

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

*Wednesday, November 17, 2010*

HESD District Office Board Room  
714 N. White Street, Hanford, CA

### OPEN SESSION

- 5:30 p.m.
- Call to Order
  - Members present
  - Pledge to the Flag

### CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918...requires closed sessions in order to prevent the disclosure of confidential student record information*)
  - Administrative Panel Recommendations
  - Case # 19-11 Kennedy
  - Case # 20-11 Wilson
  - Impose Expulsion Order
  - Case # 70-10 Wilson
- **Personnel** (*Pursuant to Government Code Section 54956.9, trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5 and/or under Education Code provisions.*)
  - Conference with Labor Negotiator (GC 54957.6) – CSEA  
District Negotiators: Paul Terry/Diane Williams
  - Public Employee Discipline/Dismissal/Release (GC 54957) – Certificated

### OPEN SESSION

#### 6:00 p.m. 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

*(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the president and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to 20 minutes.)*

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to Remember

#### 2. CONSENT ITEMS

*(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)*

- a) Approve warrant listings dated October 29, 2010 and November 5, 2010.
- b) Approve minutes of Regular Board Meeting November 3, 2010.

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent in writing.*

- c) Approve donation of \$7,298.22 from Washington PTP Club to Washington School. (Hines)
- d) Approve donation of books estimated to be approximately \$5,000 in worth from Sue Piper. (Gabler)

### **3. INFORMATION ITEMS**

- a) Receive the following Administrative Regulation for information (Williams):
  - AR 4117.11/4317.11 – Preretirement Part-Time Employment (new)
- b) Receive the following Board Policy and Administrative Regulation for information (Williams):
  - BP/AR 4127/4227/4327 – Temporary Athletic Team Coaches (revised)
- c) Receive the following Board Policy for information (Williams):
  - BP 4156.2/4256.2/4356.2 –Awards and Recognition (revised)

### **4. BOARD POLICIES AND ADMINISTRATION**

- a) Consider approval of HESD Technology Plan for 2011-2012 and 2013-2014. (Carlton)
- b) Consider approval of consultant contract with Dr. Luis Cruz from New Frontier 21. (Colvard)

### **5. PERSONNEL**

- a) Employment
  - Certificated* – Teacher
  - Classified* – Bilingual Clerk Typist II
  - Temporary Employees/Substitutes/Yard Supervisors* – Yard Supervisor; Short-term Health Care Assistant; Substitute Yard Supervisor, Short-term Yard Supervisor; Short-term Custodian II; Short-term READY Program Tutor; Substitute Alternative Education Aide, Clerk Typist II, Educational Tutor, READY Program Tutor, Special Education Aide, and Yard Supervisor; Substitute Educational Tutor and READY Program Tutor; Substitute Custodian II; Substitute Bilingual Aide I, READY Program Tutor and Translator: Oral Interpreter
- b) Resignations – Substitute Bilingual Clerk Typist II and Clerk Typist II; Yard Supervisor; Substitute Custodian II; Substitute READY Program Tutor; Substitute Clerk Trainee; Substitute Alternative Education Program Aide, Special Education Aide and Yard Supervisor; Substitute Alternative Education Program Aide, Clerk Typist II, Instructional Aide, Media Services Aide, READY Program Tutor, Special Education Aide and Yard Supervisor
- c) Retirement – Bus Driver
- d) Leave of Absence – READY Program Tutor
- e) Job Description – Bilingual Translator/Clerk (new)
- f) Salaries/Wages – Place new position on Classified Employees' Salary Schedule:
  - Bilingual Translator/Clerk - Range 9
- g) Volunteers – as listed

**ADJOURN MEETING**

## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul Terry  
FROM: Liz Simas  
DATE: November 8, 2010

For:  Board Meeting  
 Superintendent's Cabinet  
 Information  
 Action

Date you wish to have your item considered: November 17, 2010

ITEM: Student Discipline

PURPOSE: Administrative Panel Recommendations

**Administrative Panel Recommendations**

Case# 19-11 Kennedy

Case# 20-11 Wilson

**Impose Expulsion Order**

Case# 70-10 Wilson

**Hanford Elementary School District  
Minutes of the Regular Board Meeting  
November 3, 2010**

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on November 3, 2010, at the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order** President Hernandez called the meeting to order at 5:30 p.m. Trustees Garner, Garcia, and Revious were present. Trustee Hill arrived and joined the others in closed session at approximately 5:40 p.m.

**Closed Session** Trustees immediately adjourned to closed session for:

- Student Discipline pursuant to Education Code section 48918
- Conference with Labor Negotiator (GC 54957.6) CSEA, District Negotiators: Paul Terry/Diane Williams

Trustees returned to open session at 6:00 p.m.

