



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING

March 24, 2022 – 12:30 p.m.

LOCATION

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:30 p.m.

2. Roll Call

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance while Mike Ostini held up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of HR Staff and Guests

HR staff and guests present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Rachel Walsh, Classified Human Resources Analyst

Olivia Carbajal-Esparza, CSEA Chapter 817 President

6. Public Comment — None

7. Approval of Minutes of Meeting Held February 24, 2022

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

8. Communications — None**9. Informational Items****a. Media Releases/Columns**

No media releases were provided by the County Superintendent of Schools during the past month.

b. Legislative Update

The Director, Human Resources noted that the legislative session is progressing, so pending legislation is still in committee and being developed and revised. She reported that there are several COVID 19-related pieces of legislation pending, including bills to require vaccines for various groups and eliminate the personal belief exemption for students at such time as COVID vaccines become mandatory for students (which they are not currently). She reported that there is also legislation pending to require local educational agencies to develop a COVID 19 testing plan, which SBCEO has already done. She noted that HR would be monitoring the pending legislation and will report back to PC as appropriate.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated April 7, 2022****c. Position Announcements**

11. Action Items

a. Ratification of Eligibility Lists

- i. Health Advocate – Bilingual (Open Continuous – South)
- ii. Health Advocate – Bilingual (Open Continuous – North)
- iii. Paraprofessional (Open Continuous – North)
- iv. Paraprofessional (Open Continuous – North)
- v. Paraprofessional (Open Continuous – North)
- vi. Paraprofessional (Open Continuous – North)
- vii. Paraprofessional (Open Continuous – North)
- viii. School District Financial Advisor (Dual – South)
- ix. Training and Development Assistant (Dual – South)
- x. Youth Support and Service Specialist – Bilingual (Dual – South)
- xi. Youth Support and Service Specialist – Bilingual (Dual – North)

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

b. Classification of Positions — None

c. Job Description

The Director, Human Resources recommended a revision in the job description for Manager, Health Linkages Programs. The proposed revision had the support of the Assistant Superintendent for Educational Services.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

d. Extension of Eligibility List

The Director, Human Resources recommended the extension of the eligibility list dated 10/25/2021 for Paraprofessional through September 21, 2022 in accordance with PC Rule 4451.3.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Scheduling of Special Meeting to Consider Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

After discussion, the Personnel Commission decided to schedule a special meeting on April 14 to consider the adoption of a resolution recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

13. Review Draft Meeting Schedule for FY 2022-23

Commissioners Ostini and Pickavet indicated they had no schedule conflicts with the proposed dates. Commissioner Jaramillo indicated she needed to review her calendar. The meeting schedule will be placed on the April agenda for final approval, with any needed changes.

REPORTS**14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo reported that she was glad for the opportunity to attend the CSPCA conference in early March.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources provided a follow-up report on the results of the temporary six-month suspension of the current minimum experience requirement for Paraprofessional, approved by the Personnel Commission at an August 19, 2021 special meeting. She reported that in the six months prior to the temporary suspension, a total of six Paraprofessionals had been hired, with an average time-to-hire (date of application through hire date) of 88 days. Since the approval of the suspension, eight Paraprofessionals have been hired, with an average time-to-hire of 53 days. She noted that the suspension of the requirements did not appear to have resulted in any decrease in the quality of applicants or eligible; Special Education is still using its discretion to hire the most suitable candidates, and there has been no noted increase in Paraprofessionals being unsuccessful in their probationary periods. She also summarized other changes

that had been made to the process that contributed to the reduction in time-to-hire. She reported that she would come back to the Personnel Commission next month with a proposed revision to the job description to Paraprofessional that will formalize changes to the minimum qualifications, as well as a change in title.

The Director reported that she had attended workshops on AB 438, Supplemental Paid Sick Leave, revising merit rules, and the state of the labor market for education in California. She also gave Rachel Walsh an opportunity to report on what she had learned at the CSPCA conference, including proposed legislation that would allow merit systems to adopt banding of scores instead of the top three ranks system. Rachel also reported learning about creative new recruitment strategies such as putting QR codes on flyers with links to videos, which she has now started using.

The Director concluded by noting that HR had had the first in-person problem-solving meeting with CSEA since last August. It was a very productive meeting and all agreed that it was enjoyable to meet face-to-face.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:33 p.m. The next regularly scheduled meeting will be held on April 28, 2022 at 12:30 p.m. by videoconference. There will be a special meeting on April 14, 2022 at 11:00 a.m.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Carmen Jaramillo
Chair, Personnel Commission



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

SPECIAL MEETING

April 14, 2022 – 12:30 p.m.

LOCATION

Assembly Bill 361 allows local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, this special meeting on April 14, 2022 of the Personnel Commission was conducted by videoconference.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:30 p.m.

