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PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chairperson may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: May 18, 2017
Time: 4:30 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 4:30 p.m.

A. **Approval of Minutes** (Action)

May 9, 2017 Regular Meeting (*Attachment 1*)

Moved by: _____ Seconded by: _____ Vote: _____

B. **Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

C. **Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Cynthia Carrillo, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – April 4, 2017 (*Attachment 2*)
2. Status of Vacancies (*Attachment 3*)
3. Examination Schedule (*Attachment 4*)
4. Working Out of Class Report (*Attachment 5*)

E. **New Business (Discussion/Action)**

1. Ratification of Eligibility Lists (Action) – **(Attachment 6)**

Moved by: _____ Seconded by: _____ Vote: _____

F. **Unfinished Business (Discussion/Action)**

1. 2017-2018 Personnel Commission Budget 2nd Reading (Action) – **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

2. Ewing Consulting Year 1 Job Descriptions 2nd Reading (Action) – **(Attachment 8)**

Moved by: _____ Seconded by: _____ Vote: _____

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **June 15, 2017** - (Conference Room 1) 4:30 p.m. – **Regular Meeting**

K. **Recess to Closed Session (Government Code 54957)**

There are no items for Closed Session.

L. **Report of Action Taken in Closed Session**

N. **Adjournment**

Moved by: _____ Seconded by: _____ Vote: _____

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

April 20, 2017

Unadopted Minutes (Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. April 20, 2017 at the Education Center – Conference Room I, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Hector Samaniego, Chris Rowe
<u>Members Absent</u>	None
<u>Staff Present</u>	Kathy Brown, Cynthia Carrillo, Erika Diggs
<u>Guests Present</u>	Barbara Sandoval
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the March 16, 2017 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval had no items to report out.
2. Cynthia Carrillo	Cynthia Carrillo reported that the staff was very busy compiling documentation for a DFEH Claim; Reasonable Assurance Letters were prepared and sent out in April; Year 2 of the Ewing Study is underway; and update of the Aesop implementation was provided; lastly, a recruitment update was also presented.
<u>Information Items</u>	<u>Classified Personnel Items</u> – March 21, 2017 <u>Status of Vacancies</u> – Reviewed by Kathy Brown <u>Examination Schedule</u> – Reviewed by Kathy Brown <u>Working Out of Class Report</u> – Reviewed by Erika Diggs
<u>New Business</u>	
1. Ratification of Eligibility Lists	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the ratification of the following eligibility lists: Instructional Assistant/Special Education (Open and Promotional List) – 3/28/17 – 16 Open Ranks (31 candidates) / 1 Promotional Rank Purchasing Technician (Closed List) – 4/12/17 – 3 Promotional Ranks (4 candidates) Transportation Attendant (Open and Promotional List) – 3/30/17 – 5 Open Ranks (5 candidates) / 1 Promotional Rank Warehouse/Delivery Driver (Open and Promotional List) – 3/28/17 – 5 Open Ranks (8 candidates) / 4 Promotional Ranks Warehouse Worker / Delivery Driver (Open and Promotional List) – 3/28/17 – 6 Open Ranks (12 candidates) / 3 Promotional Ranks
2. 2017-2018 Personnel Commission Budget 1 st Reading (Discussion)	The 2017-2018 Proposed Personnel Commission Budget was presented as a first reading. The Personnel Commission requested that the budget be rounded to the nearest dollar for the 2 nd reading.
3. Ewing Consulting Year 1 Job Descriptions 1 st Reading (Discussion)	The Ewing Consulting Year 1 job descriptions were presented as a first reading. The Personnel Commission requested that the 2 nd reading job descriptions be red-lined to show changes.
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

April 20, 2017

Unadopted Minutes (Page 2)

<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	May 18, 2017 (Conference Room I) 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 5:00 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 May 9, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule</u> <u>Placement</u>	<u>Date</u>
Grelck, John	Accounting Tech	PROB	Range 38-3	05/15/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule</u> <u>Placement</u>	<u>Date</u>
Abrigo, Casey	IA-SPED	SUB	Range 26-1	04/24/17
Barajas, Veronica	NDA	SUB	FR	03/24/17
Forshey, Kristin	IA-SPED	SUB	Range 26-1	04/05/17
Griffin, Claudia	CNW I	SUB	Range 21-1	03/29/17
McCann, Tandeka	IA-SPED	SUB	Range 26-1	03/30/17
Morales, Benito	AVID	REG	Range 24-1	04/04/17
Meyer, Deena	NDA	SUB	FR	04/19/17
Sena, Dylan	Bus Driver I	SUB	Range 33-1	04/20/17
Yolar-Groppetti, Madison	IA-SPED	SUB	Range 26-1	03/16/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Nelson, Deanne	Staff Secretary	Personal	04/17/17-10/17/17
Villegas, Lorraine	Sr. Office Assistant	Teaching	07/01/17-07/01/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous</u> <u>Assignment</u>	<u>New</u> <u>Assignment</u>	<u>Date</u>
Ando, Aalayuh	IA-SPED 6.0 hrs/day, LHS	IA-SPED 7.0 hrs/day, LHS	03/01/17
Bliss, Cheryl	IA-SPED 6.0 hrs/day, LHS	IA-SPED 7.0 hrs/day, LHS	03/01/17
Becerra, Karina	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.5 hrs/day, LVMS	03/01/17
Becerra, Stephanie	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.5 hrs/day, LVMS	03/01/17
Culp, Deborah	CNW II 7.50 hrs/day, LVMS	CNW II 8.0 hrs/day, LVMS	03/13/17
Donaghe, Daniel	Custodian 8.0 hrs/day, RUTH Range 29-3	Ld. Custodian I 8.0 hrs/day, RUTH Range 31-4	04/01/17

Garcia, Brandy	CNW I 2.5 hrs/day, LVMS	CNW I 5.0 hrs/day, LVMS	03/13/17
Gilstrap, Erik	Warehouse Wrkr/Del Dr 8.0 hrs/day, PUR Range 37-5	Maintenance Worker II 8.0 hrs/day, M&O Range 39-5	05/01/17
Gray, Seth	IA-SPED 6.0 hrs/day, CHS	IA-SPED 7.0 hrs/day, CHS	03/13/17
Lever, Charlene	IA-SPED 6.0 hrs/day, CHS Range 26-5	Purchasing Technician 8.0 hrs/day, PUR Range 36-1	05/01/17
Lizarraga, Gayle	39 Month Reinstatement	Office Assistant 8.0 hrs/day, LC Range 29-5	03/27/17
Mendez, Christina	IA-SPED 6.0 hrs/day, VMS	IA-SPED 6.5 hrs/day, VMS	03/13/17
Mendez, Teresa	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.5 hrs/day, LVMS	03/01/17
Morgan, Jennifer	Accounting Technician 8.0 hrs/day, ACCTG Range 38-2	Budget Analyst 8.0 hrs/day, ACCTG Range 42-2	03/20/17
Moegelin, Dietmar	Ld. Custodian III 8.0 hrs/day, LHS Range 36-5	Custodian 8.0 hrs/day, RUTH Range 29-5	04/01/17
Navarro, Aracely	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.5 hrs/day, LVMS	03/01/17
Osborne II, Jonathan	IA-SPED 6.0 hrs/day, CHS	IA-SPED 7.0 hrs/day, CHS	03/13/17
Reeves, Randolph	IA-SPED 6.0 hrs/day, VMS	IA-SPED 6.5 hrs/day, VMS	03/13/17
Ross, Doreen	IA-SPED 6.0 hrs/day, LHS Range 26-5	Office Assistant 8.0 hrs/day, FILL Range 29-5	05/15/17
Spies, Kaylyn	IA-SPED 6.0 hrs/day, LHS	IA-SPED 7.0 hrs/day, LHS	03/01/17
Tognazzini, Michele	CNW I 2.50 hrs/day, RUTH Range 21-3	Warehouse/Del. Driver 8.0 hrs/day, Warehouse Range 31-1	04/17/17

Vargas, Marco	IA-SPED 6.0 hrs/day, LHS	IA-SPED 7.0 hrs/day, LHS	03/01/17
Velasquez, Vivian	IA-SPED 6.0 hrs/day, CHS	IA-SPED 7.0 hrs/day, CHS	03/13/17
Vergara, Cesar	IA-SPED 6.0 hrs/day, LHS	IA-SPED 7.0 hrs/day, LHS	03/01/17
Ward, Debra	Admin. Asst. II 8.0 hrs/day, Adult Ed Range 36-5	Admin. Asst. III 8.0 hrs/day, CC&I Range 39-5	06/02/17
West, Jason	CNS Delivery Driver 27.5 hrs/wk, CNS	CNS Delivery Driver 30.5 hrs/wk, CNS	04/17/17
Wolf, Staci	IA-SPED 6.0 hrs/day, CHS	IA-SPED 7.0 hrs/day, CHS	03/13/17
Yeaw, Sara	IA-SPED 6.0 hrs/day, LHS	IA-SPED 7.0 hrs/day, LHS	03/01/17

SEPARATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Crawford, Michelle	CNW I	Resignation	03/31/17
Delisle, Raymond	Maintenance Worker II	Retirement – 21 years	04/28/17
Frankhouser, Douglas	Ld. Custodian I	Retirement – 18.5 years	03/31/17
Frankhouser, Zachary	Sub. Custodian	Separation	03/23/17
Grijalva, Gloria	Mgr., Payroll & Emp. Benefits	Resignation	04/30/17
Pommerville, Penny	IA-SPED	39 Month Re-employment Medical	04/20/17
Sena, Dylan	Bus Driver I	Resignation	04/19/17

Status of Classified Vacancies
Prepared May 9, 2017
For Personnel Commission Meeting May 18, 2017