**HESD Managers Present**

Dr. Paul J. Terry, Superintendent, and the following administrators were present: Don Arakelian, Doug Carlton, Debra Colvard, Silvia Duvall, Kenny Eggert, Javier Espindola, Joy Gabler, David Goldsmith, Lucy Gomez, Charlotte Hines, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jeanne Rios, Jill Rubalcava, Liz Simas, Jason Strickland, Nancy White, and Diane Williams.

**NOTE:** Trustee Hill abstained from voting on Expulsions because he was not present during the closed session when they were discussed.

**Expulsions**

Trustee Garner made a motion to accept the Findings of Facts and expel Case #15-11, 16-11 and 18-11 for the remainder of the 2010-2011 school year for violation of Education code 48900 and/or 48915 as determined by the Administrative Panel at hearings on November 1, 2010. Parents may apply for readmission on or after June 3, 2011. Motion seconded by Trustee Garcia seconded; motion carried 4-0.

**#15-11, 16-11  
18-11**

Trustee Garner made a motion to accept the Findings of Facts and expel Case #14-11 and 17-11 for the remainder of the 2010-2011 school year for violation of Education code 48900 and/or 48915 as determined by the Administrative Panel at hearings on November 1, 2010. However, Trustee Garner further moved that the Expulsion Order be suspended. The student may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 3, 2011. Motion seconded by Trustee Garcia; motion carried 4-0.

**#14-11, 17-11**

**PRESENTATIONS, REPORTS AND COMMUNICATIONS**

**Public Comments**

None.

**Board and Staff Comments**

None.

**Requests to Address the Board** None.

**Dates to Remember** President Hernandez reviewed Dates to Remember: November 11 Veterans' Day holiday; next regular Board Meeting November 17

### **INFORMATION ITEMS**

**Quarterly Williams Complaint report** Dr. Terry reported the District received no Williams Uniform Complaints for the first quarter of the 2010-11 school year.

### **CONSENT ITEMS**

Trustee Revious made a motion to take consent items "a" through "d" together. Trustee Garner seconded, motion carried 5-0. Trustee Revious then made a motion to approve consent items "a" through "d". Trustee Garcia seconded, motion carried 5-0. The items approved are:

- a) Warrant listings dated October 15 and 22, 2010.
- b) Minutes of October 20, 2010 Regular Board Meeting.
- c) Interdistrict transfers as recommended.
- d) Donation of \$7,232.22 from Washington PTC to Washington School.

Trustee Hill thanked the Washington PTC for their generous donation.

### **BOARD POLICIES AND ADMINISTRATION**

**LEAP update approved**

Trustee Revious made a motion to approve the update for Local Education Agency Plan (LEAP). Trustee Garcia seconded; motion carried 5-0.

### **PERSONNEL**

Trustee Hill made a motion to take Personnel items "a" through "c" collectively. Trustee Garner seconded; motion carried 5-0. Then Trustee Hill made a motion to approve Personnel items "a" through "c". Trustee Garner seconded; the motion carried 5-0. The following items were approved:

**Item "a" – Employment**

Classified: Jennifer Bays, READY Program Tutor; Eric Graley, Special Education Aide; Lucero Perez, Bilingual Clerk Typist II; Shawna Rawson, READY Program Tutor; Virginia Silva, READY Program Tutor

Temporary Employees/Substitutes/Yard Supervisors: James Leal, Sr., Flag Football (4-6 Boys); Lucia Arteaga, Yard Supervisor; Silvina Avila, Yard Supervisor; Fernanda Balan, Yard Supervisor; Ray Caudillo, Yard Supervisor; Georgia Freeman, Yard Supervisor; Tracy Heinrich, Yard Supervisor; Damien Navarro, Yard Supervisor; Robin Patison, Yard Supervisor; Zujey Garcia Zavala, Yard Supervisor; Jennifer Bays, Substitute READY Program Tutor; Laura Benavides, Substitute Clerk

**Item "a" –  
Employment (cont)**

Typist II, Educational Tutor, READY Program Tutor; Lonather Gray, Substitute Yard Supervisor; Celeste Gregory, Substitute Special Education Aide; Kimberly Jenkins, Short-term Yard Supervisor; Maria Reyes, Substitute Bilingual Health Care Assistant, Translator: Oral Interpreter and Written Translator; Nathaniel Scott, Substitute Custodian I; Larry Silva, Substitute Custodian I; Robert Smead, Substitute Bus Driver; Shaka Sudds, Substitute Babysitter and Yard Supervisor; Maria Villafana, Short-term Yard Supervisor; Ashley Welch, Short-term READY Program Tutor

**Item "b" –  
Resignations**

Janet Corona, READY Program Tutor; Cecelia Richards, Substitute Yard Supervisor

**Item "c" –  
Volunteers**

As listed.

**FINANCIAL**

**Consultant contract**

Trustee Hill made a motion to approve consultant contract with Paul Smith of Smith Food Safety. Trustee Revious seconded and the motion carried 5-0.

