



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATED POSTED: JULY 14, 2017

GUIDANCE INTERN
(Up to 18 hrs per week, arranged)
Elementary and Secondary

SALARY: \$20.66 per hour flat rate on the 2016-2017 salary schedule for non-classified employees.

POSITION: Under general direction would provide students with skills to cope with problems that inhibit their learning and social interactions. Under the leadership of the guidance facilitator and site administrator, provides instruction to individuals and groups of elementary students in areas such as assertiveness, self-esteem, social interaction skills, study skills, problem-solving skills, and accountability skills; assists staff and parents in identifying resources or providing training in areas such as fair fight training, assertiveness training, parenting skills, drug and alcohol education, self-esteem building activities, listening and following directions skills, peer tutoring, communication skills, and dealing with criticism; consults with teachers with regard to learning and behavioral management; may provide career-oriented activities for students or in-service for staff or parents; may deal with crisis intervention situations on an emergency basis; and performs other related duties as assigned.

QUALIFICATIONS: Possess a B.A. degree and be formally enrolled in a school psychologist or counseling program with sufficient background and training to be certified by the college as prepared to assume field work status or be formally enrolled in a program leading to a clinical license with sufficient training to be certified by the college as prepared to assume field work status. **Other:** Experience in elementary or secondary education or working with elementary age or secondary age children is desirable.

EXAMINATION: Not Applicable

APPLICATION: District application may be obtained at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Resumes will not be accepted in lieu of the required application. All offers of employment are conditional, based upon the successful completion of the following: Fingerprint/conviction clearance, drug screening, and a test for tuberculosis by a District approved physician.**

CLOSING DATE: Applications will be accepted on a continual basis.

TEST DATE: Not Applicable

APPLICATION REQUIREMENTS: Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

EXAMINATION NOTIFICATION: Notification of examination time and place may be made through the United States mail service or email.

CONVICTION RECORD: If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

TUBERCULOSIS TESTING: Prior to employment, you will be required to pass a tuberculosis examination at your expense.

PHYSICAL EXAMINATION AND DRUG TESTING: Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

MILITARY SERVICE CREDIT: For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

ORGANIZATIONAL SECURITY: Upon appointment to positions other than management, confidential, or non-classified, you will be required to join the California School Employees Association, Chapter 32, or pay the association a fee for service unless you are a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations. In this case, the employee shall, in lieu of the service fee, pay sums equal to the service fee to a non-religious, non-labor organization charitable fund exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code such as the American Cancer Society, American Heart Association, or Cerebral Palsy Fund.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical, dental, and vision care plans. Regular employees working 50% of the time or more may choose between three medical care plans, two dental plans, and one vision plan.

RETIREMENT: The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

VACATION: Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

HOLIDAYS: The district provides 13 paid holidays per year based on 12 months of full-time employment.

OTHER LEAVES: The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

ACCOMODATION: You are required to attach an explanation to your application for any accommodations you may need for examinations.

MERIT SYSTEMS: The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

Notice of Non-Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.