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk I	8.0	Vacant due to promotion	228	General	Y. Monreal	Ruth	17RTH035 03/09/17	INTERVIEWS
2	Administrative Asst II	8.0	Vacant due to promotion	260	General	D. Ward	Adult Ed		INTERVIEWS
3	Bus Driver I (4)	TBD	Vacant due to resignation	196	General	B. Valencia N. Alexander T. Hatmaker D. Sena	Trans		RECRUITING
4	CNW I	2.0	Vacant due to resignation	196	CNS	M. Crawford	FML	17CK072 03/17/17	TESTING
5	CNW I	12 hr/wk	Vacant due to promotion	196	CNS	M. Tognazzini	RUTH		TESTING
6	Custodian	8.0	Vacant due to resignation	260	General	T. Tovias	VMS		
7	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	N. Flores	FIL	17FILL21 062116	TESTING
8	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	K. Solomon	LH	17LAH018 02/23/17	TESTING
9	IA-SPED RS	6.0	Vacant due to promotion	196	General	C. Lever	CHS		
10	IA-SPED SH	6.0	Vacant due to promotion	196	General	D. Ross	LHS		
11	IA-SPED SH1	6.0	Vacant due to promotion	196	SPEC	R. McPeek	FIL	17SPEDCL52 12/08/16	INTERVIEWS
12	IA-SPED RS	6.0	Vacant due to transfer	196	SPEC	R. Martinez	LC	17LC05	INTERVIEWS
13	IA-SPED LH4	6.0	Vacant due to separation	196	SPEC	K. Vanderslice	LB		INTERVIEWS
14	LD. Custodian III	8.0	Vacant due to transfer	196	General	D. Moegelin	LHS		RECRUITING
15	Manager, Payroll & Benefits	8.0	Vacant due to resignation	260	General	G. Grijalva	FISCAL		RECRUITING
16	Std. Safety Comm. Liaison	3.0	NEW	196			LVMS	17LVMS081 02/21/17	INTERVIEWS
17	Transportation Attendant	TBD	Vacant due to retirement	196	General	H. Barto	TRANS		IN PROCESS

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: May 9, 2017

For Personnel Commission Meeting May 18, 2017

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Bus Driver I (Continuous Testing)	16	TBD	TBD	TBD	TBD
IA-Bilingual	31	04/06/17	19	TBD	TBD
Lead Custodian I, II, III	TBD	TBD	TBD	TBD	TBD
Senior Custodian	TBD	TBD	TBD	TBD	TBD
Custodian	TBD	TBD	TBD	TBD	TBD
Child Nutrition Worker I	TBD	TBD	TBD	TBD	TBD

Working Out of Class Report

Prepared: April 13, 2017

For Personnel Commission Meeting April 20, 2017

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Cavazos, Lily	Home School Liaison Bilingual/LVMS	Language Census Tech	5/1/2017	5/12/2017	
	Garcia, Martha	CNW 1/LHS	IA/SpEd at Hapgood	2/27/17	TBD	Till position is filled
	Garcia, Tom	Grounds Maintenance Worker I	Warehouse Worker / Delivery Driver	12/20/16	5/22/2017	Till position is filled
	Reyna, Maria	Senior Custodian/LHS	Lead Custodian III/LHS	3/1/2017	TBD	
	Rodriguez, Sara	IA Bilingual/Ruth	Language Census Tech	5/1/2017	5/12/2017	
	Sandoval, Barbara	IA Special Ed/Fillmore	Library Technician/ Textbook Center	4/3/2017	6/8/2017	
	Trejo, Rosalia	IA Bilingual/Hapgood	Language Census Tech	5/1/2017	5/12/2017	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: April 13, 2017

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission April 20, 2017

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

Recruitment Type/Position	Established	Number of <i>Ranks</i> on Promotional	Number of <i>Candidates</i> on Promotional	Number Of <i>Ranks</i> on Open	Number of <i>Candidates</i> on Open
<i>NONE</i>					

It is recommended that the Personnel Commission ratify the eligibility lists.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: May 8, 2017

Public Hearing of the Personnel Commission Budget

In accordance with Education Code section 45253, a public hearing will be held by the Personnel Commission on this proposed budget in order to receive input and/or comments from the public. The Superintendent of Schools and Board members have been advised of the public hearing.

The attached budget for 2017-2018 was presented at the April 20, 2017 Personnel Commission meeting for a first reading and has been prepared in accordance with the guidelines established by the Personnel Commission.

Following the public hearing, it is recommended that the Personnel Commission adopt the proposed budget for the 2017-2018 fiscal year.

Adoption of Proposed Personnel Commission Budget (Action)

It is recommended that the Personnel Commission take action to adopt the proposed Personnel Commission Budget for the 2016-2017 Fiscal Year. Upon adoption, the budget will be submitted to the County Superintendent of Schools for final approval.

Moved by: _____ Seconded by: _____ Vote: _____

This proposed 2017-2018 budget was adopted subsequent to a public hearing by the Personnel Commission of the Lompoc Unified School District.

Date of Meeting: Thursday, May 18, 2017

Signed: _____ Date _____
Gayle Higgason, Chairperson of the Personnel Commission

_____ Date _____
Chris Rowe, Vice-Chairperson of the Personnel Commission

_____ Date _____
Hector Samaniego, Member of the Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
Personnel Commission Budget
(Proposed Budget)
2017-2018

OBJECT	DESCRIPTION	2017-2018 Proposed Budget	2016-2017 Budget
2310	Supervisors' and Administrators'	\$ 143,861.00	\$ 139,138.23
2410	Clerical and Office	\$ 122,105.00	\$ 110,956.65
2430	Substitute / Overtime	\$ 2,500.00	\$ 6,849.38
	Total	\$ 268,466.00	\$ 256,944.26
3302-3802	Statutory Benefits	\$ 74,447.00	\$ 65,319.84
	Health/Welfare	\$ 33,154.00	\$ 33,154.40
	TOTAL SALARIES & BENEFITS	\$ 376,067.00	\$ 355,418.50
4350	Supplies	\$ 2,000.00	\$ 4,186.00
4400	Equipment Replacement	\$ 1,000.00	\$ 3,200.00
5200	Travel/Conference Expense	\$ 7,250.00	\$ 5,772.00
5300	Dues/Memberships	\$ 3,700.00	\$ 2,800.00
5601	Repairs	\$ -	\$ -
5650	Copier (department portion)	\$ 1,374.00	\$ 696.00
5710	Transfers of Direct Costs (Printshop)	\$ 500.00	\$ 500.00
5725	Maintenance Work Orders		\$ 2,130.00
5811	Legal Advertising	\$ 1,000.00	\$ 1,228.00
5823	Fingerprinting	\$ _____	\$ 6,794.00
5824	Employee Medical Services	\$ 2,000.00	\$ 1,500.00
5850	Professional/Consulting (Classification/compensation Study Year 3 and Professional Development-2 days classified employees)	\$ 20,250.00	\$ 17,250.00
5920	Postage	\$ 500.00	\$ 100.00
	TOTAL SUPPLIES / SERVICES	\$ 39,574.00	\$ 46,156.00
	GRAND TOTAL SALARY/BENEFITS & SUPPLIES/SERVICES	\$ 415,641.00	\$ 401,574.50

Note: The PC budget for 17/18 includes the following: For salaries and benefits there is a 5.49% increase over last year's budget due to 2% salary increase + 1% off schedule and increase in PERS Retirement and Benefits. There is a 14.26% decrease in supplies and services over last year's budget. The 17/18 budget also includes \$1,500 for each of the 2 PD Days for classified employees (which is usually added in later) and I have budgeted for a program called DocuSign, which will allow us to have HR documents signed by employees and applicants over the internet. The following staff training/workshop will be attended in 17/18: WRIPAC Job Analysis, Merit Academy (5 weeks), CASBO, Tri-Counties Symposium, PCASC Mini-Conference, ~~CSPCA Annual Conference~~. \$17,250 is for the final year (year 3) of the Classified Classification Study with Ewing Consulting.

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: May 8, 2017

EWING CONSULTING YEAR 1 JOB DESCRIPTIONS – 2nd READING
Action Item

Ewing Consulting has completed Year 1 of the Classification Study job description recommendations. These job descriptions are being presented to the Personnel Commission as a second reading and approval.

The job descriptions being presented as a second reading include the following:

CLERICAL JOB FAMILY

1. Administrative Assistant I
2. Administrative Assistant II
3. Administrative Assistant III
4. Administrative Assistant IV
5. Career Center Technician
6. Office Assistant
7. Registrar
8. Senior Office Assistant
9. Staff Secretary

CUSTODIAL JOB FAMILY

1. Custodian
2. Lead Custodian
3. Lead Custodian II
4. Lead Custodian III
5. Senior Custodian
6. Swimming Pool Custodian – New Recommended Job Title: Swimming Pool Operator

GENERAL ASSISTANCE JOB FAMILY

1. School Community Liaison
2. Student Safety/Community Liaison – New Recommended Job Title: Student Safety Assistant / Campus Liaison

INSTRUCTIONAL JOB FAMILY

1. Instructional Assistant – New Recommended Job Title: Paraeducator
2. Instructional Assistant Bilingual – New Recommended Job Title: Paraeducator - Bilingual
3. Instructional Assistant Special Education – New Recommended Job Title: Paraeducator – Special Education

LIBRARY/MEDIA JOB FAMILY

1. District Textbook Specialist
2. Library Technician

PURCHASING JOB FAMILY

1. Buyer
2. Purchasing Technician

SPECIAL PROGRAMS JOB FAMILY

1. Home School Community Liaison
2. Language Census Technician – New Recommended Job Title: Language Assessment Technician
3. Outreach Consultant

A total of 27 job descriptions have been revised in Year 1 of the Classification Study. A final review was completed by the Personnel Commission on May 8, 2017. Those updates are reflected in the attached job descriptions. The “red underline” of the attached job descriptions denotes proposed changes made to the job description by Ewing Consulting.

All of the 27 draft job descriptions have been made available for review on the LUSD website: www.lusd.org – Classified Human Resources – Classification / Compensation Study.

It is recommended that the Personnel Commission take action to adopt the proposed job descriptions prepared by Ewing Consulting.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT I

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail; coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail. The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director or high school principal. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department, site or programs.

ESSENTIAL FUNCTIONS:

Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail; assist in assuring smooth and efficient office operations; coordinate flow of communications and information for the administrator.

Serve as secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, certificates and other materials.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; record minutes, transcribe and distribute notes and minutes as assigned by the position.

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Monitors students referred for illness or disciplinary action to ensure student welfare and a secure office environment.

Administer first aid and prescription medication to students under the direction of a health care professional.

Assist with obtaining substitute personnel to ensure appropriate coverage.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; process purchase orders and invoices as assigned.

OTHER FUNCTIONS:

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- General terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of data processing.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

ABILITY TO:

- Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.
- Coordinate flow of communications and information for the administrator.
- Assist in assuring smooth and efficient office operations.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

Maintain confidentiality.

- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

First aid and CPR Certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT II

PURPOSE STATEMENT:

Under the direction of an assigned ~~Manager or Coordinator~~ **supervisor**, perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director **or high school principal**. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department, **site** or programs. The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail.

ESSENTIAL FUNCTIONS:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and **coordinate flow of communications and information**; assure smooth and efficient office operations.