There being no further business, President Hernandez adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Paul J. Terry,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Lupe Hernandez, President

\_\_\_\_\_  
Jeff Garner, Clerk

## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Charlotte Hines

DATE: November 5, 2010

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: November 17, 2010

**ITEM:** Donation of \$7,298.22 from the Washington PTP Club.

**PURPOSE:** To be used to purchase two Smart Boards

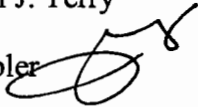
**FISCAL IMPACT:** Increase of \$7,298.22 to the Washington School 2010-2011 General Fund Budget 0100-0000-0-1110-1000-440000-028-0000

**RECOMMENDATIONS:** Accept Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Dr. Paul J. Terry

FROM: Joy Gabler 

DATE: November 8, 2010

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: November 17, 2010

**ITEM:** Donation of books estimated to be approximately \$5,000 in worth from Sue Piper.

**PURPOSE:** Donation of professional texts and books to be used by teachers and students in the district.

**FISCAL IMPACT:** \$5,000 (estimated value) worth of books.

**RECOMMENDATIONS:** Approve.



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Dr. Paul Terry  
FROM: Diane Williams *DW*  
DATE: November 8, 2010  
FOR:  Board Meeting  
 Superintendent's Cabinet  
  
 Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 17, 2010**

**ITEM:** Receive proposed Administrative Regulation 4117.11/4317.11 Preretirement Part-Time Employment for information.

**PURPOSE:** Education Code 22713 and 44922 authorize the Board of Trustees to adopt regulations that allow certificated employees, who are members of the defined benefit program of the California State Teachers' Retirement System to reduce their workload from full-time to part-time while still receiving the service credit they would have received as full-time employees and having their retirement allowance and other benefits be based on their final compensation calculated as if employed on a full-time basis.

- AR 4117.11/4317.11 – Preretirement Part-Time Employment (new)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

**NEW ADMINISTRATIVE REGULATION****All Personnel****AR 4117.11 (a)  
4317.11****PRERETIREMENT PART-TIME EMPLOYMENT**

On a case-by-case basis, the Superintendent or designee may allow a certificated employee to reduce his/her workload from full time to part time when doing so does not disrupt the educational program and is in the best interests of the district.

A certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) and who reduces his/her workload to part time may maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis under the following conditions: (Education Code 22713, 44922)

*(cf. 4154/4254/4354 - Health and Welfare Benefits)*

1. The option to reduce the employee's workload shall be exercised at the request of the employee and can be revoked only with the mutual consent of the Superintendent or designee and the employee. The agreement to reduce the workload shall be in effect at the beginning of the school year.
2. Prior to the reduction in workload, the employee shall have performed creditable service on a full-time basis for a minimum of 10 years, of which the immediately preceding five years were full-time employment.
3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences for personal reasons from full-time employment shall not constitute a break in service. However, the period of time during which a member is retired shall constitute a break in service and an employee who reinstates from retirement shall be required to be employed in creditable service on a full-time basis for at least five school years preceding the workload reduction.

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

4. The employee shall have reached the age of 55 years prior to the workload reduction.
5. The employee shall not hold a position with a salary above that of a school principal.
6. The period of the reduced workload shall not exceed 10 years.
7. The reduced workload shall be equal to at least one-half of the full-time equivalent required by the employee's contract of employment in accordance with Education Code 22138.5 during his/her final year of full-time employment.

All Personnel

AR 4117.11 (b)  
4317.11**PRERETIREMENT PART-TIME EMPLOYMENT**

8. The employee shall be paid compensation that is the pro rata share of the compensation the employee would have earned had he/she not opted to reduce his/her workload.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

Legal Reference:*EDUCATION CODE**22119.5 Creditable service, definition**22138.5 Full-time, definition**22713 Part-time employment; reduction of workload from full-time; credit**44922 Regulations; reduction to part-time employment**GOVERNMENT CODE**21110-21120 Reduced workload, partial service retirement under PERS**53201 Health and welfare benefits: election by officers and employees*Management Resources:*WEB SITES**California Public Employees' Retirement System: <http://www.calpers.ca.gov>**California State Teachers' Retirement System: <http://www.calstrs.com>*

Policy  
adopted:      /      /10

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Dr. Paul Terry

FROM: Diane Williams *DW*

DATE: November 8, 2010

FOR:  Board Meeting  
 Superintendent's Cabinet

Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 17, 2010**

**ITEM:** Receive Board Policy and Administrative Regulation 4127/4227/4327  
Temporary Athletic Team Coaches for information.

**PURPOSE:** The following Board Policy and Administrative Regulation reflect changes that were necessary to align with current practices and procedures as well as recommendations by CSBA due to State and federal law mandates and Education Code changes.

- BP/AR 4127/4227/4327 – Temporary Athletic Team Coaches (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

**THIS BP REPLACES CURRENT BP**

**All Personnel**

BP 4127(a)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

4327

- A. The Board of Trustees desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6145.2 - Athletic Competition)*

- B. The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

*(cf. 4121 - Temporary/Substitute Personnel)*

**C. Certificated Staff Coaches**

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

1. All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.63 - Steroids)*

2. Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

**D. Qualifications**

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

1. Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

All Personnel

BP 4127(b)  
4227  
4327**TEMPORARY ATHLETIC TEAM COACHES**

2. An individual who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

*(cf. 1240 - Volunteer Assistance)**(cf. 4112.5/4312.5 - Criminal Record Check)**(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)**(cf. 4212.5 - Criminal Record Check)**Legal Reference:*EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense

44332-44332.5 Temporary certificates

44424 Conviction of a crime

44808 Liability when students are not on school property

44919 Classification of temporary employees

45125.01 Interagency agreements for criminal record information

45347 Instructional aides subject to requirements for classified staff

45349 Use of volunteers to supervise or instruct students

49024 Activity Supervisor Clearance Certificate

49030-49034 Performance-enhancing substances

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONSCTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal.App.3d 1376*Management Resources: (see next page)*

**All Personnel**

BP 4127(c)  
4227  
4327

**TEMPORARY ATHLETIC TEAM COACHES**

*Management Resources:*

CSBA PUBLICATIONS

*Steroids and Students: What Boards Need to Know, Policy Brief, July 2005*

*A School Board Member's Guide to CIF and Interscholastic Sports, 1997*

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

*Pursuing Victory with Honor, 1999*

*California Interscholastic Federation Constitution and Bylaws*

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

*10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010*

WEB SITES

CSBA: <http://www.csba.org>

California Athletic Trainers' Association: <http://www.ca-at.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

Policy

adopted: January 19, 1992

revised: November 7, 2001

revised: December 13, 2006

revised: \_\_\_\_\_, 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

All Personnel

BP 4127(a)  
4227  
4327

### TEMPORARY ATHLETIC TEAM COACHES

A. The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards and shall ensure that each temporary athletic coach, certificated or non-certificated, possesses the appropriate level of competence, knowledge, and skill to coach the sport(s) to which he is assigned.

1. In addition, all athletic coaches shall be subject to the California State Code of Ethical Conduct.
2. The Superintendent or designee may waive competency in child or adolescent psychology related to sport participation for athletic coaches enrolled in inappropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met.

*(cf. 5131.1 - Bus Conduct)*  
*(cf. 6145.2 - Athletic Competition)*

#### B. **Certificated Staff Coaches**

Any credentialed teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall be offered the position before it is offered to a walk-on coach.

#### C. **Walk-on Coaches**

No walk-on coach shall be employed prior to completion of fingerprinting, background clearance, and tuberculosis clearance. The Superintendent or designee shall ensure that a non-certificated person employed as a temporary athletic team coach.

1. Has not been convicted of any sex offense or violation of controlled substance law, as provided in Education Code 44010 and 44011, or of any serious or violent felony or other crime involving moral turpitude or evidencing unfitness to associate with children, and
2. Is free from tuberculosis or any other contagious disease.

#### D. **Volunteer Coaches**

1. Volunteer athletic team coaches who do not meet the district qualification criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

*(cf. 1240 - Volunteer Assistance)*



BP 4127(b)  
4227  
4327

**TEMPORARY ATHLETIC TEAM COACHES (continued)**

2. Non-certificated volunteer athletic coaches shall meet the requirements for walk-on coaches, per C. above.

*Legal Reference:*

EDUCATION CODE

35179-35179.7 Interscholastic athletics

44010 Sex offense

44011 Controlled substance offense

44424 Conviction of a crime

44808 Liability when students are not on school property

44919 Classification of temporary employees

49030-39033 Performance-enhancing substances

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities of pupils

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627

San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal. App. 3d 1376

*Management Resources:*

CSBA POLICY BRIEFS

Steroids and Students: What Boards Need to Know, July 2005

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Policy  
adopted: January 19, 1992  
revised: November 7, 2001  
revised: December 13, 2006

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

**THIS AR REPLACES CURRENT AR****All Personnel**

AR 4127(a)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

4327

**A. Qualifications**

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
  - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
  - b. A valid sports injury certificate or first aid card, and a valid CPR card
  - c. A valid Emergency Medical Technician (EMT) I or II card
  - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
  - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
  - a. Completion of a college course in coaching theory and techniques
  - b. Completion of inservice programs arranged by a school district or county office of education
  - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
  - d. Prior coaching in community youth athletic programs in the sport being coached
  - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)

**All Personnel**

AR 4127(b)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

4327

4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
  - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
  - b. Completion of a seminar or workshop on human growth and development of youth
  - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

*(cf. 1240 - Volunteer Assistance)*

**B. Additional Qualifications of Noncertificated Personnel and Volunteers**

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

**All Personnel**

AR 4127(c)

4227

**TEMPORARY ATHLETIC TEAM COACHES**

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Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4112.5/4312.5 - Criminal Record Check)*

*(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)*

*(cf. 4212.5 - Criminal Record Check)*

Regulation  
approved: November 7, 2001  
revised: \_\_\_\_\_, 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
Hanford, California

All Personnel

AR 4127(a)

4227

TEMPORARY ATHLETIC TEAM COACHES

4327

A. Recruitment and Selection – School Site Administration

1. The responsibility for recruitment and selection of athletic coaches is the primary responsibility of the school site administration. Recruitment may be from among certificated staff, classified staff, or members of the community. The Human Resources Department may assist if outside recruitment is needed.
2. All coaching positions shall be posted in the faculty lounge at the school site(s) that plan the respective sports activities for not fewer than five school day.
  - a. To ensure timely completion of recruitment, selection, and in-processing of walk-on athletic coaches, recruitment for fall sports should commence in May of the preceding school year.
  - b. Certificated employees who applied for a coaching position and who meet the qualification requirements listed below shall be given preference before classified employees or walk-on coaches are considered.
3. The school site administrator shall ensure that he coaching prospects they select meet the minimum qualifications for coaching, including:
  - a. Care and prevention of athletic injuries, basis first aid for sports injuries, and emergency procedures;
  - b. Coaching techniques;
  - c. Rules and regulations in the athletic activity being coached;
  - d. Child or adolescent psychology, whichever is appropriate for the grade level of the sports activity; and
  - e. Physical fitness and ability to demonstrate athletic maneuvers.
4. When a selection has been made, the school site administrator shall complete (a) Form ADM-005, Employment Status Request, for current employees of the district, or (b) Form ADM-024, Employment Request and Authorization, for walk-on coaches and direct the prospective coach to take the paperwork to the Director of Youth Development at the district office for verification of competency.

**TEMPORARY ATHLETIC TEAM COACHES (continued)****B. Verification of Competency – Director of Youth Development**

The Director of Youth Development shall verify that athletic coaches selected by school site administrators are competent in the following four areas:

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:
  - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
  - b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
  - c. A valid Emergency Medical Technician (EMT) I or II card
  - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
  - e. Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards
2. Coaching techniques as evidenced by one or more of the following:
  - a. Completion of a college course in coaching theory and techniques
  - b. Completion of inservice programs arranged by a school district or county office of education
  - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
  - d. Prior coaching in community youth athletic programs in the sport being coached
  - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

AR 4127(c)  
4227  
4327

**TEMPORARY ATHLETIC TEAM COACHES (continued)**

3. Rules and regulations in the athletic activity being coached
4. Child or adolescent psychology, whichever is appropriate to the grade level of the involved activity as evidenced by one or more of the following:
  - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
  - b. Completion of a seminar or workshop on human growth and development of youth
  - c. Prior active involvement with youth in school or community sports program
5. Competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency may be waived, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met.
6. If the prospective coach meets the above qualification requirements, the Director of Youth Services shall give the prospect a copy of the Code of Ethical Conduct attached hereto and, if a walk-on coach, refer the prospect to the Human Resources Department for in-processing. The Director shall forward the paperwork to the Human Resources Department and notify the school whether or not the prospective coach's competency was verified.

**C. In-processing of Walk-on Coaches – Human Resources Department**

If the walk-n coach prospect has not worked for the district in the past six months, the Human Resources Department shall direct the prospective coach to comply with criminal background check and tuberculosis testing requirements and prepare other documentation as necessary for employment and payroll purposes.

**D. Grading Students**

Non-certificated coaches have no authority to give grades to students.

**TEMPORARY ATHLETIC TEAM COACHES** (continued)**E. Code of Ethical Conduct for Athletic Team Coaches** (5 ccr 5596)

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall:

- a. Show respect for players, officials, and other coaches.
- b. Respect the integrity and judgment of game officials.
- c. Establish and model fair play, sportsmanship, and proper conduct.
- d. Establish player safety and welfare as the highest priority.
- e. Provide proper supervision of students at all times.
- f. Use discretion when providing constructive criticism and when reprimanding players.
- g. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- h. Properly instruct players in the safe use of equipment.
- i. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private post-secondary educational institution.
- j. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics.
- k. Avoid suggesting, providing, or encouraging any athlete to use non-prescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.
- l. Avoid recruitment of athletes from other schools.
- m. Follow the rules of behavior and the procedures for crowd control as established by the Board of Trustees and the league in which the district participates.



HANFORD ELEMENTARY SCHOOL DISTRICT  
Human Resources Department  
**AGENDA REQUEST FORM**

TO: Dr. Paul Terry  
FROM: Diane Williams *DW*  
DATE: November 8, 2010  
FOR:  Board Meeting  
 Superintendent's Cabinet  
  
 Information  
 Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 17, 2010**

**ITEM:** Receive Board Policy 4156.2/4256.2/4356.2 Awards and Recognition for information.

**PURPOSE:** The following Board Policy reflects changes (see underlined and strikeouts) that are necessary to align with current practices and procedures.

