume, letter of introduction and two (2) letter of recommendation (incomplete application will not be considered).
Additional Information	Applicants with previous experience working at the STAR Summer Program or in a similar program will be given preference
Contact:	Bilalia H. Mubashshir, Youth Services Coordinator: (707)994-6475, ext. 3243 bilalia.mubashshir@konoctiusd.org

Complete applications can be submitted to the main office in the KUSD District Office Building - ATTN: Bilalia H. Mubashshir, Youth Services Coordinator

KONOCTI UNIFIED SCHOOL DISTRICT

TITLE: Konocti STAR Summer Program Assistant

Overview:

The assistant will provide support to the program, including but not limited to assisting with supervision of children under adult guidance, assist program staff with enrichment classes, and help facilitate recreational activities.

QUALIFICATIONS:

Ability to:

- ❖ Demonstrate good interpersonal communication skills
- ❖ Maintain excellent level of responsibility, reliability, and punctuality.
- ❖ Demonstrate appropriate behavior at all times.
- ❖ Work well with children ages 5-12

Requirements:

- ❖ Overall GPA of 2.5 or better
- ❖ Must obtain a work permit
- ❖ Current enrollment in KUSD (2018 graduates must obtain fingerprinting clearance and TB test)
- ❖ Previous experience working with children preferred but not required

Essential Job Functions:

- ❖ Support all program areas including but not limited to classroom management, activities preparation, recess equipment check in /out, clean-up and any other duties as needed
- ❖ Participate in all required trainings and team meetings
- ❖ Assist with supervision of students during drop off/pick up, lunch, break times and field trips.
- ❖ Support recreational activities related to physical education
- ❖ Assist with Friday Field Day activities, including field trips.
- ❖ Check communication daily to receive work notifications.
- ❖ Sign in and out daily
- ❖ Inform Site Supervisor at least 24 hours in advance if not able to keep the assigned schedule or any changes the assigned schedule.
- ❖ Assist in daily activities related to enrichment and recreational activities.
- ❖ Support students and promote character development
- ❖ Communicate in a professional manner with parents, teachers, and staff.
- ❖ Assist with additional related duties as needed.
- ❖ Demonstrate a positive and enthusiastic behavior when working students

WORKING HOURS AND PERIOD:

See posting for details

*****APPLICATION*****

Complete this application and submit it, along with your **resume, letter of introduction and two (2) letter of recommendation** to the district office by **Friday, April 13th** for consideration:

Full Name: _____ Date: _____

Phone number: (____)_____ Birth Date: _____ Age: _____

Address: _____
(Street) (Apt./Unit #)

(City) (State) (Zip)

Preferred email: _____ School Name: _____ Current Grade Level: _____

T-Shirt Size - **Female:** SM M LG XLG XXLG **Male:** SM M LG XLG XXLG

I understand, if hired:

- _____
(Initial) • I am responsible for getting to work on time and conducting myself in a professional and appropriate manner.
- _____
(Initial) • If I cannot make my shift or may be late, it is my responsibility to inform the supervisor in a timely matter and failure to do so may lead to employment termination.
- _____
(Initial) • It is my responsibility to check communications daily to receive job notifications.

I, (Print Name) _____, wish to apply for the position of Summer Program Assistant at Konocti Unified School District. I have read the description for the position and certify that I am currently eligible for consideration. I also understand that if I am chosen, I will need to comply with additional requirements including maintaining eligibility, obtaining a work permit, completing payroll documents and timesheets.

Signature: _____ Date: _____