Serve as primary secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff and the public; provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or organizational operations and related laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, **develop spreadsheets**, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, contracts and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Coordinate, schedule and attend a variety of meetings, workshops, activities and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; **set up equipment and supplies for meetings** and other events as needed; record minutes, transcribe and distribute notes and minutes as assigned by the position.

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

OTHER FUNCTIONS:

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Department or program organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations.

ABILITY TO:

Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.

Assure smooth and efficient office operations.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compose correspondence and written materials independently or from oral instructions.

Perform a variety of clerical accounting duties in support of assigned department or program.

Type or input data at an acceptable rate of speed.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Maintain a variety of records, logs and files.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Maintain confidentiality.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of clerical or secretarial experience involving frequent public contact.

Some positions may require a valid first aid and CPR certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT III

PURPOSE STATEMENT:

Under the direction of a Director, **high school principal, or other assigned supervisor**, perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant III classification provides primary and complex secretarial support to an assigned Director **high school principal or other assigned supervisor**. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department, **site** or programs. The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide primary secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail.

ESSENTIAL FUNCTIONS:

Perform a variety of complex secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations; assure related functions comply with established laws, rules, regulations, policies and procedures.

Serve as primary secretary to the assigned administrator; **perform public relations and communication services for the administrator**; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public; provide information or direct to appropriate personnel; exercise **independent judgment in resolving a variety of issues**; refer difficult issues to the administrator as needed; provide technical information and assistance related to program or operations and related laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, contracts and other materials; format materials to meet program and office needs.

Research, compile and verify a variety of data and information; compute statistical information for various federal, State and local reports as necessary; identify and resolve a variety of financial and statistical discrepancies; assure mandated reports are completed and submitted to appropriate agency according to established time lines.

Distribute, collect, process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; process employee timesheets.

Coordinate, schedule and attend a variety of meetings, workshops and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; set up equipment and supplies for meetings and other events as needed; take, transcribe and distribute minutes as directed.

Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures; assure expenditures do not exceed established budget limitations; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; assist with budget development and preparation; maintain financial and statistical records and files.

Perform special projects and prepare various forms and reports on behalf of the assigned administrator; attend to administrative details on special matters as assigned.

Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; process reimbursement claims; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoices as assigned; arrange for billings and payments as directed.

OTHER FUNCTIONS:

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- District operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Record retrieval and storage systems.
- Public relations techniques.
- Mathematic calculations.

ABILITY TO:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

Maintain confidentiality.

Work independently with little direction.
Communicate effectively both orally and in writing.
Determine appropriate action within clearly defined guidelines.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT IV

PURPOSE STATEMENT:

Under the direction of an Assistant Superintendent, perform highly responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

ESSENTIAL FUNCTIONS:

Perform highly responsible duties as the primary secretary to the Assistant Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; receive and respond to office e-mails; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Assistant Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and schedule various appointments, workshops, professional development activities and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent.

Serve as liaison coordinating fiscal, personnel, technological, operational and curricular matters between departments and offices; communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; provide information and updates via e-mail, District website and press releases; obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and District functions and programs are required; verify information for staff and outside agencies as requested.

Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.

Research and compile a variety of information and data from various sources; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.

Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties; establish and maintain filing systems.

Perform special projects and prepare various forms and reports on behalf of the Assistant Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

Train and provide work direction and guidance to assigned personnel **staff** as directed; organize assignments, monitor progress and assure proper completion of assignments; **conduct orientations for new personnel assigned to the department.**

OTHER FUNCTIONS:

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office.
- District operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic public relations techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform highly responsible secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- Train and provide work direction to assigned personnel.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Maintain confidentiality.**
- Work independently with little direction.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

BUYER

PURPOSE STATEMENT:

Under the direction of the manager of purchasing and stores, support the District's purchasing activities by developing and updating procurement methodologies; initiate bidding process and recommend bid awards; procure product lines and place orders; assure timely shipment and receipt of ordered items; research and resolve shipping and invoicing issues; provide purchasing documentation; assist the Purchasing Manager with monitoring department staff.

ESSENTIAL FUNCTIONS:

Administer bidding and quote processes for vendor performance/compliance within established limits; prepare specifications, distribute RFP bid packages, review bids and required documentation, recommend vendor selection, support bid openings, and compile required documents to secure items and/or services within budget and required time frames in compliance with District and State regulations.

Assist staff and/or vendors in the ordering and purchasing process for the purpose of providing information, resolving issues, and facilitating the purchasing and acquisition process in accordance with established policies and guidelines.

Compile data from a wide variety of sources such as vendors, staff, public agencies, and others to analyze issues, assure compliance with a wide variety of purchasing policies and procedures, and/or monitor purchasing processes.

Coordinate with vendors to resolve purchasing issues and/or assure purchases are processed in accordance with established requirements.

Evaluate order and bid documentation including requisitions, change orders, bids, and others to assure proper use of District funds in the acquisition of supplies, equipment and/or services.

Evaluate vendors to determine their capability for performing to established specifications.

Provide required identification necessary for purchasing such as preparing purchase orders and assigning purchase order numbers, and completing purchasing processes in accordance with established procedures.

Maintain a variety of District service contract agreements to provide the District with appropriate and/or necessary contracted agreements.

Maintain a variety of purchasing information, files and records in both manual and/or electronic format including requests for proposal, purchase orders, vendor files, Board approvals, changes in applicable purchasing regulations and procedures, approved vendor lists, and others to assure the availability of documentation and compliance with established policies and regulatory guidelines.

Participate in unit meetings, in-service training, workshops, and/or committees; convey and/or gather information required to perform functions.

Prepare written materials and electronic purchasing information including bid packages, purchase orders, contracts, and others to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements in the acquisition of requested services and products.

Present information regarding purchasing process to other staff and potential vendors in areas related to administrative, requirements, required documentation, contract procedures, and related activities; provide information necessary to efficiently complete the acquisition of services and products on a timely basis and in accordance with established practices.

Process purchasing-related information including incoming purchase requisitions, purchase orders, statements of work, contract negotiations and change orders, invoices for payment, and others to update and distribute information, authorize follow-up action and/or comply with established accounting practices.

Research potential sources of new products and services, scope of services to be provided, equipment specifications, pricing, relevant regulations and practices; assure availability and qualifications of vendors, conformity of requested services and products to stated specifications, and/or ensuring processes meet regulatory and budgetary guidelines.

Respond to inquiries from a variety of sources such as district employees, vendors, auditors, and others to facilitate communication and/or provide guidance to multiple parties involved in the purchasing process.

Support auditors in providing requested information including contracts, bid specifications, and other information to provide necessary documentation for completion of required audits.

Support manager as requested including monitoring purchasing processes, authorizing purchases, guiding other personnel, and signing documents to support the manager in the performance of their administrative role.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices and terminology.
Applicable laws, codes, regulations, policies and procedures.
Local vendors and sources of supply.
Technical aspects of researching, comparing and purchasing supplies, materials and equipment.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Mathematical computations.

ABILITY TO:

Perform a variety of technical duties involving the purchase of services, supplies and equipment.
Research and evaluate sources of supply.
Obtain verbal and written price quotations.
Prepare, review, verify and process purchasing forms and documents.
Order items in accordance with policies and procedures.
Process bid specifications.
Operate standard office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Meet schedules and time lines.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level course work in accounting, business administration or related field and two years of purchasing experience with purchasing supplies and equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.

Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

CAREER CENTER TECHNICIAN

PURPOSE STATEMENT:

Under the direction of the Assistant Principal an assigned supervisor, provide students with information on career and/or post high school educational opportunities; administer and interpret career assessment tools; plan and coordinate on-site presentations by college and/or career representatives.

ESSENTIAL FUNCTIONS:

Assist students with securing financial aid for post graduation academic and/or vocation opportunities; provide information regarding financial aid, college materials, applications, on line registration, scholarships and other relevant information.

Provide support and organize a variety of meetings for assigned academies; recruit mentors; notify mentors and students; research and determine appropriate mentoring topics; make arrangements for food and complete facility use forms; process related purchase orders or checks according to established procedures; make arrangements for field trips, permission slips and speakers as appropriate; prepare academy accountability reports.

Conduct student workshops and/or presentations to provide students with information regarding occupational programs, Career Center's services such as Career Technical Education (CTE) and Regional Occupational Programs (ROP), or other post high school opportunities; organize workshops to educate high school seniors on basic decision-making skills; conduct mock interviews and provide feedback to students.

Coordinate a variety of events and activities including on-campus site visits by college and university recruiters, career days, college fairs and field trips to community colleges or businesses to enhance students' access to educational and career opportunities.

Maintain Career Center information and materials including brochures, reference letters, scholarship applications, computers, inventory of college catalogues, and web site locations; assure availability of materials for internal use and distribution.

Participate in a variety of meetings, workshops and committees to communicate and gather information, and maintain current knowledge of program guidelines.

Perform a variety of clerical activities to support students and staff including copying, filing, collating, answering phones, and other support activities as requested.

Prepare a variety of documents, reports and written materials such as individual awards, invitations, event programs, bulletins, reports and others as assigned; communicate information to parents, staff and/or students.

Research educational and/or career opportunities to provide students with information on educational and/or career opportunities; solicit information and/or materials from colleges and other to enhance the Career Center reference collection and provide additional resources for students and parents.

Schedule career and/or career and technical education assessments of students' interests and abilities; evaluate career options and develop four year plans.

Operate standard office equipment including a copier, fax machine, computer and assigned software.

Monitor student activities in the Career Center to assure a safe and positive working environment.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Career center resources and informational materials.

Federal and State laws, rules and regulations pertaining to the employment of minors.

College admissions requirements **and application process.**

Financial aid application processes and requirements.

Scholarship application process and resources.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Record-keeping techniques.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of activities in support of career center operations and services at an assigned high school site.

Provide assistance and guidance to students in career planning, colleges, testing, financial aid and vocational work experience activities.

Research, evaluate and select career planning information.

Schedule and arrange for visits and presentations by college and career representatives.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain career center informational materials.

Type or input data at an acceptable rate of speed.

Maintain confidentiality.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

CUSTODIAN

PURPOSE STATEMENT:

Under the direction of the Operations Supervisor, perform routine custodial activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

ESSENTIAL FUNCTIONS:

Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; clean chalkboards, white boards, trays and erasers; dust and polish furniture and woodwork; empty waste receptacles; remove gum, debris and clean or report graffiti as needed.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, sanitizing machine and other equipment as assigned; drive a vehicle to conduct work as assigned by the position.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set security system as appropriate.

Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority; respond to immediate safety and/or operational concerns; monitor and update fire extinguisher tags.

Prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes.

Deliver supplies, packages, furniture or other items to appropriate personnel at the site.