- BP 4156.2/4256.2/4356.2 – Awards and Recognition (revised)

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Consider for adoption at next regular board meeting.

## All Personnel

BP 4156.2

4256.2

EMPLOYEE AWARDS AND RECOGNITION

4356.2

A. ~~The Board of Trustees believes the district's employees are its most valuable resource and encourages recognition of the services they provide on or about the days of special significance set by law for that purpose values its instructional and noninstructional staff and desires to recognize their outstanding service in order to increase employee morale and encourage creative and innovative performance.~~

1. ~~Day of the Teacher (second Wednesday in May)~~
2. ~~Classified School Employee Week (third full week in May)~~
3. ~~Week of the School Administrator (first full week in March)~~

*(cf. 1150 – Commendations and Awards)*  
*(cf. 5126 – Awards for Achievement)*

B. ~~In addition to general recognition, employees with longstanding service (longevity) and employees who retire shall be honored, as shall be employees who received public acknowledgement of their contributions to the field of education. The Board encourages recognition of all staff during days of significance designated by the Board, state law, or state resolution.~~

*(cf. 6115 – Ceremonies and Observances)*

C. ~~As the district budget permits, The Superintendent or designee may recognize employees by issue issuing service pins, certificates, plaques, and/or other mementos. In addition, he/she may recommend employees to the Board for recognition at a public Board meeting, appropriate items in recognition of employees' service and contributions to the district, and may provide refreshments for related events.~~

*(cf. 1150 – Commendations and Awards)*  
*(cf. 3300 – Expenditures/Expending Authority)*  
*(cf. 3100 – Budget)*  
*(cf. 3300 – Expenditures and Purchases)*

*Legal Reference:*EDUCATION CODE

35160 Authority of governing boards  
 35160.1 Broad authority of school districts  
 35161 Powers and duties generally  
 37222.10 Days of special significance, including Day of the Teacher  
 44015.1 Week of the school administrator  
 44015 Awards to employees  
 45460 Classified School Employee Week

*Management Resources: (see next page)*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: The Board's Relationship to District Staff, 2008

WEB SITES

CSBA: <http://www.csba.org>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Policy

adopted: November 7, 2001

revised: \_\_\_\_\_, 2010

**HANFORD ELEMENTARY SCHOOL DISTRICT**

Hanford, California

**HANFORD ELEMENTARY SCHOOL DISTRICT**  
**AGENDA REQUEST FORM**

TO: Paul Terry, Ed.D.

FROM: Doug Carlton

DATE:

For:  Board Meeting  
 Superintendent's Cabinet

For:  Information  
 Action

Date you wish to have your item considered: November 17, 2010

**ITEM: Approve HESD Technology Plan 2011-2012 to 2013-2014**

**PURPOSE:** The HESD Technology Plan details the current state of technology in the district along with the technology proficiency levels of students, teachers, and administrators. The plan also details technology related goals, benchmarks, action strategies, and budgets for the next three years. (See attached Executive Summary.)

**FISCAL IMPACT:** Approximately \$3 million (\$1 million each year for the period covered by the plan).

**RECOMMENDATION:** Approve the HESD Technology Plan.

# HESD Technology Plan 2011-2012 to 2013-2014: Executive Summary

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## HESD Technology Plan

The California Department of Education (CDE) requires that school districts submit a technology plan every three years. The HESD Technology Plan details the current state of technology in the district along with the technology proficiency levels of students, teachers, and administrators. The plan also details technology related goals, benchmarks, action strategies, and budgets for the next three years including:

- Goals, budgets, and timelines for the purchase and installation of interactive whiteboard systems (Smartboards) in classrooms
- Goals, timelines, and budgets for the purchases of mobile netbook computer labs for school sites
- Curriculum goals related to technology
- Professional development goals related to technology
- Goals for using technology to analyze student achievement
- Goals for using technology to communicate with families
- Processes for maintaining and upgrading the district's technology infrastructure

The financial impact of the HESD technology plan is approximately \$1 million per year for the next three years. This includes equipment, software, personnel, training, and professional development.

The HESD Technology plan has been developed in a collaborative process with a variety of stakeholders. A draft of the technology plan is available on the district's intranet portal by following the link below:

[http://matrix/progeval/Categorical%20Timesheets%20\(Categorical%20Programs\)/Tech%20Plan%20Draft%202011-2014.pdf](http://matrix/progeval/Categorical%20Timesheets%20(Categorical%20Programs)/Tech%20Plan%20Draft%202011-2014.pdf)

A discussion board to receive feedback on the plan is available on the intranet portal by following the link below:

<http://matrix/progeval/Lists/HESD%20Technology%20Plan%2020112014/AllItems.aspx>

It is the recommendation of the office of Categorical Programs and the office of Information Technology that the Board of Trustees approve the HESD Technology Plan.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Dr. Paul J. Terry

FROM: Debra Colvard

DATE: 11-9-10

FOR:  Board Meeting  
 Superintendent's Cabinet

FOR:  Information  
 Action

Date you wish to have your item considered: November 17, 2010

**ITEM:** Consultant contract with Dr. Luis Cruz from New Frontier 21.


**PURPOSE:** Provide professional development to the MLK staff and parent community focusing on the development of a parent academy at Martin Luther King.

