

Santa Clara County School Job Fair

October 24 Apply now at
www.sccoe.org

Schools are Hiring!

The Santa Clara County Office of Education (SCCOE) is hosting a School Job Fair for the County School Districts in Santa Clara County. From Palo Alto to Gilroy, 32 Santa Clara County School Districts support 413 schools which serve 276,000 students. Enjoy benefits, life/work balance and helping the students in your community.

Space is limited. **Apply NOW** to register and be invited to test for a position(s) below. Pre-testing will provide you with a score report and **early entry on the day of the Recruitment Fair**. You will have the opportunity to apply and possibly interview for positions with many School Districts of Santa Clara County.

To apply, visit <http://tinyurl.com/p4oyc78> -OR- pick up a paper application to complete at SCCOE, 1290 Ridder Park Drive, San Jose, CA 95131. M-F (8:00 a.m. – 5:00 p.m.).

Custodian - One year of custodial work experience or completion of a custodial training program. **Utility Person:** one year of related work experience in any one of the following operations support areas: custodial, maintenance, warehousing or general landscaping. **Maintenance Custodian:** two years of custodial and building maintenance experience (electrical, plumbing painting, and/or carpentry). *Average salary: 3,350 monthly

Cook - Any combination equivalent to: graduation from high school and one year increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes. **Food Service Assistant or Food Service Cook** - may require the ability to earn a food handler's certificate within the first six (6) months of employment and/or possession of: A valid and appropriate California Driver's License. A driving record which meets the insurance requirements. *Average salary: 2,830 monthly

Bus Driver - One year of fulltime or equivalent part-time paid experience involving the operation of school buses on public streets and highways **Food Service Assistant/Delivery Driver** requires graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above. * Average salary: 3,140

Maintenance Worker - At least one-two years' experience in basic maintenance and repair work. Average salary: 3,790

ParaEducator - Make a difference in a student's life. Become a Paraeducator! Work with students that are either elementary school age, in alternative education or have special needs. As a ParaEducator, you may assist a classroom teacher in providing instruction to individual students or small groups, provide after school one-on-one tutoring, and monitor and assure the health and safety of students by following health and safety practices. The needs of students in special education vary from mild, moderate to severe. **Qualifications:** Bilingual skills may be required.

The following application materials are required for ParaEducator Positions:

Providing proof of completion of high school GED, or high school transcripts **are federally mandated** for ParaEducator positions, and therefore, no applications will be accepted without the required materials. Even if you possess advanced education beyond high school, a copy of your high school diploma or equivalent (i.e. GED) is still required as an attachment to your application.

Special Education:

- Possession of a high school diploma or its equivalent and at least 48 college semester units earned at an institution of higher learning; **OR**
- Possession of a high school diploma or its equivalent and possession of a degree earned at an institution of higher learning; **OR**
- Possession of a high school diploma or its equivalent and the ability to obtain a passing score on the County Office of Education No Child Left Behind (NCLB) Paraprofessional Examination.

Paid or volunteer experience working with or serving individuals with exceptional needs or behavioral deficits is preferred. *Average salary: 2,820

Administrative Assistant/Clerical/Executive Assistant

As a Clerical, Administrative Assistant or Executive Assistant you will perform a variety of clerical and administrative duties in support of daily office operations, work units and programs. Depending on the position and qualifications, you may be assigned to support supervisors, middle to high level managers or department heads and receive general to limited supervision. Become part of a team that serves our community and future leaders!

Administrative Assistant I, II, III, Executive Assistant and Senior Executive Assistant - : Generally, any combination of training and experience that provides the required knowledge, abilities, and skills is qualifying. Typically, one year to four years of clerical/secretarial experience or successful completion of an administrative assistant, office management, or secretarial training program. Senior level may be supplemented by college-level course work in secretarial science or related field and increasingly responsible secretarial or administrative assistant experience. *Average salary:

*Each school district does their own hiring and salaries will vary. Average salaries are based on published information from school websites via <http://www.sccoe.org/schooldirectory/Pages/School-Districts.aspx>

Questions? Information Line: (408) 453-6840 - or - SCCOE Human Resources (408) 453-6820