Move, arrange and assemble furniture and equipment as requested.

OTHER DUTIES:

Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Assist with general grounds or maintenance activities as required by the position.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Perform routine custodial activities at an assigned school site or facility.
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Some position in this class may require a valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

DISTRICT TEXTBOOK SPECIALIST

PURPOSE STATEMENT:

Under the direction of the Director of Common Core and Intervention, research, order, process and distribute textbooks and related curriculum for various grade levels and District school sites; update and maintain related inventory records.

ESSENTIAL FUNCTIONS:

Receive shipped materials; verify the receipt of materials by comparing packing slips against items received; compare packing slip against items ordered on purchase order; verify boxes indicated on packing slip are received; move materials to the textbook center for processing; monitor the storage functions of the warehouse determining proper location of textbooks and materials to allow for maximum space utilization.

Operate a computer to respond to e-mails requesting materials, research materials and prices, prepare shipping information, update inventory records, request price quotes from vendors and prepare purchase orders; research vendor sites for materials available to students and teachers.

Process materials for distribution to school sites; sort, count, stamp, barcode and number items according to established procedures; prepare items for delivery; make delivery arrangements.

Receive order requests and determine number of items needed based on student enrollment or number of teachers needing materials; review records by computer or call school sites or other departments as needed for clarification; communicate with various publishers to obtain prices and order materials; submit purchase requisitions to the curriculum department for approval.

Repair damaged textbooks and materials as needed such as rebuilding spines, repairing covers, and replacing labels.

Communicate with other departments or outside agencies regarding the display or presentation of new materials; deliver materials as needed.

Review collection of materials and dispose of out-dated materials according to established procedures; communicate with used book dealers or recycling organizations as appropriate.

Prepare and maintain records related to textbook inventory and shipping activities.

Operate hand trucks, pallet jacks and standard office equipment; operate a forklift as assigned by the position; drive a vehicle to various sites to conduct work.

OTHER FUNCTIONS:

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Textbook and instructional material ordering and processing functions and procedures.

Inventory practices and procedures.

Record-keeping techniques.

Operation of a variety of office and equipment including a computer and assigned software.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Research methods.

Mathematic calculations.

Basic warehouse operations and equipment.

ABILITY TO:

Perform a variety of duties involved in the acquisition and distribution of textbooks and various instructional materials and equipment.

Type or input data at an acceptable rate of speed.

Process textbooks and instructional materials.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Operate a variety of office and library equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Perform math calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of warehouse or general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Obtain a valid forklift certification within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching to shelve and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT
HOME/SCHOOL/COMMUNITY LIAISON (BILINGUAL)

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, provide support to the instructional program; provide information regarding programs and services available to students and families and school and/or District activities and procedures; refer families to other agencies; foster an ongoing partnership between the home and school.

ESSENTIAL FUNCTIONS:

Assist students, staff, teachers, parents and community members by providing information, applications for services, transporting parents/students, and interpreting technical information.

Communicate with parents on behalf of school regarding attendance and homework issues, available programs/services, completing paperwork, and related matters; foster and assure an ongoing partnership between the home and school.

Communicate with teachers, parents and/or appropriate community agency personnel to discuss Individualized Education Plans (IEPs), paperwork and attendance, and provide follow-up; assist in evaluating student progress and/or implementing student objectives.

Coordinate and make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies such as State agencies, medical professionals, counselors, foundations, charities as needed.

Translate communications between District personnel and limited or non-English speaking parents; serve as an interpreter for conferences, telephone calls and meetings as needed; translate IEPs, syllabus, agendas, minutes and other documents as necessary.

Identify and assist homeless students and their families, and foster youth as assigned by the position; assure students are receiving mandated services; review student housing questionnaires for determination of homelessness; contact parents/guards to verify information on questionnaires as needed; contact State, federal and local agencies as needed regarding the needs of homeless and foster youth; provide information to District and school staff regarding homeless and foster youth.

Organize a variety of activities such as student clubs, parent meetings, conferences, patriotism activities, and others to support the school and parents, showcase students' talents and abilities, and celebrating the diversity of the community.

Communicate with District personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; drive a vehicle to various sites to conduct work.

Prepare a variety of documents, reports and written materials including registrations, homeless lists, activity logs, phone logs, community resources and others as assigned.

Provide support assigned administrators and the English Language Advisory Committee (ELAC); organize ELAC meetings as assigned; prepare agendas, minutes, and communications to members and the public; assist administrators with testing activities as required.

Input student data into an assigned computer system as required; maintain automated records and files; generate computerized lists and reports as directed.

Participate in a variety of meetings, workshops and committees; maintain current knowledge of program guidelines.

Perform record keeping and clerical functions such as scheduling and duplicating materials to support the teacher and/or administrator with providing relevant records and materials.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Basic interviewing and advisement techniques.
Correct oral and written usage of English and a designated second language.
Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Basic public relations techniques.

ABILITY TO:

Serve as a liaison between District schools and parents in support of the instructional program.
Provide information regarding programs and services available to students and families and school and/or District activities and procedures
Establish and maintain contact with families of students.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Confer with families and personnel concerning program and student needs and concerns.
Learn policies and objectives of assigned program and activities.
Read, write, translate and interpret English and a designated second language.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Operate a computer and assigned software.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and evidence of insurability.
Incumbents in this classification are required to read, speak and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT
LANGUAGE ASSESSMENT TECHNICIAN

PURPOSE STATEMENT:

Under the direction of the Director of Common Core and Innovation, provide District-wide assessment of oral language proficiency for initial identification and annual progress of student in which a second language is spoken in the home; administer tests for English and primary language proficiency and contact schools regarding information used in the student's placement in English Learner instructional programs.

ESSENTIAL FUNCTIONS:

Administer California English Language Development Tests (CELDT) to annual and initial students District wide; administer primary language and other tests to referred students to assess proficiency in oral and written English skills and/or other academic subjects and to assist teachers and other professionals in determining class placement and/or program eligibility; monitor students during testing activities; develop testing schedules in compliance with State requirements.

Assess verbal and written communication of non-English speaking students to assist in the identification and placement with teachers and other school personnel.

Assess and prepare documentation of test results; prepare recommendations and related information in accordance with established guidelines; submit documentation and test results to schools and parents; request and review student assessment records from other Districts and school sites as necessary.

Maintain and update a variety of manual and electronic lists and records related to assigned activities including information relating to the English Learner component in the District student database.

Administer and grade tests of students in the dual immersion program.

Communicate with school sites and other school districts to exchange information, request or send student test records, and coordinate testing activities.

Operate standard office equipment including a copier, fax, printer, telephone, computer and assigned software; operate tape recorders for primary language testing; drive a vehicle to various sites to conduct work.

Provide oral and written translation and interpretation of testing, instructional and other educational materials from English to a designated second language.

OTHER FUNCTIONS:

Attend meetings and in-service training as assigned.

Attend regular trainings related to the administration of tests as assigned by the position.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Basic practices, procedures and techniques involved in administering and scoring tests.

General standards, methods and procedures involved in the preparation, processing and circulation of testing materials.

Methods of collecting and organizing materials, data and information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Data control procedures and data entry operations.

Correct oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic mathematics.

ABILITY TO:

Administer tests for English and primary language proficiency.
Read, write, translate and interpret English and a designated second language.
Provide translation services to facilitate the testing process, administer oral examinations, and confer with staff, faculty, students, parents, administrators and others regarding assessment testing functions.
Prepare testing materials for distribution.
Establish, maintain and update various records and files.
Learn, interpret, apply and explain testing policies, procedures, rules and regulations.
Respond to requests for test results and provide related scores and data.
Communicate effectively both orally and in writing.

Maintain confidentiality.

Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Type or input data at an acceptable rate of speed.
Make mathematical computations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience providing bilingual assistance.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and evidence of insurability.
Incumbents in this classification are required to speak, read and write in English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

LEAD CUSTODIAN I

PURPOSE STATEMENT:

Under the direction of the ~~Operations Supervisor~~ **site principal**, oversee the custodial activities at an assigned elementary school site; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

ESSENTIAL FUNCTIONS:

Oversee and schedule custodial services at the elementary school site and perform or lead the work of others in performing a variety of custodial tasks; communicate with administrative personnel to plan, prioritize and schedule custodial activities.

Train and provide work direction to assigned staff; assist in the selection, training and evaluation of regular staff.

Prepare and maintain a variety of records and reports related to assigned activities including employee timesheets, supply requisitions, safety inspections, work orders and inventory records.

Monitor inventory levels of instructional and custodial supplies; order, receive, store and distribute instructional and custodial supplies and materials as directed.

Conduct a variety of training drills with students and staff in areas related to emergency procedures, safety, alarm systems and operational and/or other established procedures.

Lead and participate in the cleaning and sanitizing of restrooms, shops, cafeterias, offices and related facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

Lead and participate in cleaning, scrubbing and disinfecting restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.

Respond to immediate safety and/or operational concerns; respond to inquiries from staff, students, parents or visitors as needed.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, sanitizing machine and other equipment as assigned; drive a vehicle to conduct work as assigned by the position.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set security system as appropriate.

Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority; respond to immediate safety and/or operational concerns; monitor and update fire extinguisher tags.

Prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes.

Deliver supplies, packages, furniture or other items to appropriate personnel at the site.

Move, arrange and assemble furniture and equipment as requested.

OTHER DUTIES:

Attend meetings, in-service training and workshops as assigned.

Lead and participate in thorough cleaning and restoration of a school plant during school vacation periods.

Assist with general grounds or maintenance activities as required by the position.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training and providing work direction to others.

Inventory methods and control.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

Communicate effectively both orally and in writing.

ABILITY TO:

Oversee and schedule custodial services at the elementary school site.

Perform or lead the work of others in performing a variety of custodial tasks.

Communicate with administrative personnel to plan, prioritize and schedule custodial activities.

Conduct training drill activities.

Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Estimate quantity and types of supplies needed.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and two years of custodial experience.

LICENSES AND OTHER REQUIREMENTS:

~~Some position in this class may require a valid California Class C driver's license.~~

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

LEAD CUSTODIAN II

PURPOSE STATEMENT:

Under the direction of **the site principal or** an assigned supervisor, assure an attractive, sanitary and safe environment for students, staff and visitors at a middle school; oversee the preparation of facilities for classroom activities and campus events; oversee and support assigned Custodians in the performance of their assignments; assure assignments are completed in a safe, proper and timely manner.

ESSENTIAL FUNCTIONS:

Assemble furniture and equipment assuring items are in proper working condition.