**FISCAL IMPACT:** \$3000.00+travel expenses  
(Funding source: School-wide Plan)

**RECOMMENDATIONS:** Approve consultant contract for 2010-2011 school year.

HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Dr. Paul Terry  
**FROM:** Diane Williams   
**DATE:** November 8, 2010  
**RE:** (X) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **November 17, 2010**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Certificated

- Elizabeth Stanton, Teacher, Intern, Richmond, effective 11/1/10
- Andrea Garcia, Teacher, Permanent, Hamilton, effective 11/8/10

Classified

- Aristeo Calvillo, Bilingual Clerk Typist II – 4.0 hrs., Lincoln, effective 10/29/10

Temporary Employees/Substitutes/Yard Supervisors

- Corrina Bowman, Yard Supervisor – 2.25 hrs., (1.75 hrs. – Hamilton/.50 hrs., – Washington), effective 11/29/10
- Delia Griffith, Yard Supervisor – 2.25 hrs., Richmond, effective 11/29/10
- Carrie Serna, Yard Supervisor – 1.5 hrs., Monroe, effective 11/29/10
- June Strong, Yard Supervisor – 1.0 hr., Roosevelt, effective 11/29/10
- Oscar Barron, Short-term Health Care Assistant – 6.0 hrs., Special Services, effective 10/28/10 to 12/3/10,
- Inez Carreiro, Substitute Yard Supervisor, effective 10/25/10; Short-term Yard Supervisor – 2.5 hrs., Jefferson (Simas FLI), effective 11/1/10 to 12/17/10

Temporary Employees/Substitutes/Yard Supervisors (continued)

- Nathan Child, Short-term Yard Supervisor – 1.5 hrs., Monroe, effective 11/29/10 to 3/31/11
- Rogelio Espinoza, Short-term Custodian II – 8.0 hrs., Monroe, effective 10/27/10 to 12/7/10
- Javantae Farmah, Short-term READY Program Tutor – 4.5 hrs., Simas, effective 11/29/10 to 12/17/10
- Marvin Jordan II, Short-term Custodian II – 8.0 hrs., Simas, effective 11/1/10 to 11/19/10
- Amy Luna, Short-term Yard Supervisor – 1.0 hr., (M,T,Th,F), Hamilton, effective 11/2/10 to 12/17/10
- Vanessa Moos, Substitute Alternative Education Aide, Clerk Typist II, Educational Tutor, READY Program Tutor, Special Education Aide, and Yard Supervisor, effective 10/25/10
- Megan Reis, Substitute Educational Tutor and READY Program Tutor, effective 11/4/10
- Laura Sandoval, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 11/1/10 to 12/17/10
- Anthony Vasquez, Substitute Custodian II, effective 10/26/10
- Laura Velasco, Substitute Bilingual Aide I, READY Program Tutor and Translator: Oral Interpreter, effective 10/27/10
- Maria Villafana, Short-term Yard Supervisor – 1.0 hr., Roosevelt, effective 11/29/10 to 12/17/10

**b. Resignations**

- Lizett Amador, Substitute Bilingual Clerk Typist II and Clerk Typist II, effective 10/29/10
- Gabriel Avalos, Yard Supervisor – 1.0 hr., Roosevelt, effective 11/17/10
- Daniel Castaneda, Substitute Custodian II, effective 5/28/10
- Ray Caudillo, Yard Supervisor – 2.0 hrs., Simas, effective 11/12/10
- Silvia Chavez, Substitute READY Program Tutor, effective 5/21/10
- Rachel Longmire, Substitute Clerk Trainee, effective 10/9/10
- Patty Perez, Substitute Alternative Education Program Aide, Special Education Aide and Yard Supervisor, effective 8/21/09
- Tamara Sook, Substitute Alternative Education Program Aide, Clerk Typist II, Instructional Aide, Media Services Aide, READY Program Tutor, Special Education Aide and Yard Supervisor, effective 5/8/09

**c. Retirement**

- Jolene La Rue, Bus Driver – 6.0 hrs., Transportation, DSF, effective 12/17/10



**d. Leave of Absence**

- Robert Thomas Torres, READY Program Tutor – 4.5 hrs., Hamilton, effective 11/3/10 to 3/16/11, military

**e. Job Description**

- Bilingual Translator/Clerk (new)

**f. Salaries/Wages**

Agreement has been reached with CSEA to place the following new position on the Classified Employees' Salary Schedule as follows:

- Bilingual Translator/Clerk – Range 9

**g. Volunteers**

<u>Name</u>	<u>School</u>
Kacy Lyles	Jefferson
Cindy Hernandez	King
Elena Reyes	King
Sandra Acevedo	Richmond
Crystal Williams	Simas

**RECOMMENDATION:** Approve.

HANFORD ELEMENTARY SCHOOL DISTRICT  
Job Description

**Bilingual Translator/Clerk**

**PURPOSE**

Provides translation services, both oral and written to support District operations; provides a variety of clerical support to District departments.

