



REDLANDS UNIFIED SCHOOL DISTRICT
P.O. Box 3008, Redlands, CA 92373-1508 (909)307-5300

January 24, 2012

ANNOUNCEMENT OF 2011-2012
CLASSIFIED OR CERTIFICATED VACANCY

OPEN TO BARGAINING UNIT MEMBERS ONLY

HUMAN RESOURCES OFFICE HOURS are 7:30 to 4:30, Monday-Friday.

DEADLINE FOR APPLICATIONS: January 27, 2012 **VACANCY #C61**

POSITION: Assistant Varsity Swimming Coach

REQUIRED
CERTIFICATE: CIF Fundamentals of Coaching Certificate

MINIMUM
QUALIFICATIONS: Experience or demonstrated competency in the sport including knowledge of coaching techniques, rules and regulations, and psychology as it relates to sports participation.

Knowledge of and ability to competently administer first aid and emergency procedures (valid American Red Cross first aid card and American Heart Association or other authorizing agency CPR card, California Athletic Trainer Certificate).

A verifiable record of having been part of a winning program, in the advertised sport, either as a coach or as a player.

A proven, verifiable record of placing appropriate emphasis on good sportmanship, academic excellence, positive attitudes and character.

A proven, verifiable record of positive staff, student, and administrative support and relations.

A demonstrated ability to serve as a positive role model for student athletes and a commitment to holding all adults associated with the program to that same standard.

A demonstrated ability to follow chain of command, instructions and directions as directed by school administrators and/or head coach.

A demonstrated ability to work with a diverse student population.

Demonstrated skills in human relations and have the ability to build enthusiasm, as well as harmony with individuals, groups, staff and administration.

A demonstrated ability to meet timelines and time requirements (season of sport, off season, and summer program) as directed by the administration.

Demonstrated dedication to student academic and social development in addition to physical development.

Knowledge of and commitment to comply with the CIF Code of ethical Conduct for Athletic team coaches.

DESIRED QUALIFICATIONS: Experience in cooperative working relationships with parents and athletic booster clubs.

High school teaching experience.

APPLICATION PROCEDURE:

Submit district application, coaching addendum and letter of application to:

Sabine Robertson-Phillips
Assistant Superintendent, Human Resources
Redlands Unified School District
P.O. Box 3008
Redlands, CA 92373-1508
(909) 307-5300

EQUAL OPPORTUNITY EMPLOYER

The Redlands Unified School District will make reasonable accommodations in accordance with the employment provisions of the Americans with Disabilities Act.

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P.O. Box 3008, Redlands, CA 92373-1508 (909)307-5300

January 24, 2011

ANNOUNCEMENT OF 2012-2013
CLASSIFIED OR CERTIFICATED VACANCY

OPEN TO BARGAINING UNIT MEMBERS ONLY

HUMAN RESOURCES OFFICE HOURS are 7:30 to 4:30, Monday-Friday.

DEADLINE FOR APPLICATIONS: January 27, 2011 **VACANCY #C02**

POSITION: **Girls Head Varsity Volleyball Coach**

REQUIRED CERTIFICATE: **CIF Fundamentals of Coaching Certificate**

EXPERIENCE: **A minimum of ten (10) years coaching experience in Volleyball with at least six (6) years of which were at the high school or college level as a Girls Head Varsity Volleyball coach.**

MINIMUM QUALIFICATIONS: Experience or demonstrated competency in the sport including knowledge of coaching techniques, rules and regulations, and psychology as it relates to sports participation.

Knowledge of and ability to competently administer first aid and emergency procedures (valid American Red Cross first aid card and American Heart Association or other authorizing agency CPR card, California Athletic Trainer Certificate).

A verifiable record of having been part of a winning program, in the advertised sport, either as a coach or as a player, including post-season C.I.F. playoff competition, highly competitive club volleyball, and/or collegiate coaching experience.

A proven, verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, positive attitudes and character.

A proven, verifiable record of positive staff, student, and

administrative support and relations.

A demonstrated ability to serve as a positive role model for student athletes and a commitment to holding all adults associated with the program to that same standard.

A demonstrated ability to follow chain of command, instructions and directions as directed by school administrators and/or head coach.

A demonstrated ability to work with a diverse student population.

Demonstrated skills in human relations and have the ability to build enthusiasm, as well as harmony with individuals, groups, staff and administration.

A demonstrated ability to meet timelines and time requirements season of sport, off season, and summer program) as directed by the administration.

Demonstrated dedication to student academic and social development in addition to physical development.

Knowledge of and commitment to comply with the CIF Code of ethical Conduct for Athletic team coaches.

DESIRED

QUALIFICATIONS: Experience in cooperative working relationships with parents and athletic booster clubs.

