

CENTER UNIFIED SCHOOL DISTRICT
8408 Watt Avenue
Antelope, CA 95843
(916) 338-6407
Classified Job Vacancy Announcement
2008-2009

OPEN TO IN-HOUSE EMPLOYEES ONLY

POSITION: **Instructional Specialist**
Oak Hill Elementary – Kindergarten

HOURS: 6 Hours per Day

SALARY: \$11.74 - \$14.99 per hour

FILING DEADLINE: Until filled

POSTED DATE: August 1, 2008

JOB DESCRIPTION: Available in Personnel Office

APPLICATION PACKET REQUIREMENTS:

Please note that incomplete applications will not be processed by personnel.

- **CLASSIFIED APPLICATION:** *If you are an employee of Center Unified School District, you must fill out an updated classified packet.*
- **COVER LETTER**
- **RESUME**
- **TWO LETTERS OF RECOMMENDATION**
- **POSTCARD**

WRITTEN EXAMINATION

All applicants must pass a written examination prior to the filing deadline. Examinations are administered Tuesdays at 8:30am and Thursdays at 2:30pm .

Board Policy 4111(a) states: "Every applicant shall be required to undergo, and pass, pre-employment drug screening prior to an employment offer."

Every applicant will be required to submit a negative TB test (valid within the past year) and obtain pre-employment fingerprint clearance.

Board Policy 3513.3 prohibits the use of tobacco products on Center Unified School District property and vehicles.

CUSD is an Equal Opportunity Employer and is a drug and alcohol free workplace. CUSD does not discriminate on the basis of gender, race, age or disability.