**DISTINGUISHING CHARACTERISTICS**

The Bilingual Translator/Clerk must be able to establish positive public relations between the community and the District. The incumbent must have an excellent command of both English and Spanish and be able to communicate fluently in both languages.

**SUPERVISION RECEIVED AND EXERCISED**

This position works under general supervision of the department/site administrator or designee and does not exercise supervisory responsibilities over any other position.

**ESSENTIAL FUNCTIONS**

Incumbents may perform any or all of the following duties:

- Provide simultaneous translation communication/interpretation services for Spanish and English speaking individuals as needed in a variety of school or work settings.
- Translate documents and other materials as needed from English into Spanish and Spanish into English. Reads, reviews and translates a variety of documents (e.g. forms, letters, information, bulletins, handbooks, correspondence, etc) for the purpose of providing assistance with technical and complex translations for school and District level functions.
- Review and edit other translations for accuracy, context, readability, and style for the purpose of ensuring accuracy of information and complying with established guidelines.
- Assist with student language proficiency testing (CELDT or LAS) as needed.
- Record verbatim and idiomatic translations for the purpose of providing written documentation.
- Travel to schools and offices as necessary for the purpose of providing assistance with technical or complex written and oral translations or student language performance assessment.

### **ESSENTIAL FUNCTIONS (CONT.)**

- Assist visitors to the District in the completion of necessary registration forms and/or other related documents in both English and Spanish as needed.
- Process routine documents of moderate complexity requiring knowledge of the special terminology related to assigned departments.
- Greet visitors, staff or others in person or over the telephone and ascertains the nature of their business, provides standard information related to the District.
- Maintain records and files of documents processed for ready access, and compile various reports according to defined operating procedures.
- Type letters, memoranda, reports, work orders, requisitions, questionnaires, bulletins, newsletters or other documents from straight copy, rough drafts or verbal instructions.
- Review and prepare documents for entry of information into data processing system and maintain databases as directed. Follow up as necessary to complete documents and update information into system as necessary.
- Compose routine correspondence independently as appropriate.
- Respond to requests for information of a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Attends meetings, as may be required for the purpose of conveying and/or gathering information required to perform functions.

### **OTHER DUTIES**

Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Order, store and issue office supplies.

Performs related duties as assigned.

## **NECESSARY EMPLOYMENT STANDARDS**

### Knowledge of:

Office practices, procedures and standard office equipment, including personal computers and filing systems, receptionist skills and letter and report writing ability.

Requires knowledge of the terminology, policies, practices and procedures of the School District.

Proper use and operation of a multi-positioned telephone system and proper telephone skills and etiquette.

### Ability to:

Project a friendly and positive image

Understand and follow both oral and written directions.

Learn the operations, procedures, policies and requirements of the assigned departments

Type accurately and use word processing at a rate required for successful job performance (demonstrate a competency level of 45 wpm)

Utilize database software programs with accuracy and speed.

Spell correctly and make simple arithmetical calculations with accuracy.

Communicate verbally and in writing in the English and Spanish languages in a clear manner using correct grammar, spelling, punctuation, and pronunciation.

Learn, understand, and follow District policies and regulations, and school/department guidelines, procedures, and directions.

Work with staff in a manner that encourages high morale and efficiency.

Communicate with staff, parents, students, and the general public with tact, diplomacy and courtesy and in a manner that reflects positively on the District.

## **NECESSARY EMPLOYMENT STANDARDS (continued)**

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: At least two years of general clerical experience demonstrating excellent skills in keyboard, database entry and general office skills. Demonstrated ability to project and maintain a friendly, positive demeanor with all contacts.

### **Other Requirements:**

Demonstrate a high level of competency (score of 95% or higher) on the current version of the District's Spanish Language Test (6/2010).

Hold a valid California drivers' license, and minimum liability insurance for personal vehicle.

### **Highly Desirable:**

Official certification of completion of coursework related to Spanish interpreting and translating in a school or other appropriate work/business environment.

## **WORKING CONDITIONS**

Environment: Office and school environment; subject to constant interruptions.

Physical Abilities: Hearing and speaking to exchange information in person or on the telephone; dexterity of hands and fingers to operate personal computer, typewriter, and other office machines; sitting and standing for extended periods of time; reaching overhead, above the shoulders, and horizontally, and bending at the waist to retrieve files; and seeing to read written materials. Sufficient visual acuity to read rules, regulations and written communications. Ability to lift, and carry up to 20 pounds.

Adopted: \_\_/\_\_/\_\_