Conduct a variety of training activities and drills with students and staff in areas related to fire, intruder, earthquake, health and safety, and other areas and assure emergency procedures are in order, alarm systems are operational and/or established procedures are effective.

Consult with administrative personnel in the planning, prioritizing and scheduling of custodial activities and achieving site maintenance objectives.

Deliver a variety of items such as supplies, packages, furniture, and materials to distribute materials to the appropriate parties within site.

Inspect facilities to assure the site is suitable for safe operations, maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment.

Maintain supplies and equipment including cleaning solutions, paper products, vacuums, mops, and other supplies to assure the availability of custodial items required to properly maintain facilities.

Oversee facility maintenance activities and assigned custodial personnel to assure functions are performed efficiently in compliance with site requirements and established standards.

Participate in meetings, workshops, trainings, and seminars; convey and/or gather information required to perform job functions.

Perform the functions of assigned Custodial staff as need to assure adequate coverage and to meet site maintenance and security requirements.

Prepare written materials including supply requisitions, safety inspections, work orders, inventory records, time sheets, and other records to document activities and/or relate activities to administration for action.

Requisition equipment, supplies and materials to maintain availability of required items and complete jobs efficiently.

Respond to immediate safety and/or operational concerns such as facility damage, vandalism, alarms, and other concerns, and take appropriate action or notify appropriate personnel for resolution.

Respond to inquiries from staff, students, parents, and/or visitors to provide information, take appropriate action and/or direct to appropriate personnel for resolution.

Train assigned personnel to develop professional trade and safety awareness skills.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training and providing work direction to others.

Inventory methods and control.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining buildings in a safe, clean and orderly condition.
Appropriate safety precautions and procedures.

Proper lifting techniques.

Communicate effectively both orally and in writing.

ABILITY TO:

Oversee and schedule custodial services at the middle school site.
Perform or lead the work of others in performing a variety of custodial tasks.
Communicate with administrative personnel to plan, prioritize and schedule custodial activities.
Conduct training drill activities.
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.

Estimate quantity and types of supplies needed.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

LEAD CUSTODIAN III

PURPOSE STATEMENT:

Under the direction of the site principal or an assigned supervisor, assure an attractive, sanitary and safe environment for students, staff and visitors at a high school; oversee the preparation of facilities for classroom activities and campus events; oversee and support assigned Custodians in the performance of their assignments; assure assignments are completed in a safe, proper and timely manner.

ESSENTIAL FUNCTIONS:

Assemble furniture and equipment assuring items are in proper working condition.

Conduct a variety of training activities and drills with students and staff in areas related to fire, intruder, earthquake, health and safety, and other areas and assure emergency procedures are in order, alarm systems are operational and/or established procedures are effective.

Consult with administrative personnel in the planning, prioritizing and scheduling of custodial activities and achieving site maintenance objectives.

Deliver a variety of items such as supplies, packages, furniture, and materials to distribute materials to the appropriate parties within site.

Inspect facilities to assure the site is suitable for safe operations, maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment.

Maintain supplies and equipment including cleaning solutions, paper products, vacuums, mops, and other supplies to assure the availability of custodial items required to properly maintain facilities.

Oversee facility maintenance activities and assigned custodial personnel to assure functions are performed efficiently in compliance with site requirements and established standards.

Participate in meetings, workshops, trainings, and seminars; convey and/or gather information required to perform job functions.

Perform the functions of assigned Custodial staff as need to assure adequate coverage and to meet site maintenance and security requirements.

Prepare written materials including supply requisitions, safety inspections, work orders, inventory records, time sheets, and other records to document activities and/or relate activities to administration for action.

Requisition equipment, supplies and materials to maintain availability of required items and complete jobs efficiently.

Respond to immediate safety and/or operational concerns such as facility damage, vandalism, alarms, and other concerns, and take appropriate action or notify appropriate personnel for resolution.

Respond to inquiries from staff, students, parents, and/or visitors to provide information, take appropriate action and/or direct to appropriate personnel for resolution.

Train assigned personnel to develop professional trade and safety awareness skills.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training and providing work direction to others.
Inventory methods and control.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining buildings in a safe, clean and orderly condition.
Appropriate safety precautions and procedures.

Proper lifting techniques.

Communicate effectively both orally and in writing.

ABILITY TO:

Oversee and schedule custodial services at the high school site.
Perform or lead the work of others in performing a variety of custodial tasks.
Communicate with administrative personnel to plan, prioritize and schedule custodial activities.
Conduct training drill activities.
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.

Estimate quantity and types of supplies needed.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

LIBRARY TECHNICIAN

PURPOSE STATEMENT:

Under the direction of a Principal or an assigned supervisor, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials in an assigned school library; check books and materials in and out; process and shelve library materials; provide support to the instructional program and assist students and staff in the selection and requisitioning of library materials.

ESSENTIAL FUNCTIONS:

Assist teachers, students and administrators with identifying resource materials for use in classroom and/or class assignments; assist students with research activities; provide new and requested titles for patrons.

Provide training on the proper use of library computers and systems; assure proper operation of equipment, troubleshoot basic problems or arrange for repairs as needed.

Perform a variety of circulation activities; check-in and check-out library items; prepare bills for lost/damaged items; maintain lists of overdue items; send notices to parents or call parents and send reminders to students as needed; collect and process payments according to established procedures; assure proper use, location and availability of items in the collection.

Prepare documents and reports such as circulation count lists, renewal information, overdue lists, book orders, fines, costs and others as assigned; provide documentation and information to others.

Receive and respond to inquiries of students, staff and parents regarding availability of books, finding appropriate reference documents, status of overdue fines, and related issues.

Maintain materials inventory including library supplies, books, library hardware/software, media equipment and related instructional materials; order supplies and materials as needed; assure current reference and availability of materials as required.

Monitor student activities and maintain a clean and safe environment conducive to learning; promote student use of the library; create seasonal decorations and student displays; conduct orientation sessions.

Order, process and receive new library materials and equipment orders including books, magazines, videos and others; prepare materials for introduction into the library materials collection; prepare labels; affix identification, security devices, book jackets and bar-code labels to materials; input related information into assigned computer system.

Operate a computer to circulate library materials; input data and backup, locate on-line reference materials and resources.

Review books and/or periodicals for retention within the collection; weed collection of worn, damaged or outdated materials; repair damaged library books and materials.

Utilize proper library practices, procedures and terminology including Dewey Decimal System and computer cataloging systems.

Operate a copier, typewriter, overhead projector, scanner and specialized book repair tools and materials; operate a computer and assigned software.

Coordinate library activities and events including book fairs, library orientations and others.

Participate in library meetings, staff development training, and workshops as required.

OTHER FUNCTIONS:

Train and provide work direction and guidance to student assistants.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of school libraries.
Library practices, procedures, reference materials and terminology.
Operation of a computer and data entry and retrieval techniques.
Library cataloging and classification systems.
Filing, indexing and inventory procedures.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.

ABILITY TO:

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials.
Assist students and teachers in the selection, location and use of library materials and equipment.
Learn curriculum, reading levels and appropriate reference materials.
Monitor and maintain acceptable student behavior in the library.
Read age and subject-appropriate stories to classes as assigned.
Process and shelve library materials.
Inventory, order, receive and assist in the selection of instructional materials and equipment.
Operation of a computer and assigned software.
Maintain files and records.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain rules, regulations, policies and procedures.
Complete work with many interruptions.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of library media experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and monitor student behavior.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching to shelve and retrieve books.
Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

OFFICE ASSISTANT

PURPOSE STATEMENT:

Under the direction of an assigned ~~Principal or Assistant Principal~~ **supervisor**, perform a variety of general clerical duties in support of an assigned school office; answer phones and greet and assist visitors of the office; communicate information to staff and the public; maintain accurate records as assigned.

ESSENTIAL FUNCTIONS:

Perform a variety of general clerical duties in support of an assigned school office or department including typing, filing, duplicating and distributing materials; coordinate flow of communications for assigned supervisor.

Answer, screen and direct telephone calls to appropriate personnel; respond to inquiries and take messages as appropriate.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information or refer to appropriate personnel.

Prepare and maintain logs, files and records in compliance with administrative guidelines and legal requirements; maintain student cumulative files and records; review, research and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Assist with attendance and enrollment duties as assigned; verify student absences and tardies and update attendance information in an assigned system; follow up on student absences by contacting parents by phone or e-mail; prepare weekly and monthly attendance reports; prepare and mail truancy letters; **maintain homework request agreements and Independent Study contracts; attend School Attendance Review Board (SARB) meetings as directed.**

Maintain textbook inventory as assigned; provide textbooks to students according to established procedures; communicate with appropriate District personnel regarding textbook and consumable orders; maintain student debt list and provide related information to students, parents and school personnel as assigned.

Prepare documents such as form letters and memos, calendars, bulletins, awards or other materials to communicate information to students, staff or the public.

Assist health office staff as needed; administer basic first aid and assist with providing prescribed medication to students as needed.

Collect payments as assigned by the position; complete transactions and secure funds according to established procedures.

Assist with processing of documents, forms, mailings and other materials and disseminate information to appropriate personnel.

Distribute materials including checks, supplies, applications and other materials as directed; assure timely and proper delivery to designated personnel.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Maintain inventory of office supplies and materials.

Receive, sort and distribute mail; respond to e-mail as directed.

OTHER FUNCTIONS:

Attend department and in-service meetings as assigned.

Perform related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Telephone techniques and etiquette.

Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Basic math.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned school office.
Operate standard office equipment including assigned software applications.
Establish and maintain cooperative and effective working relationships with others.
Answer telephones and greet the public courteously.
Learn school objectives, policies, procedures and goals.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written directions.

Maintain confidentiality.

Communicate effectively both orally and in writing.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require possession of a valid California Class C driver's license and a driving record acceptable to the District for insurance purposes.
Some positions in this classification may require the ability to speak, read and write in a designated second language.
Some positions in this classification may require possession of a valid First Aid and CPR certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling and/or crouching to file or retrieve materials.
Seeing to read a variety of materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

OUTREACH CONSULTANT

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, identify and monitor students at risk of dropping out of school; establish contact with students, parents, teachers and counselors; provide direction and develop and coordinate support services; identify strategies to correct problems for students.

ESSENTIAL FUNCTIONS:

Collaborate with administrators to provide early identification of students at risk of failing or leaving school prematurely; work with administrators to establish a properly constituted and elected school site council, develop a student dropout prevention plan, and establish procedures for coordinating services from funding sources at the school level.

Provide and implement appropriate supplemental instructional and auxiliary intervention services to meet the needs of at-risk and high-risk students; make referrals to in-school services and community agencies and alternative educational programs as necessary; increase learning levels for students at risk in literacy, basic skills development, and career-oriented curriculum content.

Monitor and increase attendance among high-risk students and reduce truancy, tardiness, and frequent absenteeism.

Secure outside resources and volunteers, support from private businesses and organizations.

Serve as a member of the School Attendance Review Board (SARB) panel; attend and facilitate SST/ COST meetings; attend site, District and community meetings.

Assist students in securing scholarships, school supplies, employment, community service opportunities, free/reduced lunch, bus transportation, and referrals to community agencies.

Make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance or behavioral issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies as needed.

Collaborate with school administrators in providing a staff development program for teachers, other school personnel, and volunteers regarding the needs of the students, appropriate dropout prevention strategies, and suggestions for the replication of successful programs or strategies that enhance the success of high-risk students; work with school staff to develop strategies to motivate students with behavioral problems.

Assist with the provision of teaching strategies and vocational training relevant to career opportunities for employment.

Operate a variety of standard office equipment including a copier, printer, computer and assigned software; operate a two-way radio; drive a vehicle to various sites to conduct work.

OTHER FUNCTIONS:

Assist with school registration activities as requested.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Individual and group behavior and effects of social and economic forces on individuals.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Principles and techniques of interviewing and recording social case work.

Policies and objectives of assigned program and activities.

Community resources.

Applicable sections of the State Education Code and other applicable rules, regulations and laws.

Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Oral and written communication skills.
Public speaking techniques.

ABILITY TO:

Identify at-risk or high-risk students and determine and evaluate needs.
Listen to students with patience and understanding.
Develop constructive solutions to problems and prepare appropriate resources.
Coordinate activities with others to meet the needs of students in areas related to attendance, attitude and achievement.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.

Maintain confidentiality.

Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Prepare and deliver oral presentation and in-services.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in sociology, psychology or related field and three years experience working with at-risk students.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and evidence of insurability.
Some positions may require the ability to speak, read and write in a designated second language.
Incumbents are required to obtain or complete an Outreach Consultant Certificate or Dropout Prevention Specialist Certificate program.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.
Subject to variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time

HAZARDS:

Potential contact with dissatisfied or abusive individuals.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

PARAEDUCATOR – SPECIAL EDUCATION ~~INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION~~

PURPOSE STATEMENT:

Under the direction of the Principal and the director of special education, assist a certificated teacher in reinforcing instruction to moderate to the full range of students with special needs in all instructional settings, includes the preparation of instructional materials and implementation of Individualized Education Plans (IEPs), behavior intervention plans, lesson plans, curriculum and teaching methodologies; provide routine clerical support.

DISTINGUISHING CHARACTERISTICS:

The Paraeducator-Special Education provides specialized health services to individual or small groups of students with special needs and implements positive behavioral supports, reinforces instruction and assists in skill acquisition in all instructional settings.

ESSENTIAL FUNCTIONS:

Assist a certificated teacher in reinforcing instruction to individual or small groups of students with special needs in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of IEPs, taking data, implementing positive reinforcement programs, and building skills leading to independence.

Provide general medical assistance and health care to students with special needs as assigned by the position; administer medication, first aid and CPR according to established procedures as needed; assist with or notify appropriate personnel or outside agencies of emergency medical conditions such as seizures and other serious medical conditions; administer medication according to physician instructions or established procedures; respond to students with seizures or other medical conditions needing monitoring, specialized response protocols or instructed interventions for their participation in the school day.

Reinforce social skills instruction to individual or small groups of students; facilitate social skills activities to provide positive social interaction and to practice social skills; assist in shaping appropriate student behavior through redirection and positive reinforcement and other strategies; implement behavior modifications and intervention plans as directed.

Assist students in focusing on work and completing classroom assignments, homework, make-up work and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with ~~the~~ teachers concerning lesson plans and adapt materials to meet student needs; explain words and concepts as necessary; progress; assist students with math, writing, movement and other assignments and exercises; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior to certificated staff. Work collaboratively with general and special education staff.

Observe and support behavior of students in the classroom and physical education courses according to approved procedures; monitor students during outdoor, lunch/caféteria, library, call-outs, and recess activities as directed; accompany students on field trips, community based activities and to/from bus stops; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

Assist students with performing and developing independent living and self-help skills; assist with eating and feeding activities; assist students with learning social and vocational skills including money management, manners, grooming and personal hygiene; assist students with toileting activities and change diapers or soiled clothing as needed; lift students in and out of wheelchairs, lifts, stands, etc.; position or re-position students as needed, including placing them in therapeutic equipment. Assist students in learning and implementing tools supporting self-regulation and executive functioning.

Escort students to and from designated school locations such as health office, classrooms or other locations as assigned; assist students during physical education activities and using adaptive equipment as assigned by the position.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, notes and files as assigned. Maintain confidentiality of all information related to students.

Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, bulletin boards, and distributing and collecting paper, supplies and materials.

Assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with faculty, staff, administrators and other approved personnel to exchange information and resolve issues or concerns related to IEPs, student activities and behavior. Refrain from direct communication with parents/guardians regarding the IEP or student's program. Maintain positive, professional relationships with parents and community members.

Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned.

Assist with testing activities including monitoring students during State and other testing activities.

Attend meetings and in-services as assigned; maintain current knowledge of emergency procedures, first aid, CPR and other matters related to assigned special education areas.

OTHER FUNCTIONS:

Assist in the preparation of meals including breakfast, snack or lunch.

Assist in providing a clean and appropriate learning environment for assigned students during the school day.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, library, and recess activities as directed; accompany students on field trips and to/from bus stops as assigned; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to children with special needs.

District special education instructional and behavioral support programs.

Basic IEP and behavior intervention plans, terminology, goals and objectives.

Basic subjects taught including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Understand the range of students served and demonstrate implementation of the current research-based practice.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Operation of standard office and classroom equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy and positive communication with students, staff and the school community.

Basic record-keeping and report preparation techniques.

Legal obligation to fully implement a student's IEP.

First aid and CPR procedures.

ABILITY TO:

Demonstrate flexibility and move from one setting to another to support individual or groups of students.

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students with **a range of disabilities and challenges** as directed by the teacher/s.

Assist in the preparation of instructional materials and implementation of individual education plans.

Perform a variety of clerical duties including typing, filing, **assisting with the creation of data sheets** and duplicating materials.

Understand and relate to students with special needs.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Demonstrate an understanding, patient and receptive attitude toward special education students.

Read books to students and assist with reading and writing activities as assigned.

Monitor, observe and report student behavior and progress.

Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer.
Observe health and safety regulations.
Maintain records, prepare routine reports, and maintain confidentiality regarding all student information.
Administer first aid, CPR, and medication.
Implement toileting programs.
Build and foster student independence.
Follow specific reinforcement and behavior/social programs.
Be trained in and utilize C.P.I. techniques (crisis prevention).

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from secondary school or equivalent GED and two years' experience working with children with special needs in an organized setting. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).

Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- OR met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, school and community environment, indoor and outdoor settings.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Lifting, positioning, and pushing children in wheelchairs.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.
Potential contact with blood and other body fluids.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT PARAEDUCATOR

PURPOSE STATEMENT:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans, curriculum and teaching methodologies; provide routine clerical support.

ESSENTIAL FUNCTIONS:

Assist individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students with reading program activities; assist and motivate students to improve their reading and writing measures; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; reinforce reading instruction including phonics, vocabulary and comprehension in learning centers, small groups or one-on-one with students; assist students with spelling, math and writing exercises and assignments.

Assist students in completing classroom assignments, homework, make up work, and projects; adapt activities and materials under the direction of the teacher as needed; assist students in the operation of a variety of instructional technology; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, library, and recess activities as directed; accompany students on field trips and to/from bus stops as assigned; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, notes and files as assigned.

Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, bulletin boards, and distributing and collecting paper, supplies and materials; assemble student booklets.

Assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.

Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned.

Report observations and incidents relating to students and respond to emergency situations and assist in resolving immediate safety concerns.

Assist students with test preparation skills; administer and proctor various tests including CELDT, ADEPT or others as assigned by the position.

Attend meetings and in-services as assigned.

OTHER FUNCTIONS:

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, library, and recess activities as directed; accompany students on field trips and to/from bus stops as assigned; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.
Safe practices in classroom activities.
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Perform a variety of clerical duties in support of classroom activities.
Learn guidelines and materials related to the classroom reading and other programs as assigned by the position.
Assist in the preparation of instructional materials and implementation of lesson plans.
Read books to students and assist with reading, math and writing activities as assigned.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.

Maintain confidentiality.

Operate standard office and classroom equipment.
Observe health and safety regulations.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from secondary school or equivalent GED and ~~one year~~ **verifiable** experience working with school age children in organization setting or learning environment. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).

Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- OR met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.
Occasional outdoor environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

PARAEDUCATOR INSTRUCTIONAL ASSISTANT – BILINGUAL

PURPOSE STATEMENT:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment in English and a designated second language; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

ESSENTIAL FUNCTIONS:

Assist second language learners to become proficient in English; relate effectively with children in a bilingual and bicultural setting; speak and write in English and the designated second language and sufficient to prepare and correct written materials using correct English composition, spelling and punctuation in English and the target language.

Provide interpretation/translation for parents, school personnel and students during phone calls, meetings, parent conferences, meetings and assemblies; provide oral and written translation and interpretation of correspondence, forms, letters, reports, memos, Individualized Education Plans (IEPs), and other instructional and educational materials from English to a designated second language.

Assist limited or non-English speaking individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students with reading program activities; assist and motivate students to improve their reading and writing measures; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; reinforce reading instruction including phonics, vocabulary and comprehension in learning centers, small groups or one-on-one with students; assist students with spelling, math and writing exercises and assignments.

Assist students in completing classroom assignments, homework, make up work, and projects; adapt activities and materials under the direction of the teacher as needed; assist students in the operation of a variety of instructional technology; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, notes and files as assigned.

Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, bulletin boards, and distributing and collecting paper, supplies and materials; assemble student booklets.

Assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.

Assist with testing students for bilingual skills and other tests as assigned by the position.

Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned.

Attend meetings and in-services as assigned.

OTHER FUNCTIONS:

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, library, and recess activities as directed; accompany students on field trips and to/from bus stops as assigned; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.
Safe practices in classroom activities.
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment.
Oral and written communication skills in English and a designated second language.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to limited or non-English speaking individual or small groups of students as directed by the teacher.
Perform a variety of clerical duties in support of classroom activities.
Learn guidelines and materials related to the classroom reading and other programs as assigned by the position.
Assist in the preparation of instructional materials and implementation of lesson plans.
Read books to students and assist with reading, math and writing activities as assigned.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality.

