

# Twin Hills Union School District

## Position Announcement

### **Classified Specialty Instructor – Woodworking SunRidge School**

Up to 6 hours per week

The Classified Specialty Instructor for woodworking is under the supervision of and is evaluated by the Site Administrator or his/her designee. The Classified Specialty Instructor for woodworking teaches woodworking classes in grades 6-8. The Classified Specialty Instructor for woodworking is responsible carrying out the goals and objectives of the school's enrichment program in a variety of ways which require discretion and judgement in order to meet the individual needs of the students. The Classified Specialty Instructor for woodworking is responsible for supervising and maintaining a safe and orderly environment for all students. This position requires fingerprint clearance and TB testing.

#### **REQUIRED QUALIFICATIONS**

- **Education and Experience:**
  - High School diploma or equivalent
  - Experience working with elementary school age children, adolescents and teens is preferred (can be as a volunteer)
  - Minimum one year experience in woodworking
  - Woodworking training is desirable
  - Experience in Waldorf or Waldorf methods school is desired
- **Knowledge of:**
  - English in written and verbal form including the use of correct grammar and vocabulary
  - Organizational skills
  - Woodworking
  - Waldorf methods and philosophy
- **Ability to:**
  - Bilingual – English/Spanish desirable
  - Exercise good judgment, use discretion, maintain confidentiality
  - Demonstrate good mental, emotional and physical health
  - Be prompt and present a neat, clean appearance
  - Communicate and collaborate effectively with parents, colleagues, and administration
  - Perform all essential job functions, both physical and mental as shown on page 2
  - Be on feet for extended periods of time
- **ADA Requirement:**
  - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Create and implement woodworking class plans for multiple grades
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment.
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, cleaning and storing tools and materials, etc.
- In collaboration with class teachers, provide while class instruction in classroom setting.
- Maintain confidentiality regarding students and other employees at all times.
- Lead small groups or whole class in woodworking class activities.
- Perform paperwork as requested or needed.
- Provide an appropriate educational setting which includes a classroom atmosphere and environment conducive to development of a positive self-image.
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Report all injuries incurred by children to teacher or site administrator
- Participate in faculty meetings and other conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

#### **PAY SCALE - CLASSIFIED:**

Classified Specialty Instructor Salary Schedule

## Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

### Physical

- **Standing/walking:** Constantly, throughout work shift while performing instructional duties and field trips
- **Sitting:** Occasionally, while performing program duties.
- **Lift/Carry:** Frequently, 1-30 pounds; woodworking and instructional materials, including wood, woodworking tools, etc. For lifting over 30 pounds, assistance should be used.
- **Bending/twisting:** Frequently, at knees/waist/neck throughout work shift.
- **Push/pull:** Frequently, using both hands and arms exerting a force of 5-20 pounds while performing garden related tasks
- **Climbing/balancing:** Occasionally, using stairs on campuses
- **Kneeling/crouching/crawling:** Constantly, may be required while assisting student in physical activities and during gardening instruction and maintenance including doing gardening tasks, such as planting and weeding.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

### Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

## Work Conditions

- **Location:** Work is performed 85% in an outdoor setting, 15% in an indoor setting
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General gardening equipment: shovels, hoes, wheelbarrow, etc, plus office equipment: copier, computer, phones
- **Safety equipment:** No pesticides or herbicides are used on school campuses. Safety glasses and gloves as needed. Should wear eye and/or other protection when using any equipment that could result in airborne particles or excessive noise.

### HIRING PROCESS:

#### **Mandatory Information to be submitted to Anna Maria Guzman, EdD, Superintendent:**

- Completed and signed district classified application (available in the District Office, address below or at the District website at, [www.thusd.k12.ca.us](http://www.thusd.k12.ca.us)).
- Current employees may submit a letter of interest in lieu of an application packet.
- A minimum of three signed letters of recommendation written within the last 12 months which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process
- Application packets must be mailed or delivered. Faxed or emailed packets are not accepted.

**District Office and submission address: 700 Watertrough Rd, Sebastopol, CA 95472**

#### ➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled
- **Applications due by noon on Friday June 21, 2024**