2. Roll Call

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance while holding up a U.S. flag for attendees to see.

4. Changes to the Agenda

It should be noted that the PC had previously set the start time for the special meeting at 11:00 a.m., but the posted agenda erroneously listed the start time at 12:30 p.m., so the meeting was held at 12:30 p.m. in order to comply with the Brown Act.

5. Introduction of Classified HR Staff and GuestsHR staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

6. Public Comment — None**UNFINISHED BUSINESS****7. Action Item**

In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-6 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days. Adoption of this resolution formalized the agreement reached at the regular Personnel Commission on March 24, 2022 to continue meeting virtually at least through April 2022.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

REGULAR BUSINESS**8. Action Item**

In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-7 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:38 p.m. The next regularly scheduled meeting will be held on April 28, 2022 at 12:30 p.m. by videoconference.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Carmen Jaramillo
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Mar 25, 2022 through Apr 22, 2022

Position #	Position Information
2478	Manager, Early Care and Education Services • Early Care and Education Services • South 20.00 hours per week • 12.00 months
2481	School Occupational Therapist • School Occupational Therapy Valley • Valley 40.00 hours per week • 10.00 months
2482	Administrator, Internal Services • Internal Services Administration • South County 40.00 hours per week • 12.00 months
2483	Paraprofessional • Battles State Preschool • North County 14.00 hours per week • 10.00 months Bilingual required, 14 hrs/wk

Classified Personnel Report

May 5, 2022

Appointments

Limited Term/Substitute

Aquino-Anda, Gabriela April 8, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Aquino-Anda, Gloria April 8, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Araya, Alyssa April 12, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Bettencourt, Catarina April 7, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Campos, Rina March 25, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Coffin, Leah April 11, 2022
Student Worker/Tutor • Partners In Education • Hope Center
• Hourly as needed

Coronado, Caden April 1, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Juarez, Elizabeth March 30, 2022
Student Worker • Partners In Education • Hope
• Hourly as needed

Montes, John April 1, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Sherlock, Jennifer April 6, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Tolson, Zackary April 18, 2022
Paraprofessional • Special Education • Various Sites
• Hourly as needed

Probationary

Avila Ramirez, Elizabeth May 2, 2022
Youth Support and Service Specialist - Bilingual • Transitional Youth Services • Transitional Youth
100% • 12 months

Basulto, Nancy March 29, 2022
Paraprofessional • Special Education • Taylor Preschool
70% • 10 months

Brown, Sarah March 21, 2022
Paraprofessional • Special Education • Ontiveros Preschool
75% • 10 months

Inzunza Aquino, Celina May 2, 2022
Youth Support and Service Specialist - Bilingual • Transitional Youth Services • Transitional Youth
100% • 12 months

Ramirez, Raquel March 22, 2022
Paraprofessional • Special Education • Oakley Preschool
67.5% • 10 months

Reyes, Stephanie March 31, 2022
Paraprofessional • Special Education • Central Avenue Preschool
67.5% • 10 months

Changes

Anniversary Increase

Barcos, Lydia April 1, 2022
Accounting Technician • School Business Advisory Services • School Business Advisory Services
50% • 12 months

Bezie, Maria April 1, 2022
Clerical Assistant • Early Care and Education • Hope Center
100% • 12 months

Bluem, Denice April 1, 2022
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH
75% • 10 months

Consolascio, Sherry April 1, 2022
Food Service Worker • Early Care and Education • Santa Maria Cal-SAFE
100% • 10 months

Davis, Eli April 1, 2022
Inventory Specialist • Special Education • Special Education Accounting
100% • 12 months

Earle, Rosangel April 1, 2022
Paraprofessional • Special Education • Speech/Language Services, Lompoc
75% • 10 months

Gadler Bell, Marilee School Occupational Therapist • Special Education • School Occupational Therapy Services 100% • 12 months	April 1, 2022
Gonzalez, Esther Paraprofessional • Special Education • Speech/Language Services, Dunlap 75% • 10 months	April 1, 2022
Hernandez, Vivian Office Assistant • Special Education • Special Education Support Staff, Lompoc 100% • 11 months	April 1, 2022
Howard, Diane Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center 100% • 12 months	April 1, 2022
Hulsizer, Samantha Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	April 1, 2022
Kerns, Heather Paraprofessional • Special Education • Vision Services 75% • 10 months	April 1, 2022
Lemos, Lisa Paraprofessional • Special Education • Alice Shaw Elementary 77.5% • 10 months	April 1, 2022
Maquinalez, Jodi Paraprofessional • Special Education • Orientation and Mobility Specialist 75% • 10 months	April 1, 2022
Marble, Margaret Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	April 1, 2022

<p>Martinez, Veronica Paraprofessional • Special Education • Speech/Language Services, McClelland 75% • 10 months</p>	<p>April 1, 2022</p>
<p>Moreno Covarrubias, Blanca Paraprofessional • Special Education • Cold Spring School 81.25% • 10 months</p>	<p>April 1, 2022</p>
<p>Muhr, Joan Office Assistant • Information Technology Services • Information Technology Services 30% • 12 months</p>	<p>April 1, 2022</p>
<p>Remick, Cory Senior Software Engineer • Information Technology Services • Information Technology Services 100% • 12 months</p>	<p>April 1, 2022</p>
<p>Rodriguez, Isabel Paraprofessional • Special Education • Manzanita Charter School 81.25% • 10 months</p>	<p>April 1, 2022</p>
<p>Rubio-Macias, Juana Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 12 months</p>	<p>April 1, 2022</p>
<p>Sanchez De Diaz, Luz Program Associate • Transitional Youth Services • Transitional Youth 100% • 12 months</p>	<p>April 1, 2022</p>
<p>Santizo, Marissa Paraprofessional • Special Education • Hollister School Elementary 81.25% • 10 months</p>	<p>April 1, 2022</p>
<p>Sautot, Jenifer Paraprofessional • Special Education • Cold Spring School 81.25% • 10 months</p>	<p>April 1, 2022</p>

Segura-Casillas, Fatima Program Associate • Transitional Youth Services • Transitional Youth 100% • 12 months	April 1, 2022
Sprague, Lynette Paraprofessional • Special Education • Hollister School Elementary 81.25% • 10 months	April 1, 2022
Teran, Ruby Paraprofessional • Special Education • Olga Reed Elementary 77.5% • 10 months	April 1, 2022
Valadez, Patricia Accounting Technician, Senior • Internal Services • Accounting 100% • 12 months	April 1, 2022
Velazquez, Ricardo Paraprofessional • Special Education • Infant Services, Santa Maria 50% • 10 months	April 1, 2022
Watson, Clarissa Paraprofessional • Special Education • Los Robles High School 68.75% • 12 months	April 1, 2022
Wells, Brittany Child Care Assistant • Early Care and Education • Santa Maria Cal-SAFE 100% • 10 months	April 1, 2022
Wheeler, William Computer/Network Technician, Information Technology Services • ITS • Network & Microcomputer Support 100% • 12 months	April 1, 2022
Wold, Kristen Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	April 1, 2022

Differential - Add

Valentin Contreras, Jose April 1, 2022
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months
ELPAC

Differential - Remove

Baro, Jose March 31, 2022
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months
ELPAC

Out of Classification/Return

Barajas-Rodriguez, Carolina April 1, 2022
Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months
From Child Care Services Technician

Probation to Permanent

Catalan Pineda, Zurisaday April 1, 2022
Paraprofessional • Special Education • Clarence Ruth Preschool
75% • 10 months

Estrada, Jacqueline April 1, 2022
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Garcia Mendoza, Adriana April 1, 2022
Child Care Assistant • Early Care and Education • De Colores State Preschool
75% • 10 months

Huitron, Alejandra April 1, 2022
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - North County
100% • 12 months

Lyons, Virginia April 1, 2022
Program Associate • Partners In Education • Partners In Education
100% • 12 months

Maldonado, Liliana April 1, 2022
Paraprofessional • Special Education • Cold Spring School
81.25% • 10 months

Muniz, Alicia April 1, 2022
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months

Walsh, Rachel April 1, 2022
Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months

Promotion

Takeuchi, Sheila April 1, 2022
Training and Development Assistant • Teacher Induction Program • Teacher Induction Program
100% • 12 months
From Administrative Assistant

Separation

Resignation

Llinares Senon, Illa June 30, 2022
Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration
100% • 12 months

Mervin, Katie May 31, 2022
Manager, Early Care and Education Services • Early Care and Education • Early Care and Education Services
100% • 12 months

Retirement

Fitzpatrick, Shelley June 2, 2022
Paraprofessional • Special Education • Montecito Union School
81.25% • 10 months

Sautot, Jenifer June 3, 2022
Paraprofessional • Special Education • Cold Spring School
81.25% • 10 months



Position Announcement

Dual Certification
Manager, Health Linkages Program
Apply By: 5/2/2022

Full-time, 225 service days per year, 40 hrs/wk • 12 months/year
Bilingual Required. Plan, organize and execute countywide Health Linkages programs focused on serving the low-income, immigrant, Spanish-speaking community. Write grants and negotiate agreements to fund projects, especially those involving Promotores, community partners and independent contractors.

Health Linkages Administration
 Santa Barbara, Santa Maria, Lompoc

Salary: \$83,977 - \$99,822

Apply by: 5/2/2022

Apply online: www.sbceo.org

In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA
 or 402 Farnel Rd Suite B, Santa Maria, CA

Phone: (805) 964-4711

Recruitment: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

Examination: The written examination for this classification is tentatively scheduled for 5/2/2022 at . The oral examination for this classification is tentatively scheduled for 5/10/2022. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.



The position:

Under general direction, plan, execute, and administer countywide collaboratives and Health Linkages programs. The Manager, Health Linkages Programs collaborates with program partners to improve the health of children, families, and the wider community of Santa Barbara County.

Specific duties and responsibilities:

- Plan, organize and execute countywide Health Linkages programs according to the goals and objectives of the program.
- Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate activities, goals, objectives and evaluations with participating programs; develop procedures for the programs to include research-informed and best practices.
- Recruit providers to participate in targeted programs; maintain and update provider/resource lists; procure health and educational materials for programs.
- May supervise program staff, including: interviewing and selecting staff; providing training and professional development to staff; making assignments, reviewing work in progress or upon completion, and assisting staff in resolving problems or errors; setting performance standards, providing performance feedback to staff, and preparing performance evaluations; providing counseling to employees and initiating corrective action or the progressive discipline process as needed.
- Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative education for students, parents and providers; help to identify gaps in health services in Santa Barbara County.
- Schedule and facilitate regular meetings with community partners, Family and Health Advocates, and their supervisors to assess needs for health education and services, review program data, and monitor program performance.
- Collaborate with the Director of Children and Family Resource Services, SBCEO fiscal department staff, and administrative staff to establish billing and reimbursement procedures for health providers.
- Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state.
- Act as spokesperson representing the interests of Health Linkages programs; maintain effective internal and external public relations.
- Assist in grant writing to maintain or expand Health Linkages programs; complete reports as required; incorporate new resources as available to enhance or achieve program goals.
- Perform general administrative duties as directed, and other duties as assigned.

Requirements:

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in community health
- Local, state and national laws and policies affecting community health
- Program development and evaluation
- Effective grant writing strategies
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources and services
- Community outreach and engagement techniques

Depending on assignment, knowledge of oral health education and dental care may be required.

Abilities:

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Organize, implement and evaluate training programs
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions
- Adapt to diverse populations, environments, and requirements
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Maintain confidential health records
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device

Depending on assignment, ability to speak, read, and write Spanish fluently may be required.

Education and experience:

Education: Bachelor's degree in health, public administration, or other related field.

Experience: Two years of experience administering health or social services programs that included responsibility for two or more of the following: needs assessment, program development, program review, case management, data collection and analysis, grant writing, budget management, group facilitation, professional development, and workshop/event coordination.

Additional relevant experience may be substituted for education on a year-for-year basis.



Depending on assignment, valid California licensure in a health-related field (such as Registered Nurse, Registered Dental Hygienist, or Registered Dental Assistant) may be substituted for a bachelor's degree.

Licenses and certificates:

Possession of a valid California driver's license and the use of a dependable vehicle are required.

Working conditions:

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties, such as when applying fluoride varnish.

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.



Position Announcement

Dual Certification
Manager, Health Linkages Program
Apply By: 5/2/2022

Part-time, 225 service days per year, 20 hrs/wk • 12 months/year
Plan, organize and execute countywide Health Linkages programs focused on serving the low-income, immigrant, Spanish-speaking community. Write grants and negotiate agreements to fund projects, especially those involving Promotores, community partners and independent contractors.

Health Linkages Administration
Santa Barbara

Salary: \$41,988.50 - \$49,911

Apply by: 5/2/2022

Apply online: www.sbceo.org

In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA
or 402 Farnel Rd Suite B, Santa Maria, CA

Phone: (805) 964-4711

Recruitment: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

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- Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate activities, goals, objectives and evaluations with participating programs; develop procedures for the programs to include research-informed and best practices.
- Recruit providers to participate in targeted programs; maintain and update provider/resource lists; procure health and educational materials for programs.
- May supervise program staff, including: interviewing and selecting staff; providing training and professional development to staff; making assignments, reviewing work in progress or upon completion, and assisting staff in resolving problems or errors; setting performance standards, providing performance feedback to staff, and preparing performance evaluations; providing counseling to employees and initiating corrective action or the progressive discipline process as needed.
- Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative education for students, parents and providers; help to identify gaps in health services in Santa Barbara County.
- Schedule and facilitate regular meetings with community partners, Family and Health Advocates, and their supervisors to assess needs for health education and services, review program data, and monitor program performance.
- Collaborate with the Director of Children and Family Resource Services, SBCEO fiscal department staff, and administrative staff to establish billing and reimbursement procedures for health providers.
- Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state.
- Act as spokesperson representing the interests of Health Linkages programs; maintain effective internal and external public relations.
- Assist in grant writing to maintain or expand Health Linkages programs; complete reports as required; incorporate new resources as available to enhance or achieve program goals.
- Perform general administrative duties as directed, and other duties as assigned.

Requirements:

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in community health
- Local, state and national laws and policies affecting community health
- Program development and evaluation
- Effective grant writing strategies
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources and services
- Community outreach and engagement techniques

Depending on assignment, knowledge of oral health education and dental care may be required.

Abilities:

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Organize, implement and evaluate training programs
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions
- Adapt to diverse populations, environments, and requirements
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Maintain confidential health records
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device

Depending on assignment, ability to speak, read, and write Spanish fluently may be required.

Education and experience:

Education: Bachelor's degree in health, public administration, or other related field.

Experience: Two years of experience administering health or social services programs that included responsibility for two or more of the following: needs assessment, program development, program review, case management, data collection and analysis, grant writing, budget management, group facilitation, professional development, and workshop/event coordination.

Additional relevant experience may be substituted for education on a year-for-year basis.



Depending on assignment, valid California licensure in a health-related field (such as Registered Nurse, Registered Dental Hygienist, or Registered Dental Assistant) may be substituted for a bachelor's degree.

Licenses and certificates:

Possession of a valid California driver's license and the use of a dependable vehicle are required.

Working conditions:

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties, such as when applying fluoride varnish.

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

Paraprofessional, Behavioral Intervention

Part-Time: 75% 30 hours/week • 10 months/year

Lompoc

Salary: \$19.03 - \$24.16 per hour (hiring range; current top step \$26.70)

Apply by: Open Until Filled

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate:

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Office with integrity and professionalism.

The position:

Assists teachers, DIS staff and behavior specialists of Santa Barbara County Education Office (SBCEO) with administration of intensive behavioral intervention with students in school classroom and/or community settings. Performs a variety of activities in support of special instructional programs.

Specific duties and responsibilities:

- The Paraprofessional for Behavior Intervention is a specialized position for instructional support to teachers and behavior specialists.
- The position assists SBCEO educators with behavior intervention for students having exceptional behavior intervention needs.
- The Paraprofessional for Behavior Intervention has been specially trained and demonstrates competency in advanced behavioral supports.
- Works on an in-depth basis with individual students with exceptional needs to implement intensive behavioral support and instructions to selected students one-on-one or in small groups.
- Provides support to special education staff by implementing visual, behavioral, social, and or communications strategies that enhance student performance and behavior.
- Supports individual students in subject matter throughout the school day.
- Prepares and may develop age-grade appropriate instructional aids and exercises to support behavior intervention and subject matter being taught.
- Participates in consultations with staff on behavior interventions for students on site and in school settings.

- May attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between intervention and educational goals.
- Provides input to special education staff on student performance, progress, and behavior.
- Collects and charts behavioral data and keeps appropriate records for teachers. Assures privacy of student information.
- Develops and uses incentives as positive reinforcement.
- Exercises constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and students ability to understand discipline.
- May monitor classroom activities when a special education teacher is absent from the classroom.
- Observes, monitors, and redirects the behavior of students within approved procedures.
- Reinforces behavior modification techniques determined by the teacher.
- Documents student academic and behavior progress and performance to teachers using the individualized education plan as a guide.
- Records information in formats that support further evaluations.
- Reports occurrences to teachers.
- Assists special program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing, and participates in meetings to share information about behavior intervention programs.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Accompanies students going from one location to another.
- Assists with loading and unloading of assigned students onto buses or other transportation.
- Assures safety of students following health and safety rules.
- When working with students with severe disabilities, may be required assist with certain medical and hygiene functions.
- Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge:

- The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting.
- Requires basic knowledge of autism and other developmental disabilities. Requires basic knowledge of the principles of applied behavior analysis and specific instruction methodologies such as, but not limited to, discrete trial teaching.
- Requires working knowledge of the subjects taught in the schools served by the SBCEO, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- Requires a basic knowledge of teaching and instruction methods.
- Requires knowledge of document requirements for special education students and programs.
- Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise extreme levels of patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students.
- May require competency in a second language.

Abilities:

- Requires the ability to assist teaching staff with implementation of instructional goals and activities.
- Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- Requires the ability to work with students who have severe developmental delays and

behavior problems.

- Requires the ability to apply principles of positive reinforcement, applied behavior analysis, and discrete trial teaching.
- Requires the ability to manage students who act out verbally and physically.
- Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties.
- Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks.
- Requires the ability to work with and demonstrate sensitivity to a diverse population of students and parents.
- Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- May require competency in a second language or basic competency in sign language.

Education and experience:

The position requires a high school diploma or equivalent, 48 hours of college credit hours that are degree eligible, plus one year of experience working with in a classroom environment containing students with special needs. Alternatively, may accept a high school diploma, passing of a competency exam, and three years of classroom experience. Incumbents having additional college course work may use it to substitute for some experience; specialized training and experience implementing positive behavioral supports.

Licenses and certificates:

May require a valid California driver's license and insurance coverage required by law. May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

Working conditions:

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

RECRUITMENT INFORMATION

Examination: The recruitment will be Open Continuous, resulting in internal and external candidates being ranked according to final combined scores as a whole group. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: These positions are open to promotional applicants and the general public who meet minimum qualifications. If this is a Paraprofessional position, applicants must pass a written examination in Mathematics, English-Language Arts and Ability to Assist in Instruction as required by the State or provide transcripts with 48 or more semester units of higher education. New applicants who qualify are merged into the current eligibility list. Appointments shall be made from the top three ranks on the eligibility list.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	23414	09-22-2022



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4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	23449	10-04-2022



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	23093	09-01-2022
2	23303	09-01-2022

03-01-2022



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Child Care Assistant, Part-Time: 75% 30 hours/week

Rank	Application Number	Date Eligibility Expires
1	23153	10-05-2022



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: Health Advocate - Bilingual, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23440	09-23-2022

Number of applicants:

Number of applicants passed screening:

Number of performance/written exam attendees:

Number of oral exam attendees:

03-23-2022



Santa Barbara County Education Office

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Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23433	09-24-2022
2	23450	09-24-2022
3	23472	09-24-2022



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23400	10-01-2022
2	23409	10-01-2022



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Susan C. Salcido, Superintendent of Schools

Open Continuous Certification Eligibility List

Job Class: Paraprofessional, Part-Time (North County)

Rank	Application Number	Date Eligibility Expires
1	23598	10-12-2022



Santa Barbara County Education Office

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Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Dual Certification Eligibility List

Job Class: School Occupational Therapist, Full-Time, 40 hours/week

Rank	Application Number	Date Eligibility Expires
1	23537	10-01-2022

Number of applicants:

Number of applicants passed screening:

Number of performance/written exam attendees:

Number of oral exam attendees:

03-31-2022

PARAPROFESSIONAL

Reports to: Varies by assignment

Division: Varies by assignment

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Interprets individualized education plans and teacher instructions.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.
- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is absent from the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.

PARAPROFESSIONAL

- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: Requires six months' experience working with school-aged children in an organized setting.

Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.
- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.

PARAPROFESSIONAL

- teaching and instruction methods.
- basic clerical and record-keeping processes.
- Special programs available to students.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- working productively and cooperatively with teachers, students, and parents in formal and informal settings,

Ability to:

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in sign language.

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

Physical abilities

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate



PARAPROFESSIONAL

teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 60

Approved by the Personnel Commission:
Revised:

September 27, 2007
May 28, 2020



~~PARA~~EDUCATOR~~PROFESSIONAL~~ - DRAFT

Reports to: Varies by assignment

Division: Varies by assignment

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Interprets individualized education plans and teacher instructions.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.
- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is absent from the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.

~~PARA~~EDUCATOR~~PROFESSIONAL~~ - DRAFT

- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: ~~Requires six months' experience working with school-aged children in an organized setting.~~ Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.

~~PARA~~EDUCATOR~~PROFESSIONAL~~ - DRAFT

- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.
- Special programs available to students.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- working productively and cooperatively with teachers, students, and parents in formal and informal settings,

Ability to:

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in sign language.

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

Physical abilities

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and

~~PARA~~EDUCATOR~~PROFESSIONAL~~ - DRAFT

computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 60

Approved by the Personnel Commission:

September 27, 2007

Revised:

May 28, 2020

Revised

April 28, 2022 (pending approval)



PARAEDUCATOR - DRAFT

Reports to: Varies by assignment

Division: Varies by assignment

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Interprets individualized education plans and teacher instructions.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.
- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is absent from the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.

PARAEDUCATOR - DRAFT

- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.
- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.

PARAEDUCATOR - DRAFT

- Special programs available to students.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- working productively and cooperatively with teachers, students, and parents in formal and informal settings,

Ability to:

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in sign language.

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

Physical abilities

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc.,



PARAEDUCATOR - DRAFT

of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 60

<i>Approved by the Personnel Commission:</i>	September 27, 2007
<i>Revised:</i>	May 28, 2020
<i>Revised</i>	April 28, 2022 (pending approval)



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
 Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Personnel Commission
 Meetings 2022/2023

Date & Time	Location
Thursday, July 28, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 25, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 22, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 27, 2022 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 17, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 15, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, January 26, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 23, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 23, 2023 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 27, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 25, 2023 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 22, 2023 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**

Fiscal06a

Comparative Object Summary

Account Object Code	2021/22 Adopted Budget	2020/21 Revised Budget	2021/22 Actuals with Encum	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budget
Fund 01 - General Fund/County School Ser					
Expense					
2300 Class Admin Sal	135,610	129,708	137,604	7,896.00-	106.09 %
2400 Cler/Office Sal	136,331	131,489	141,190	9,700.85-	107.38 %
2430 Extra Hours/OT	3,000	3,000		3,000.00	
2440 Substitutes	3,000	3,000	5,608	2,607.88-	186.93 %
Total for Object 2000	277,941	267,197	284,402	17,204.73-	
3200 PERS	63,351	55,004	63,597	8,592.67-	115.62 %
3300 Medicare	4,158	3,908	4,534	625.54-	116.01 %
3400 Health & Welfare	122,511	113,963	91,513	22,450.50	80.30 %
3500 UI	138	132	1,402	1,269.86-	1,062.02 %
3600 WC	3,976	3,808	4,394	586.27-	115.40 %
Total for Object 3000	194,134	176,815	165,439	11,376.16	
4300 Supplies	200	200		200.00	
4340 Tangible Dev	400	400		400.00	
4350 Office Supply	3,140	3,140	1,192	1,948.36	37.95 %
Total for Object 4000	3,740	3,740	1,192	2,548.36	
5200 Travel	9,000	9,000	3,443	5,556.52	38.26 %
5300 Dues/Membership	5,650	5,650	3,813	1,837.00	67.49 %
5610 Rntl Les w/o Op	1,300	1,300	1,300		100.00 %
5630 Repairs	200	200		200.00	
5640 Computer Repr	500	500	99	401.00	19.80 %
5650 Maint Agreemnts	700	700	747	47.13-	106.73 %
5710 Inter Prg Trans	400	400		400.00	
5720 Postage	50	50	1	49.49	1.02 %
5730 Printing/Dupl	1,400	1,400	578	822.25	41.27 %
5740 Computer Suppt	710	740	265	475.00	35.81 %
5800 Prof Consulting	7,400	7,370	774	6,596.05	10.50 %
5810 Contract Servs	5,000	5,000		5,000.00	
5830 Advertisement	3,000	3,000	14,614	11,614.00-	487.13 %

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2022, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

ESCAPE ONLINE

Account Object Code	2021/22 Adopted Budget	2020/21 Revised Budget	2021/22 Actuals with Encum	2021/22 Rev Budget -Actuals	2021/22 Actuals /Rev Budge
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5850 Consultant Cont	2,500	2,500		2,500.00	
5930 Postge,Rfl Mtrs			48	48.28-	
Total for Object 5000	37,810	37,810	25,682	12,127.90	
Total for Org 061, Fund 01 and Expense accounts	513,625	485,562	476,714	8,847.69	

Model OB23-17 Personnel Commission				Fiscal Year 2022/23
	# of Items	Item Type	Item Amount	Account Amount
Fund 01 - General Fund/County School Ser				
Expenditure				
01-0000-0-0000-7460-2300-000-1490-0000				142,455
PER COM,Class Admin Sal,Clas Pers,Undistri	1	Salary	142,455.00	
01-0000-0-0000-7460-2400-000-1490-0000				160,557
PER COM,Cler/Office Sal,Clas Pers,Undistri	4	Manual	1,440.00	
	8	Salary	159,116.04	
01-0000-0-0000-7460-2430-000-1490-0000				3,000
PER COM,Extra Hours/OT,Clas Pers,Undistri	1	Manual	3,000.00	
01-0000-0-0000-7460-2440-000-1490-0000				3,000
PER COM,Substitutes,Clas Pers,Undistri	1	Manual	3,000.00	
01-0000-0-0000-7460-3202-000-1490-0000				78,124
PER COM,PERS2,Clas Pers,Undistri	2	Manual	1,524.00	
	7	Salary	76,599.04	
01-0000-0-0000-7460-3302-000-1490-0000				96
PER COM,OasdMed2,Clas Pers,Undistri	1	Manual	29.76	
	1	Salary	66.07	
01-0000-0-0000-7460-3304-000-1490-0000				4,451
PER COM,Medi Class,Clas Pers,Undistri	5	Manual	107.88	
	8	Salary	4,342.55	
01-0000-0-0000-7460-3402-000-1490-0000				103,489
PER COM,H&W2 Class,Clas Pers,Undistri	1	Manual	5,415.00-	
	14	Salary	108,904.00	
01-0000-0-0000-7460-3502-000-1490-0000				1,525
PER COM,UnempI2 Class,Clas Pers,Undistri	3	Manual	32.40	
	7	Salary	1,492.10	
01-0000-0-0000-7460-3602-000-1490-0000				4,776
PER COM,WrkComp2 Class,Clas Pers,Undistri	5	Manual	115.77	
	8	Salary	4,660.00	
01-0000-0-0000-7460-4300-000-1490-0000				200
PER COM,Supplies,Clas Pers,Undistri	1	Other	200.00	
01-0000-0-0000-7460-4340-000-1490-0000				400
PER COM,Compter Exps,Clas Pers,Undistri	1	Other	400.00	
01-0000-0-0000-7460-4350-000-1490-0000				3,140
PER COM,Office Supply,Clas Pers,Undistri	1	Other	3,140.00	
01-0000-0-0000-7460-5200-000-1490-0000				2,000
PER COM,Travel,Clas Pers,Undistri	2	Other	2,000.00	
01-0000-0-0000-7460-5201-000-1490-0000				4,000
PER COM,Out of Cnty Trv,Clas Pers,Undistri	1	Other	4,000.00	

Selection Grouped by Acct Type. (Org = 61, Zero? = N, Item Type? = , Restricted? = Y, Control? = N, Management = 1490, Object Digit = 0, Page Break Level =)

Model OB23-17 Personnel Commission				Fiscal Year 2022/23
	# of Items	Item Type	Item Amount	Account Amount
Fund 01 - General Fund/County School Ser (continued)				
Expenditure (continued)				
01-0000-0-0000-7460-5300-000-1490-0000				9,950
PER COM,Dues/Membership,Clas Pers,Undistri	2	Other	9,950.00	
01-0000-0-0000-7460-5610-000-1490-0000				1,675
PER COM,Rntl Les w/o Op,Clas Pers,Undistri	2	Other	1,675.00	
01-0000-0-0000-7460-5630-000-1490-0000				200
PER COM,Repairs,Clas Pers,Undistri	1	Other	200.00	
01-0000-0-0000-7460-5640-000-1490-0000				500
PER COM,Computer Repr,Clas Pers,Undistri	1	Other	500.00	
01-0000-0-0000-7460-5650-000-1490-0000				1,249
PER COM,Maint Agreemnts,Clas Pers,Undistri	2	Other	1,249.00	
01-0000-0-0000-7460-5715-000-1490-0000				400
PER COM,PhotoCopies,Clas Pers,Undistri	1	Other	400.00	
01-0000-0-0000-7460-5720-000-1490-0000				50
PER COM,Postage,Clas Pers,Undistri	1	Other	50.00	
01-0000-0-0000-7460-5730-000-1490-0000				1,025
PER COM,Printing/Dupl,Clas Pers,Undistri	2	Other	1,025.00	
01-0000-0-0000-7460-5740-000-1490-0000				160
PER COM,Computer Suppt,Clas Pers,Undistri	1	Other	160.00	
01-0000-0-0000-7460-5745-000-1490-0000				300
PER COM,Vehicle Use,Clas Pers,Undistri	2	Other	300.00	
01-0000-0-0000-7460-5800-000-1490-0000				6,000
PER COM,Prof Consulting,Clas Pers,Undistri	2	Other	6,000.00	
01-0000-0-0000-7460-5830-000-1490-0000				10,301
PER COM,Advertisement,Clas Pers,Undistri	2	Other	10,301.00	
Total for Org 061 , Fund 01 and Expenditure accounts				543,023



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Susan C. Salcido, Superintendent of Schools

Personnel Commission Resolution No. 2022-8

Recognizing a State of Emergency and Authorizing Teleconferenced Meetings

WHEREAS, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, social distancing measures have been recommended by the Santa Barbara County Public Health Department to mitigate the spread of COVID-19; and

WHEREAS, the Santa Barbara County Education Office Personnel Commission is committed to open and transparent governance in compliance with the Brown Act; and

WHEREAS, the Santa Barbara County Education Office Personnel Commission is conducting virtual meetings by way of internet-based and/or telephonic services so as to allow members of the public to fully participate in meetings and offer public comment;

NOW THEREFORE, BE IT RESOLVED, by the Santa Barbara County Education Office Personnel Commission:

1. The Santa Barbara County Education Office Personnel Commission has reconsidered the circumstances of the State of Emergency and recognizes that the State of Emergency in the State of California continues to exist due to the COVID-19 pandemic;

2. The Santa Barbara County Education Office Personnel Commission recognizes that social distancing measures remain recommended by state and local officials;
3. The Santa Barbara County Education Office Personnel Commission authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the Santa Barbara County Education Office Personnel Commission on **April 28, 2022**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA

COUNTY OF SANTA BARBARA

I, Amy R. Ramos, Secretary to the Personnel Commission, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Personnel Commission at a regularly called and conducted meeting held on said date:

Director, Human Resources/
Secretary to the Personnel Commission