High school teaching experience.

APPLICATION PROCEDURE:

Submit district application, placement file and letter of application to:

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HUMAN RESOURCES OFFICE HOURS are 7:30 to 4:30, Monday-Friday.

DEADLINE FOR APPLICATIONS: January 27, 2012 **VACANCY #C54A**

POSITION: **Head Varsity/JV Badminton Coach**

REQUIRED CERTIFICATE: CIF Fundamentals of Coaching Certificate

MINIMUM QUALIFICATIONS: Experience or demonstrated competency in the sport including knowledge of coaching techniques, rules and regulations, and psychology as it relates to sports participation.

Knowledge of and ability to competently administer first aid and emergency procedures (valid American Red Cross first aid card and American Heart Association or other authorizing agency CPR card, California Athletic Trainer Certificate).

A verifiable record of having been part of a winning program, in the advertised sport, either as a coach or as a player.

A proven, verifiable record of placing appropriate emphasis on good sportmanship, academic excellence, positive attitudes and character.

A proven, verifiable record of positive staff, student, and administrative support and relations.

A demonstrated ability to serve as a positive role model for student athletes and a commitment to holding all adults associated with the program to that same standard.

A demonstrated ability to follow chain of command, instructions and directions as directed by school administrators and/or head coach.

A demonstrated ability to work with a diverse student population.

Demonstrated skills in human relations and have the ability to build enthusiasm, as well as harmony with individuals, groups, staff and administration.

A demonstrated ability to meet timelines and time requirements (season of sport, off season, and summer program) as directed by the administration.

Demonstrated dedication to student academic and social development in addition to physical development.

Knowledge of and commitment to comply with the CIF Code of ethical Conduct for Athletic team coaches.

DESIRED QUALIFICATIONS: Experience in cooperative working relationships with parents and athletic booster clubs.

High school teaching experience.

APPLICATION PROCEDURE:

Visit our website at: www.redlands.k12.ca.us, click on EdJoin to apply for this position.

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DEADLINE FOR APPLICATIONS: January 27, 2012 **VACANCY #C60**

POSITION: **Assistant Varsity Wrestling Coach**

REQUIRED
CERTIFICATE: CIF Fundamentals of Coaching Certificate

MINIMUM
QUALIFICATIONS: Experience or demonstrated competency in the sport including knowledge of coaching techniques, rules and regulations, and psychology as it relates to sports participation.

Knowledge of and ability to competently administer first aid and emergency procedures (valid American Red Cross first aid card and American Heart Association or other authorizing agency CPR card, California Athletic Trainer Certificate).

A verifiable record of having been part of a winning program, in the advertised sport, either as a coach or as a player.

A proven, verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, positive attitudes and character.

A proven, verifiable record of positive staff, student, and administrative support and relations.

A demonstrated ability to serve as a positive role model for student athletes and a commitment to holding all adults associated with

the program to that same standard.

A demonstrated ability to follow chain of command, instructions and directions as directed by school administrators and/or head coach.

A demonstrated ability to work with a diverse student population.

Demonstrated skills in human relations and have the ability to build enthusiasm, as well as harmony with individuals, groups, staff and administration.

A demonstrated ability to meet timelines and time requirements (season of sport, off season, and summer program) as directed by the administration.

Demonstrated dedication to student academic and social development in addition to physical development.

Knowledge of and commitment to comply with the CIF Code of ethical Conduct for Athletic team coaches.

DESIRED QUALIFICATIONS: Experience in cooperative working relationships with parents and athletic booster clubs.

High school teaching experience.

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DEADLINE FOR APPLICATIONS

January 27, 2012

VACANCY #59

POSITION: SERVICE WORKER POSITIONS

Hours: 5 hrs. per day
Months: 10 mos.
Range: 14
Salary: \$13.22 - \$16.89 per hour

DEFINITION

Under general supervision, perform a variety of activities **including specialized health care services**; assist in the supervision, care and training of children experiencing special needs; perform a variety of routine and supportive activities for instructional personnel; and do other related work as required.

EXAMPLES OF DUTIES

Reinforce and follow up learning and training activities; direct students into safe activities and functions, and assist in shaping of appropriate social behaviors; assist in the management of student behavior through the use of positive reinforcement strategies and techniques; administer medication in accordance with specific medical instruction; perform routine first aid which may include aiding children experiencing seizures or respiratory problems; request appropriate assistance for serious pupil injury or illness; maintain or assist in maintaining an orderly, attractive and positive school environment; may participate in parent conferences; may assist physical therapy personnel in pursuing a prescribed therapy program, which may include limb manipulation, body movement and stretching; assist children with braces and other mechanical apparatuses; lift and move children who are unable to provide assistance; assist with feeding, cleaning of the feeding area and toileting of handicapped pupils.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques and procedures for lifting and moving children incapable of providing assistance.

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature;
Appropriately manage student behavior and guide students toward more acceptable social behaviors;

Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Training or coursework in child growth and development, special education and orthopedic patient care preferred.

Experience:

Paid or volunteer experience working with children of various age levels requiring a specialized environment is preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Ability to lift, carry, push or pull children weighing up to 100 pounds.

Pre-placement Physical: Class I

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DEADLINE FOR APPLICATIONS

January 27, 2012

VACANCY #55

POSITION: CUSTODIAN I POSITIONS

Hours: 8 hrs. per day
Months: 12 mo.
Range: 19
Salary: \$15.00 - \$19.16 per hour

NOTE: Required examination will be administered on Monday, January 30 at 2:00 p.m., in Annex B, 20 West Lugonia Avenue, Redlands. Testing time is approximately 1 hour. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under supervision, maintain an assigned school facility, group of buildings, grounds, or office space in a clean, orderly, and secure manner following a predetermined schedule; and do other related work as required.

ESSENTIAL FUNCTIONS

Sweep, mop, strip, wax, and seal floors; vacuum and clean rugs and carpets; clean chalkboards, chalk trays and erasers; dust, wash, and clean furniture, light fixtures, walls, doors, and woodwork; empty and clean waste receptacles, including trash barrels; clean and sanitize restrooms, locker rooms and showers; stock paper and supplies; clean drinking fountains and sinks; may move, set-up, assemble or disassemble furniture or equipment; replace light bulbs and lighting tubes; clean windows and window coverings, such as drapes and blinds; pick up paper and other debris from school grounds and the areas adjacent to school facilities; sweep concrete surfaces adjacent to the school buildings; perform emergency cleanup service resulting from breakage, vandalism, accidents, and illness; report unsafe conditions and potential hazards; may perform minor maintenance tasks in keeping assigned areas safe and operational; may perform routine grounds maintenance functions; assist in reporting and preventing facility vandalism; activate and deactivate alarms; secure school and equipment; perform security checks; participate in thorough cleaning, repair, and renovation of school facilities and furniture.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic cleaning methods, procedures and techniques;

Cleaning materials, supplies and equipment;
Safe Working methods and procedures.

Ability to:

Perform moderately heavy manual activities;
Efficiently and effectively use cleaning materials, supplies and equipment;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of experience involved with the care and cleaning of buildings and facilities.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy physical work involving pushing and pulling of objects weighing up to 100 pounds, with frequent lifting of objects weighing up to 50 pounds. Physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools commonly used in the custodial trade, and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

May be required to work alone during evening hour assignments. Ability to mix and work with detergents and other cleaning chemicals without allergic reactions

Pre-placement Physical: Class II

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DEADLINE FOR APPLICATIONS

January 27, 2012

VACANCY #56

POSITION: CHILD NUTRITION SERVICES WORKER I POSITIONS

Hours: 3.50 hrs. per day
Months: 10 mo.
Range: 8
Salary: \$11.46 - \$14.58 per hour

NOTE: Required examination will be administered on Wednesday, February 1 at 2:30 p.m., in Annex B, 20 West Lugonia Avenue, Redlands. Testing time is approximately 1 hour. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under supervision, assist in the quantity preparation and serving of foods and snacks in a school cafeteria; maintain food service facilities and equipment in a clean and sanitary condition; and do other related work as required.

ESSENTIAL FUNCTIONS

Clean serving counters, food containers, and other equipment; wash trays, plates, utensils and other serving equipment; assist in setting up food preparation lines; heat, set up, package, sell, and serve food to students and faculty; clean and store kitchen equipment; assist in the preparation of food involving such activities as preparing sandwiches, mixing salads, grating cheese, and preparing fruits and vegetables; heat foods on stove tops or in ovens; assist in maintaining inventory control; may act as cashier, which includes counting cash receipts and maintaining simple records.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic methods of preparing and serving foods in large quantities;
Standard food service appliances and equipment;
Basic arithmetic, simple record keeping and money handling procedures;
Sanitation and safety practices and procedures.

Ability to:

Operate a variety of food service equipment;
Collect money and make change quickly and accurately;
Meet regular schedules and frequent deadlines;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge and abilities listed above are considered to possess the necessary education and experience. High School education desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting and/or carrying of objects weighing up to 60 pounds;
Physical dexterity in limbs and digits to operate hand and power driven kitchen appliances and equipment. Ability to bend, stoop, grasp, and reach.

Working Conditions:

May be necessary to stand for prolonged periods on concrete floors and to work in areas where there are extremes in temperature. Regular exposure to knives, slicers, and cleaning agents.

Pre-placement Physical: Class I

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DEADLINE FOR APPLICATIONS

January 27, 2012

VACANCY #57

POSITION: CHILD NUTRITION SERVICES WORKER I – PRODUCTION ASSEMBLER

Hours: 2.75 hours per day

Months: 10 mo.

Range: 10

Salary: \$12.00 - \$15.32 per hour

NOTE: Required examination will be administered on Wednesday, February 1 at 2:30 p.m., in Annex A, 20 West Lugonia Avenue, Redlands. Testing time is approximately 1 hour. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under general supervision, participate in the preparation, serving, and selling of foods and snacks in a school cafeteria; assist in the cleaning of kitchen and serving areas, utensils, and equipment; and do other related work as required.

EXAMPLES OF DUTIES

Participate in the preparation, packaging, and serving of foods, including the preparation of sandwiches, salads, relishes, hot entrees, and a variety of other foods such as pizza and burritos; butter bread, cut cakes and fresh fruits for serving; serve and sell hot and cold foods, salads, beverages, desserts, and snacks; package foods following predetermined portion control standards; assist in maintaining the food service facility in a safe, clean, and sanitary condition; may assist in requisitioning, receiving, and storing of foodstuffs, supplies, and materials; assist in maintaining inventory control; may act as a cashier, including the counting of monies; wash and store utensils, containers, and trays; attend meetings as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic methods of preparing and serving foods in large quantities;

Standard food service appliances and equipment;

Basic arithmetic, record keeping, and money handling procedures utilizing electronic point of sale equipment or mental processes;

Sanitation and safety practices and procedures.

Ability to:

Communicate clearly with student population;

Operate a variety of food service equipment;
Work quickly in an organized fashion to meet regular schedules and frequent deadlines;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in nutrition, quantity food preparation, or related areas.

Experience:

One year of experience in quantity food preparation, service and facility maintenance in a commercial, institutional, or school food facility setting.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power driven kitchen appliances and equipment.
Ability to bend, stoop, grasp, push, and reach.

Working Conditions:

May be necessary to stand for prolonged periods on concrete floors and to work in areas where there are extremes in temperature. Regular exposure to knives, slicers, and cleaning agents.

Pre-placement Physical: Class I

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DEADLINE FOR APPLICATIONS

January 27, 2012

VACANCY #58

POSITION: CHILD NUTRITION SERVICES WORKER I – CASHIER POSITIONS

Hours: 4.25, 3.75, 2.75 and 2.50 hours per day

Months: 10 mo.

Range: 9

Salary: \$11.70 - \$14.95 per hour

NOTE: Required examination will be administered on Wednesday, February 1 at 2:30 p.m., in Annex A, 20 West Lugonia Avenue, Redlands. Testing time is approximately 1 hour. **NO FURTHER NOTICE WILL BE GIVEN.** Disabled applicants may request reasonable accommodation in regard to testing procedures. Please do so prior to the closing date. Photo identification will be required at test site.

DEFINITION

Under supervision, assist in the quantity preparation, selling and serving of foods and snacks in a school cafeteria; maintain food service facilities and equipment in a clean and sanitary condition; and do other related work as required.

ESSENTIAL FUNCTIONS

Operate point of sale equipment; clean serving counters, food containers, and other equipment; wash trays, plates, utensils and other serving equipment; assist in setting up food preparation lines; heat, set up, package, sell, and serve food to students and faculty; clean and store kitchen equipment; assist in the preparation of food involving such activities as preparing sandwiches, mixing salads, grating cheese, and preparing fruits and vegetables; heat foods on stove tops or in ovens; assist in maintaining inventory control; may act as cashier, which includes the counting of cash receipts; attend meetings as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic methods of preparing and serving foods in large quantities;

Standard food service appliances and equipment;

Basic arithmetic, record keeping, and money handling procedures utilizing electronic point of sale equipment or mental processes;

Sanitation and safety practices and procedures.

Ability to:

Communicate clearly with student population;
Operate a variety of food service equipment;
Meet regular schedules and frequent deadlines;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge and abilities listed above are considered to possess the necessary education and experience. High School education desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting and/or carrying of objects weighing up to 50 pounds; Physical dexterity in limbs and digits to operate hand and power driven kitchen appliances and equipment. Ability to bend, stoop, grasp, push, and reach.

Working Conditions:

May be necessary to stand for prolonged periods on concrete floors and to work in areas where there are extremes in temperature. Regular exposure to knives, slicers, and cleaning agents.

Pre-placement Physical: Class I

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