Communicate effectively both orally and in writing in English and a designated second language.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from secondary school or equivalent GED and ~~one year~~ **some** experience working with school age limited or non-English speaking students in organization setting or learning environment. Incumbents must meet requirements specified under every Student Succeeds Act (ESSA).

Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- OR met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

PURCHASING TECHNICIAN

PURPOSE STATEMENT:

Under the direction of the manager of purchasing and stores, source, evaluate and purchase supplies and materials in compliance with established purchasing regulations and practices; maintain adequate quantities of stock; assure appropriate inventory control systems; resolve issues impacting the efficiency in the purchasing process and providing quality customer service.

ESSENTIAL FUNCTIONS:

Assist staff and/or vendors with ordering and purchasing procedures, and provide required documentation; provide information and facilitating purchasing process in accordance with established policies and guidelines.

Compile data from a variety of sources including vendors, staff, and public agencies to analyze issues, assure compliance with a wide variety of purchasing policies and procedures, and/or monitor purchasing processes.

Evaluate order documentation such as requisitions, pricing, bid documents, and others to assure proper use of District funds in the acquisition of supplies, equipment and/or services in accordance with established guidelines.

Maintain purchasing information, files and records including purchase orders, vender files, and others to assure the availability of documentation in compliance with established policies and regulatory guidelines.

Monitor location of phones, extensions, and voice mail users for the purpose of creating directories, programming changes, and maintaining systems.

Monitor purchase orders and warehouse inventories including deliveries, invoicing, min-max reorder levels, and related information to identify inventory discrepancies; complete purchasing processes in accordance within require time frames; resolve issues delaying receipt of requested materials, products and equipment.

Participate in unit meetings, in-service training, workshops, and others activities as required; convey and/or gather information required to perform functions.

Perform a variety of duties in the purchasing of supplies; process purchase orders, obtain pricing information, and expedite invoicing and deliveries to secure items and/or services within budget and in compliance with established guidelines.

Prepare written materials and electronic purchasing information to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements.

Process purchasing-related information including incoming purchase requisitions, purchase orders, and others to update and distribute information, authorize actions and/or comply with established accounting practices.

Provide direction to warehouse personnel as assigned; assist in prioritizing delivery, identifying stock requirements, and performing related activities to support the warehouse operations.

Provide written and verbal instructions to assist phone and voice mail users.

Recommend vendors based on pricing and conformance to required specifications to determine their capability for performing in accordance with order and delivery requirements.

Research suppliers including new products and sources of supply to assure availability of vendors and items as needed.

Respond to inquiries of vendors and staff; resolve purchasing issues and/or assure purchases are within State and District requirements/regulations.

Support annual physical inventory of warehouse; verify quantities, and enter data count and item adjustments to the designated financial system; prepare required reports.

OTHER FUNCTIONS:

Assist auditors in providing requested information for completion of audits.

~~Assist the Information Technology department with troubleshooting phone and voicemail problems.~~

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Purchasing practices and procedures.
Basic accounting practices, procedures and terminology.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Mathematical computations.

ABILITY TO:

Perform a variety of technical duties related to the purchasing of services, supplies and equipment.
Prepare, review, verify and process purchasing forms and documents.
Obtain pricing and related purchasing data.
Learn and apply established rules, regulations, policies and procedures related to the purchasing function.
Maintain vendor lists and catalogs.
Communicate effectively both orally and in writing.
Type or input data at an acceptable rate of speed.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Operate a computer and assigned software.
Maintain records and prepare reports.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

REGISTRAR

PURPOSE STATEMENT:

Under the direction of the Principal, enroll and withdraw students according to established procedures; prepare, maintain, modify and evaluate manual and automated scholastic records; monitor and assess student records to identify graduation deficiencies and eligibilities; provide information to authorized parties in compliance with established policies.

ESSENTIAL FUNCTIONS:

Perform enrollment and withdrawal activities; verify fees owed, notary, immunizations, guardianship, documents of citizenship, and related information; request cumulative, health, special education and discipline folders, test results and other pertinent records for incoming students from previous school; duplicate and distribute received records to appropriate school personnel; prepare new student folders as appropriate.

Evaluate transcripts to ensure students received proper credit in various subjects to meet graduation requirements; evaluate transcripts of incoming students; evaluate and interpret transcripts of incoming out-of-District students or foster-care students; transfer grades and semester credit hours and other student information into the student information system.

Inform appropriate personnel **and parents** regarding student course deficiencies **related to grades, debts, and credits; assist in addressing student course requirements clarify student's graduation standing.**; research discrepancies in student record to verify graduation status and assure accuracy of information; communicate with students and parents to determine placement levels and graduation requirements.

Prepare, maintain and process a variety of documents, files, and records including grades, transcripts, student information, test results, Special Education reports, form letters, memos, calendars, class schedules, report cards and others related to assigned activities in accordance with established administrative guidelines and legal requirements; maintain active and inactive student records.

Verify and input data regarding current and new students including grades, credits, test scores, grade level, GPA's, demographics, guardian status and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information utilizing spreadsheets or appropriate databases.

Process a variety of documents and materials such as transcripts and job verifications to provide required information in response to requests from students, other districts, colleges/universities and/or employment agencies.

Respond to inquiries from students, parents, staff, schools, law enforcement, and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data according to established policies and procedures.

Provide support to health office, counselors and administrators as needed.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

OTHER FUNCTIONS:

Attend department, in-service meetings, staff development, workshops and/or seminars as assigned; attend and participate in school events as requested.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Transcript evaluation, maintenance and processing methods, procedures and guidelines.

State and District requirements for graduation.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping, report preparation and filing techniques.

Telephone techniques and etiquette.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Methods of collecting and organizing data and information.
Basic math.

ABILITY TO:

Prepare, maintain, modify and evaluate manual and automated scholastic records.
Monitor and assess student records to identify graduation deficiencies and eligibilities.
Obtain and respond to requests for student records and information.
Interpret, apply and explain rules, regulations, policies and procedures.
Determine appropriate action within clearly defined guidelines.
Answer telephones and greet the public courteously.

Type or input data at an acceptable rate of speed.

Work independently with little direction.
Prioritize and schedule work.
Meet schedules and time lines.
Compile, assemble, verify and prepare data for records and reports.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

Maintain confidentiality.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience including some experience maintaining student records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

SCHOOL COMMUNITY LIAISON

PURPOSE STATEMENT:

Under the direction of the Principal, provide parents and volunteers with a connection to the staff and school; provide support to staff and the Parent Teachers Association (PTA) in the planning of activities and events for students and families.

ESSENTIAL FUNCTIONS:

Provide parents and volunteers with a connection to the staff and school.

Provide support to staff in the planning of activities and events for students and families.

Work with the PTA in planning events; attend PTA meetings and provide assistance related to planning processes and practices; work with the treasurer of the PTA to collect money, prepare receipts, and request for payments from teachers.

Maintain a current database of volunteers; create and distribute interest finders for completion by parents; generate and distribute volunteer lists to teachers and other staff as appropriate.

Prepare and distribute flyers, newsletters, e-mails and other informational materials to communicate with parents and volunteers.

Process documentation for field trips for the school; provide trip request forms, obtain proper signatures, and create, maintain and distribute a database of trips according to established procedures; process requests to the District and provide for follow up with confirmation to teachers as trips are confirmed; troubleshoot related issues.

Provide assistance and support to the Building Effective Schools Together (BEST) committee and program; order incentive supplies as needed; plan and facilitate station rotations for students to learn about school expectations and rules.

Operate a variety of standard office equipment including a copier, laminator, computer and assigned software; drive a vehicle to various sites to conduct work.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Participates in a variety of meetings, workshops and committees.

Attend various events and provide support during events as needed.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Policies and requirements for volunteers.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Basic public relations techniques.

ABILITY TO:

Provide parents and volunteers with a connection to the staff and school.

Provide support to staff and the PTA in the planning of activities and events for students and families.

Meet schedules and time lines.

Prioritize and schedule work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year working in a community service program or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and evidence of insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Occasional evening or variable hours to attend events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

SENIOR CUSTODIAN

PURPOSE STATEMENT:

Under the direction of the Operations Supervisor, perform independent custodial activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

ESSENTIAL FUNCTIONS:

Perform independent activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets other work areas; spot clean and shampoo carpets; resurface gym floor as needed.

Clean gym building, locker room facilities, Education Center Complex, preschool, print shop, central kitchen, preschool and/or other assigned school areas; empty waste receptacles; remove gum, debris and clean or report graffiti as needed.

Clean, scrub and disinfect restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.

Prepare gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.

Inform students and public on the use of facilities and provide information and direction regarding activities, safety issues and/or proper maintenance of facilities; attend evening events and assist the general public to provide support and coordinate other custodial staff in the absence administration staff or lead custodial personnel.

Provide work direction and guidance to assigned custodial and substitute personal in the absence of the Lead Custodian.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, sanitizing machine and other equipment as assigned; drive a vehicle to conduct work as assigned by the position.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set security system as appropriate.

Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority; respond to immediate safety and/or operational concerns; monitor and update fire extinguisher tags.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes.

Coordinate the delivery of a variety of items for a variety of routine use or special events; deliver supplies, packages, furniture or other items to appropriate personnel at the site.

Move, arrange and assemble furniture and equipment as requested.

OTHER DUTIES:

Attend meetings, in-service training and workshops as assigned.

Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Assist with general grounds or maintenance activities as required by the position.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining buildings in a safe, clean and orderly condition.
Interpersonal skills including tact, patience and courtesy.
Communication skills.
Appropriate safety precautions and procedures.
Proper lifting techniques.

ABILITY TO:

Perform independent custodial activities at an assigned school site or facility.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of custodial experience.

LICENSES AND OTHER REQUIREMENTS:

Some position in this class may require a valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.
Occasional evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

SENIOR OFFICE ASSISTANT

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, provide complex clerical support to an assigned school or District office site supervisor; communicate information to staff and the public; provide complete and accurate records related to assigned activities; perform related duties as requested by assigned supervisor.

ESSENTIAL FUNCTIONS:

Answer telephone calls to assist with screening calls, transferring calls, responding to inquiries and taking messages as appropriate.

Assist with processing documents, forms, mailings and materials related to assigned activities including attendance and enrollments in order to disseminate information to appropriate parties.

Collect payments for a variety of events including fines, fees and payments for fund raisers for the in order to complete transactions and secure funds according to established procedures.

