

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
464-555 Main Street
P.O. Box 280
Janesville, CA 96114
Phone: 530-253-3660 Fax: 530-253-3891

JOB ANNOUNCEMENT
CLASSIFIED VACANCY

The Janesville Union Elementary School District announces the following classified part-time position for the 2026/27 school year:

POSITION: Paraeducator I

SCHOOL SITE: Janesville Union Elementary School

SALARY: Appropriate placement on the Classified Salary Schedule (\$18.23-\$19.72 per hour).

HOURS: 29.75 hours per week, 5.95 hours per day 8:15 a.m. – 2:12 p.m. (start and end time subject to change)

MINIMUM JOB

QUALIFICATIONS: Passage of CODESP Test, 48 semester units of college credit or AA degree.

TYPICAL
DUTIES:

1. Assists and tutors pupils individually and in small groups
2. May take attendance and lunch count
3. May assist in the administration, scoring and grade recording of tests and classroom assignments which do not require analysis or interpretation under the direction of licensed staff
4. Assists teachers in supervision at assemblies, on field trips, in classrooms and in the lunch and play areas
5. May perform classroom organizational duties including maintain bulletin boards, instructional materials and equipment
6. Promotes good public relations and maintains District confidentiality policies
7. Paraeducators may perform outside recess duty as part of their daily responsibilities. This may require standing outside for period of time – sometimes in inclement weather
8. Paraeducators may perform lunch duty supervision and/or scanning meals within the cafeteria and can be exposed to high noise levels

9. Participates in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
10. While performing the duties of this position, the employee works with standard office and/or instructional equipment with moving mechanical parts
11. Other appropriate duties as assigned by the Superintendent/Principal

APPLICATON
PROCEDURE:

Please submit a letter of interest, application and any other supporting documentation to Andrea Kellogg at 464-555 Main Street, Janesville, CA 96114 or call (530) 253-3660 or apply on www.edjoin.org.

APPLICATION
REQUEST
DEADLINE:

Open until filled

ANTICIPATED
START DATE:

As soon as available

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER