



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
May 26, 2022 – 12:30 p.m.

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Carmen Jaramillo called the meeting to order at 12:35 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.

**4. Changes to the Agenda**

The Director noted two corrections to the agenda: the resolution number referenced in item 13 should have been 2022-10, and an attachment (draft job description) that was labeled as being for item 11d is in fact for item 11b.

**5. Introduction of HR Staff and Guests**HR staff present:

Mari Baptista, Assistant Superintendent, Human Resources  
Amy Ramos, Director, Human Resources  
Tracie Cordero, Classified Human Resources Specialist  
Rachel Walsh, Classified Human Resources Analyst  
Wendy Garcia, Certificated Human Resources Technician

**6. Public Comment — None****7. Approval of Minutes****a. Minutes of Regular Meeting Held April 28, 2022**

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

**b. Minutes of Special Meeting Held May 4, 2022**

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

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

The County Superintendent of Schools made available media releases about the winners of this year's Battle of the Books and 2022 County honorees for Classified School Employees of the Year. There was also an announcement about a virtual public forum on the closure of Los Prietos Boys Camp.

**b. Legislative Update**

The Director, Human Resources gave an update on changes to the proposed language of AB 2045, which would allow merit systems to adopt banding of eligibility lists, upon support by the Personnel Commission and approval by a majority of all classified employees in an election. It is expected to pass and take an effect January 1, 2023. Human Resources continues to monitor the status of this proposed legislation.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions**

**b. Classified Personnel Report dated June 2, 2022****c. Position Announcements — None****11. Action Items****a. Ratification of Eligibility Lists**

- i. Child Care Assistant (Open Continuous – North (Lompoc))
- ii. Health Advocate – Bilingual (Open Continuous – South)
- iii. Manager, Health Linkages (Bilingual, FT; Dual – location flexible)
- iv. Manager, Health Linkages (PT; Dual – South)
- v. Paraprofessional, Behavioral Intervention (Open Continuous – North)
- vi. School Occupational Therapist (Open Continuous – North (SY Valley))
- vii. Vocational Assistant (Open Continuous – North)

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

**b. Classification of Position**

The Director, Human Resources recommended the establishment of the new classification of Alternative Payment Program Supervisor and provided a proposed job description and recommended salary range of 80. This recommendation had the support of the Assistant Superintendent, Educational Services.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 2-0, with one abstention

**c. Job Descriptions — None**

**d. Extension of Eligibility List**

In accordance with PC Rule 4451.3, Establishment and Life of Eligibility Lists, the Director, Human Resources recommended the extension of the eligibility list dated 12/02/2021 for Clerical Assistant (Bilingual) through September 2, 2022. This recommendation had the support of the Assistant Superintendent, Educational Services.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

**NEW BUSINESS****12. Public Hearing on Approval of Proposed 2022-23 Personnel Commission Budget**

Carmen Jaramillo called the public hearing to order at 1:00 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 22-23. No members of the public were present for the public hearing. The public hearing was closed at 1:08 p.m.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

**13. Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

Pursuant to AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-10 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

The Commissioners agreed to conduct a special meeting on June 17 at 11:00 a.m. by videoconference if needed and to decide at that time whether to conduct the June 30 regular meeting virtually or in-person.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

**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 her district has a lot of recruiting activity and it does not appear to be winding down for the summer.

**15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reminded the Commissioners that May 27 was the deadline to vote for the PCASC Board of Directors.

The Director reported that on May 13, she had conducted a new employee orientation and met a new Paraeducator who had been in an American Sign Language class at Allan Hancock College that she and Special Education staff had visited as part of recruiting efforts for ASL Interpreters. She cited this as a positive outcome of the personal and community outreach (such as in-person job fairs) that Human Resources does to enhance recruiting efforts, along with increased use of technology.

The Director reported that she had volunteered to conduct mock interviews on May 11 of high school students participating in Partners in Education's job readiness programs and was very impressed with the vocational training that one of the students had received for a career as a CNC machinist.

The Director reported that she and the Assistant Superintendent of Human Resources had attended the County Superintendent's State of Education speech hosted by the Santa Maria Valley Chamber of Commerce on May 18.

The Director closed by acknowledging the painful reality of recent mass shootings, in particular the one that occurred earlier in the week in Uvalde, Texas.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION**

The Commission went into closed session at 1:33 p.m. with the Assistant Superintendent, Human Resources to discuss the process for the annual performance evaluation for the Director, Human Resources. Closed session ended at 1:40 p.m. The action taken by the Commission was to waive the Director's evaluation for 2021-22, in accordance with Personnel Commission Rule 4463.2.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:45 p.m. The next regularly scheduled meeting will be held on June 30, 2022 at 12:30 p.m., format to be determined.

A handwritten signature in black ink that reads "Amy R. Ramos". The signature is written in a cursive, flowing style.

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

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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**

June 17, 2022 – 11:00 a.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 June 17, 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 11:02 a.m.

**2. Roll Call**

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

Carmen Jaramillo 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 Staff and Guests**

HR staff present:

Amy Ramos, Director, Human Resources

Rachel Walsh, Classified Human Resources Analyst

**6. Public Comment — None**

## REGULAR BUSINESS

### 7. Action Item

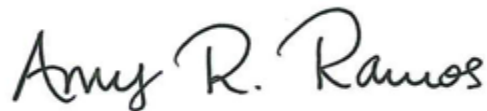
In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-11 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

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

**CLOSED SESSION** — None

## ADJOURNMENT

There being no further business, the meeting was adjourned at 11:16 a.m. The next regularly scheduled meeting will be held on Thursday, June 30, 2022 at 12:30 p.m. by videoconference, pursuant to Assembly Bill 361.



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

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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

### AGENDA ITEM 10a

**May 21, 2022 through June 24, 2022**

Position #	Position Information
2484	Paraeducator • Tommie Kunst Junior High DHOH • North County 20.00 hours per week • 10.00 months
2490	Paraeducator • Battles State Preschool • North County 27.00 hours per week • 10.00 months
2493	Alternative Payment Program Supervisor • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months Starts July 1
2495	Paraeducator • Young Learners State Preschool, SPED • North County 28.00 hours per week • 10.00 months Bilingual required
2496	Paraeducator • Santa Ynez Valley State Preschool SPED • North 13.00 hours per week • 10.00 months Bilingual required
2497	Paraeducator • Santa Ynez Valley State Preschool SPED • North 13.00 hours per week • 10.00 months
2498	Office Assistant • Early Care and Education - Hope Center • South County 40.00 hours per week • 12.00 months

## Santa Barbara County Board of Education

## Classified Personnel Report

July 7, 2022

**Appointments*****Probationary***

Flores, Julie June 13, 2022  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County  
100% • 12 months

Pacheco, Maria May 24, 2022  
Paraeducator • Special Education • Regency Preschool  
70% • 10 months

**Changes*****Anniversary Increase***

Baro, Jose June 1, 2022  
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School  
87.5% • 10 months

Braz Gonzalez, Lupita June 1, 2022  
Paraeducator • Special Education • Orcutt Academy H.S.Preschool  
70% • 10 months

Castillo, Erika June 1, 2022  
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2  
75% • 10 months

Dal Bon, Darnyl June 1, 2022  
Office Assistant • Children and Family Resource Services • Health Linkages Administration  
75% • 12 months

Escalante, Elvia June 1, 2022  
Paraeducator • Special Education • Speech/Language Services, Miller  
75% • 10 months

Esparza, Carrie June 1, 2022  
Paraeducator • Special Education • Manzanita Charter School  
81.25% • 10 months