Distribute materials including mail, checks, supplies, messages and testing materials and assure delivery to appropriate parties.

Maintain inventory of supplies and materials related to assigned activities including forms, office supplies and textbooks and assure availability of assigned items.

Maintain manual and electronic documents and files related to assigned activities including health logs and records, student registrations, scheduling and withdrawals, letters, forms, reports, purchase orders, cumulative files, test results and Federal Survey cards; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

Maintain student attendance records and assure accurate tracking and documentation of student attendance.

Obtain attendance records for student entry and exit from campus during school hours including late arrivals, sports events and field trips and assure accurate reporting of excused absences and truanancies.

Prepare standardized documents including form letters and memos, calendars, bulletins, purchase orders, field trips, attendance reports and work orders and communicate information to other parties.

Process Independent Studies paperwork according to established procedures; track paperwork and check for signatures; assure proper completion of the documents before submitting for approval.

OTHER FUNCTIONS:

Attend department and in-service meetings related to assigned activities as required.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Basic record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Basic math.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned office, department or program.

Operate standard office equipment including assigned software applications.
Establish and maintain cooperative and effective working relationships with others.
Answer telephones and greet the public courteously.

Learn department or program objectives, policies, procedures and goals.

Type or input data at an acceptable rate of speed.

Understand and follow oral and written directions.

Maintain confidentiality.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require possession of a valid First Aid and CPR certification issued by an authorized agency within six months of employment.

Some positions in this classification may require bilingual proficiency.

Some positions may require possession of a valid first aid and CPR certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Bending at the waist, kneeling and crouching to file or retrieve materials.

Seeing to read a variety of materials.

Sitting for extended periods of time.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

STAFF SECRETARY

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, provide secretarial and clerical support to an assigned supervisor; monitor assigned activities; provide information to students, staff and the public; perform related duties as requested by assigned supervisor.

ESSENTIAL FUNCTIONS:

Assist students and parents in health office including assistance with injuries, illnesses and administration of medication according to established procedures and provide support to the Health Assistant/Nurse when unavailable.

Compile data from a variety of sources including student information systems, work orders, budget reports, specialized reports, personnel records and grant information in order to comply with financial, legal and administrative requirements.

Coordinate office communications including initiating and answering telephone calls, screening and routing calls, taking and relaying messages and conveying information to appropriate parties.

Coordinate a variety of projects, functions and program components including meetings, in-service events, appointments and related transitional student duties.

Enroll new students, set up schedules and provide campus tours to assist with orienting new students.

Maintain manual and electronic documents, files and records related to assigned activities including letters, minutes of meetings, facility use, time sheets, work orders and expense reimbursements; provide up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

Monitor a variety of activities on behalf of assigned Administrator as assigned including account balances and work order status to assist with achieving established goals and meeting target dates.

Order supplies and materials for and assure availability of assigned supplies as required.

Participate in a variety of meetings, workshops, and trainings related to assigned activities; provide or receive related information, record minutes and support the needs of the attendees.

Prepare a variety of documents including correspondence, agendas, minutes, event programs, bulletins, reports and letters; communicate information and create documentation in compliance with established guidelines.

Present information on administrative procedures including department and program policies and submission procedures in order to orient new personnel and disseminate information to existing personnel.

Process documents and materials including time sheets, work orders, requisitions, travel reimbursements, budget transfers and incoming mail and disseminate related information in compliance with administrative guidelines and regulatory requirements.

Reconcile account balances for assigned budget categories and maintain accurate account balances.

Research a variety of topics as assigned including current practices, policies and education codes to assist with providing information, recommendations and address a variety of administrative requirements.

Respond to various inquiries from internal and external parties including staff, parents, students and public agencies and provide timely information and direction and facilitate communication among parties.

Secure substitute personnel and assure adequate classroom coverage when not filled by centralized sub services.

Provides support to assigned administrative personnel and provide assistance with related functions and responsibilities.

OTHER FUNCTIONS:

Provide ~~lunch coverage~~ **support** to Health Assistant/Nurse **office** as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

District operations, policies and objectives.
Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic budgeting practices.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Basic public relations techniques.
Operation of a computer and assigned software.
Basic first aid and CPR.

ABILITY TO:

Perform clerical and secretarial support to an assigned supervisor.
Compose correspondence and written materials independently or from oral instructions.
Perform a variety of clerical accounting duties in support of assigned department or program.
Type or input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Maintain confidentiality.
Communicate effectively both orally and in writing.
Administer basic first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must obtain a valid First Aid and CPR Certification issued by an authorized agency within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting, standing and walking for extended periods of time.

Bending the waist, kneeling or crouching to file and retrieve materials.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

STUDENT SAFETY ~~COMMUNITY~~ ASSISTANT/CAMPUS LIAISON

PURPOSE STATEMENT:

Under the direction of a Principal or Assistant Principal, patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures; serve as campus liaison between the community, parents, school and staff.

ESSENTIAL FUNCTIONS:

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, bus stops, restrooms, parking lots and adjacent areas; monitor student behavior and activity during passing periods and lunchtime; promote positive behavior; assure students arrive to class in a timely manner; enforce school and District rules, regulations and procedures.

Investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; investigate incidents and report instances of graffiti and vandalism; take photos of incidents as appropriate; serve as first responder to student incidents; maintain chain of custody for evidence; prepare students for transport to school nurses' office or ambulance as needed; refer incidents including personal injuries, altercations, suspicious activities, and rule violations to appropriate site personnel.

Escort and direct authorized visitors to desired destinations; provide general information and assistance; escort delinquent, injured, ill or disruptive students to and from administration offices.

Communicate with students, parents, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; provide information to and assist police in matters of illegal student activity; communicate with and mentor at-risk students.

Serve as liaison between the community, parents, school and staff; refer students or parents to school or community resources as necessary.

Monitor attendance of students identified by staff as at-risk due to absences; prepare reports regarding student attendance and behavior; contact parents of students with attendance problems and provide information regarding consequences and suggested intervention methods; prepare School Attendance Review Board (SARB) referrals and attend SARB meetings as requested.

Coordinate and make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies such as State agencies, medical professionals, counselors, foundations, charities as needed.

Prepare written materials and other records to document activities and/or relate activities to administration for action.

Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; utilize and respond to calls on two-way radio; operate a golf cart as assigned by the position; drive a vehicle to conduct work.

Attend a variety of meetings and in-service trainings related to safety, current student needs/incidents and related matters.

Transport students when parent transportation and/or District transportation is not available as requested.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of adolescents.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students.

Oral and written communication skills.

Health and safety regulations.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Basic first aid and CPR procedures.

ABILITY TO:

Patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities.
Assure student compliance with school and organizational policies, rules and regulations.
Investigate occurrences of property damage and suspicious or criminal activity.
Serve as campus liaison between school staff, students, parents and the community.
Provide information regarding programs and services available to students and families and school and/or District activities and procedures
Establish and maintain contact with families of students.
Learn, interpret, apply and explain rules and regulations.
Prevent or break up student conflicts and fights.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Maintain routine records related to assigned activities.
Maintain confidentiality.
Determine appropriate action within clearly defined guidelines.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

LICENSES AND OTHER REQUIREMENTS:

Obtain or possess a valid First Aid and CPR Certificate issued by an authorized agency.
Valid California Class C driver's license and evidence of insurability as assigned by the position.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work as assigned.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Seeing to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a vehicle.
Physical agility and stamina.
Running.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT
SWIMMING POOL CUSTODIAN OPERATOR

PURPOSE STATEMENT:

Under the direction of the Maintenance and Operations Manager, perform a variety of activities involved in the daily operations, cleaning, maintenance and repair of swimming pool and surrounding areas of the complex; conduct daily inspections of pool water and maintain proper chemical balances; assure facility and pool is clean and safe for District use.

ESSENTIAL FUNCTIONS:

Perform a variety of activities involved in the daily operations, cleaning, maintenance and repair of district swimming pools, surrounding areas and related equipment to assure safe and sanitary conditions.

Maintain district swimming pools on a regular basis; brush walls and pool steps, and vacuum pool, hose down surrounding decks and backwash filters for water clarity; clear pool drains, gutters, and deck drains; inspect, maintain, repair and replace a variety of pool related equipment including pumps, motors, filters and other plumbing, mechanical or electrical equipment as needed.

Conduct daily inspections of pool water and maintain proper chemical balances; conduct chemical tests of water; apply chemicals as appropriate to maintain proper pH, chlorine, alkalinity, and other chemistry levels; assure safety of pool water; repair related systems as needed.

Prepare and maintain records related to inspection, repair, hazardous materials and other assigned activities.

Perform custodial activities at the swim complex including cleaning restrooms, vacuuming or sweeping floors, picking up trash, and cleaning windows.

Perform general grounds work including sweeping, raking leaves and washing down pool decks as needed.

Operate a variety of power-driven equipment, testers, gauges and small hand and power tools.

Communicate with students, coaches, other staff members, public, local health department, and others to exchange or provide information regarding swimming pool operations.

Prepare swimming pool and surrounding areas for swim competitions and other athletic events as directed; set up and take down lane lines and other athletic equipment.

Maintain inventory and order items used for cleaning and maintenance of equipment and facility.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools.

Operation of a variety of power-driven equipment, testers, gauges and small hand and power tools.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Basic principles and practices of plumbing and electricity.

Proper chemistry of swimming pool water.

Oral and written communication skills.

General custodial and grounds methods and procedures.

Record-keeping techniques.

Proper lifting techniques.

Basic mathematics.

ABILITY TO:

Clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions of the complex.

Inspect, install, maintain, repair and replace a variety of pool equipment.

Maintain proper chemistry of swimming pool water.

Perform custodial and grounds activities to assure areas are in clean and safe condition.

Estimate and order required supplies and equipment.

Perform the activities of the Maintenance Worker as needed.

Operate a variety of power-driven equipment, testers, gauges and small hand and power tools

Observe health and safety regulations.

Understand and follow oral and written instructions.

Work independently with little direction.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Perform basic mathematical calculations.

Maintain records related to work performed.

Meet schedules and time lines.

Perform heavy physical labor.

Swim and tread water.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience involving the care and cleaning of a swimming pool.

LICENSES AND OTHER REQUIREMENTS:

Obtain or possess a valid Pool Operator Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand and power tools and equipment.

Sitting or standing for extended periods of time.

Walking over rough or uneven surfaces.

Seeing to read a variety of materials and perform maintenance and repair duties.

Lifting, carrying, pushing or pulling heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Heavy physical labor.

Swimming and treading water.

HAZARDS:

Working around and with machinery having moving parts.

Hazardous chemicals and fumes.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range: