

Mark West Union School District
Announces
CLASSIFIED POSITION OPENINGS for the
2023-2024 SCHOOL YEAR

DISTRICT OFFICE

260 days/year – 8.0 hours/day

(This position includes 1.5 hrs/day after hours sub calling)

Receptionist #312 – 3.5 hrs/day

Business/Personnel Technician #474 – 4.5 hrs/day

Requirements: A,B,D,F

Compensation based on the Classified Salary Schedule and Experience

Start Date:

Immediate upon clearance of hiring requirements

Posted: March 14, 2024

Apply By: March 23, 2024 @ 4:00pm

Submit Interest To: Alicia Mills

District Executive Assistant

amills@mwusd.org

*****With your email, applicants PLEASE INCLUDE a Letter of Interest and Current Resume*****

Applicants are considered for all positions without regard to race, ethnic group, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, or physical or mental disability, Section 504 disability, or any other unlawful consideration

Definition of Requirements:

A) Fingerprinting: In accordance with AB 1610 & 1612, Chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice prior to beginning work.

B) TB Test: Before employment and beginning work for this District, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray. You will be responsible for the cost of this test.

C) Post Offer/Pre-Employment Assessment: Employment in positions of Maintenance, Custodian, Food Service, Special Education Teachers and Assistants and Preschool staff is contingent upon completing and passing an assessment to determine that physical duties of the position can be performed.

D) Annual Mandated Reporter Certification: As required by AB 1432, all district employees will be required to pass the Child Abuse Mandated Reporter Educator Certification training.

E) NCLB Requirements: Employment is contingent on proof of BA, AA degree 48 college units or NCLB exam

F) Authorization to Work: As required by the Immigration Reform and Control Act of 1986, all persons who are offered employment must provide the District with documents that established their identity and employment eligibility.