Fierro, Kaylyn	June 1, 2022
Accounting Technician • School Business Advisory Services • School Business Advisory Services 50% • 12 months	
Fitzpatrick, Shelley	June 1, 2022
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Freedland, Anna	June 1, 2022
Executive Assistant to the County Superintendent (Confidential) - Exempt • Superintendent • Cathedral Oaks 100% • 12 months	
Garate, Hermelinda	June 1, 2022
Clerical Assistant • Special Education • Special Education Support Staff North 100% • 12 months	
Gonzalez, Eduardo	June 1, 2022
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Hernandez, Emeterio	June 1, 2022
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 12 months	
Lebolo, Lorena	June 1, 2022
Paraeducator • Special Education • Montecito Union School 81.25% • 10 months	
Owens, Vera	June 1, 2022
Senior Administrative Assistant • Career Technical Education Program • Hope Center 100% • 12 months	
Torres, Marianna	June 1, 2022
Paraeducator • Special Education • Ontiveros Preschool 75% • 10 months Title change from Paraprofessional to Paraeducator	
Vargas, Beatriz	June 1, 2022
Paraeducator • Special Education • Clarence Ruth Preschool 75% • 10 months	

Vazquez, Magaly June 1, 2022  
Program Associate • Transitional Youth Services • Transitional Youth  
100% • 12 months

Velez, Emilio June 1, 2022  
Paraeducator • Special Education • Dos Puertas School  
75% • 12 months

Vickery, Lupie June 1, 2022  
Senior Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction  
100% • 12 months

Weinstein, Claudia June 1, 2022  
Payroll Technician • Internal Services • Payroll  
100% • 12 months

Williams, Shirley June 1, 2022  
Paraeducator • Special Education • Olga Reed Elementary  
77.5% • 10 months

***Differential - Add***

Ramirez, Raquel May 26, 2022  
Paraeducator • Special Education • Oakley Preschool  
67.5% • 10 months  
Specialized Health Care x 2

Reyes, Stephanie April 29, 2022  
Paraeducator • Special Education • Central Avenue Preschool  
67.5% • 10 months  
Specialized Health Care

Rubio, Paloma May 24, 2022  
Paraeducator • Special Education • Oakley Preschool  
70% • 10 months  
Specialized Health Care

***Probation to Permanent***

Ayala, Gerardo June 1, 2022  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County  
100% • 12 months

Bratcher, Brittany June 1, 2022  
Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara  
100% • 12 months

Gonzalez, Victor June 1, 2022  
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - Lompoc  
100% • 12 months

Padilla, Mayra June 1, 2022  
Child Care Assistant • Early Care and Education • Learning Place State Preschool  
75% • 10 months

Sanchez Camarena, Maria June 1, 2022  
Technology Support Administrative Assistant • Information Technology Services • Cathedral Oaks  
100% • 12 months

Sherchan, Arlene June 1, 2022  
Clerical Assistant • Early Care and Education • Early Care and Education - Hope Center  
100% • 12 months

## **Separation**

### ***Resignation***

Basulto, Nancy June 7, 2022  
Paraeducator • Special Education • Taylor Preschool  
70% • 10 months

Landeros, Maribel June 7, 2022  
Health Advocate - Bilingual • Children and Family Resource Services • Health Advocate - Lompoc  
100% • 12 months

Riutort, Bianca June 10, 2022  
Student Information Specialist • Early Care and Education • Early Care and Education - Hope Center II  
100% • 12 months

### ***Retirement***

Bishop-Sampanis, Barbara June 3, 2022  
Paraeducator • Special Education • Montecito Union School  
81.25% • 10 months

Williams, Shirley

June 8, 2022

Paraeducator • Special Education • Olga Reed Elementary

77.5% • 10 months



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

## **Administrative Assistant, Superintendent's Office (Confidential) - Exempt**

Full-Time • 12 months/year

Santa Barbara

Salary: \$25.37 - \$32.25 per hour (hiring range; current top step \$35.61)  
Initial placement is at one of the first ten steps of the salary range.

**Apply by:** 7/8/2022

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You possess excellent organization, communication, and interpersonal skills. You have knowledge of the functions and operations of the County Education Office. You can work with little or no supervision. You handle confidential information with tact and discretion, and frequent contact with all levels of employees, including the County Board of Education, senior managers, management, outside agencies, and the general public. You have the ability to prioritize matters, handle complex tasks and assignments, and demonstrate sound decision-making and provide accurate judgment. You are responsible to the needs of the Superintendent of Schools and County Board of Education. You are able to be flexible and adapt to changing situations. You possess the demonstrated proficiency in utilizing computers and an enterprise financial system. You have the ability to plan proactively, to anticipate needs, and to seek creative solutions to administrative issues. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

**The position:** Under the general direction of the Executive Assistant to the County Superintendent, provide office and administrative support services to the Superintendent's Office and the County Board of Education. This position requires ability to quickly acquire knowledge of the Office's policies, rules, regulations, procedures and programs. Legal knowledge of the regulations for public meetings is also required.

### **Specific duties and responsibilities:**

- Perform advanced administrative support functions including composing and preparing correspondence, reports, memoranda, scripts, speeches and other documents, including material of a confidential nature
- Interview callers both in person and on the telephone, screening and referring to other individuals or departments as appropriate
- Manage highly sensitive calls to the superintendent's office that may be of political or legal content by determining the best course of support
- Maintain highly confidential information including that which is used for the development of management positions
- Model a high standard of professionalism and service to others

- Provide information where independent judgment, knowledge, and interpretations are utilized
- Schedule appointments, provide information, interpret and explain established policies, rules, programs and procedures with regard to the operation of the County Education Office as required
- Assist in the preparation for monthly meetings of the County Board of Education and Santa Barbara County School Boards Association including sending meeting reminders, developing, composing, duplicating and distributing agendas and supporting documents, reviewing and monitoring materials to be included in agenda
- Assist with superintendent television tapings including composing correspondence, obtaining interview notes and scripts for files, typing and/or formatting scripts, duplicating and distributing digital copies of taping, and updating taping logs
- Prepare and schedule conference rooms for meetings
- Prepare purchase orders for Association meeting expenses, invoice districts for annual Association dues and prepare the annual Association budget
- Prepare and processes travel arrangements and reimbursements for the superintendent and board members as assigned
- Provide office support services to board members and other administrative staff as assigned
- Open, sort and review office mail for routing to appropriate department or programs
- Establish and maintain various files, indexes, records and reports for the Superintendent's Office and the County Board of Education
- Maintain, order and receive office supplies, equipment and forms for the Superintendent's Office, County Board of Education and other assigned special projects
- Assist in budget planning and expenditure control process
- Arrange for repair of office equipment as needed
- Prepare purchase orders, invoices and other documents
- Research and abstract data pertaining to laws, policies and procedures related to job assignment
- Distribute notifications on recommended updates to board policies to the appropriate senior management
- Maintain confidential information and records, including mailing lists and emergency contact information
- Prepare and maintain financial and statistical records and reports including a check for accuracy, completeness and compliance with established standards and procedures
- Operate a variety of modern office equipment including computer, typewriter, fax, scanner, calculator and copiers
- Perform related duties as assigned

## **REQUIREMENTS**

### **Knowledge:**

- Public education organization and operations
- Terminology and programs of the County Education Office
- Modern office practices, procedures and equipment Personal computers and industry standard software applications including Microsoft Office, Filemaker, Escape, advanced Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping as well as basic statistical analysis
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Advanced oral and written communication skills
- Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment
- Advanced interpersonal skills promoting an environment of respect while using tact, patience and courtesy
- Brown Act legal requirements in public meetings



**Abilities:**

- Promote a high standard of professionalism and a positive, healthy work environment
- Learn the County Education Office organization, operations, policies and objectives, terminology and programs
- Learn parliamentary procedures in accordance with Brown Act procedures for public agencies
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Perform varied, complex administrative tasks and administrative support duties
- Operate a variety of office machines including typewriter, calculator, copiers
- Operate office machines including a computer and applicable software
- Establish and maintain effective working relationships with the public and others
- Maintain records and prepare reports and memoranda
- Interpret, explain and apply laws, rules, regulations and policies
- Meet schedules and time lines in spite of frequent interruptions
- Plan and organize work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Demonstrate keyboarding/typing skills and speed as required by assignment
- Work confidentially with discretion

**Education and experience:**

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: six years of increasingly responsible administrative support experience preferably in a public education setting

**Licenses and certificates:** May require a valid driver's license and use of a dependable automobile.

**Working conditions:** Work is performed primarily indoors with minimal exposure to health and safety hazards.

**RECRUITMENT INFORMATION**

**Examination:** 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 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:** The written examination for this classification is tentatively scheduled for 7/8/2022. 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.

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of Alternative Payment Program Supervisor

Full-Time • 12 months/year

Promotional Only  
Santa Maria

Salary: \$28.41 - \$36.11 per hour (hiring range; current top step \$39.90)

**Apply by:** 6/20/2022

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are an effective leader who creates a supportive environment for your team, enabling them to set and achieve goals and provide the best service possible. You are detail-oriented and accurate. You are adept at navigating constantly-evolving rules and regulations and helping your team work within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You advise, train, and mentor others in an ongoing effort to advance departmental goals.

**The position:** Under general direction, perform a variety of supervisory and administrative duties to ensure that SBCEO fulfills its annual contract for the Alternative Payment Program. Supervise and coordinate the work of staff engaged in determining eligibility of families for Alternative Payment Program (APP), enrolling families and providers in the program, and collaborating with fiscal staff to facilitate payment of providers. Assume lead role in monitoring changes to rules and regulations affecting APP, drafting and revising program procedures, and training staff on evolving requirements.

### Specific duties and responsibilities:

- Participate in interviewing and selecting staff; provide training and professional development to staff; make assignments, balance caseloads among staff, review work in progress or upon completion, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations; provide counseling to employees and initiate corrective action or progressive discipline process as needed.
- Develop, maintain, and revise APP policies and practices; lead regular meetings of APP staff to educate them about program policies and procedures and promote consistency among ECE offices.
- Attend trainings to maintain knowledge of APP requirements; conduct trainings for staff as needed and maintain training files.
- Maintain clear communication with the public and program participants about APP requirements, including drafting new content for program website and communications to

providers and families.

- Oversee the preparation of projection reports; monitor contract earnings and enrollment projections.
- Review required monthly state reports for accuracy; support ECE centers with audits of their enrollment files; conduct external and internal audits of provider and family documentation and fiscal payments.
- Monitor appropriate enrollment to ensure contract requirements are met; support the completion of annual program evaluations and required documentation.
- Coordinate data validation test to ensure annual data transfer and assessment of data is complete.
- Support Director with special projects.

## **REQUIREMENTS**

### **Knowledge:**

- Policies and procedures related to Alternative Payment Program
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Fee and reimbursement schedules
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- General record-keeping practices and APP file and documentation requirements

### **Abilities:**

- Interpret and apply regulations, policies, procedures and guidelines related to Alternative Payment Program, including enrollment, eligibility, and compliance
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn and apply policies and regulations relating to assigned program
- Establish and maintain effective working relationships with individuals at all levels of the organization and external stakeholders
- Communicate effectively both orally and in writing
- Draft a variety of written materials, including policies, procedures, correspondence, and web content
- Work independently and as member or leader of a team
- Make accurate arithmetical computations
- Work with speed and accuracy
- Use a variety of computerized accounting, enterprise, and other software programs
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

**Education and experience:** Possession of an associate's degree in accounting, business, communications, sociology, or other related field preferred.

Two years of experience performing work in the Alternative Payment Program that included making eligibility determinations, enrolling families or providers, and/or processing provider payments, including or in addition to at least one year of lead worker experience in a social service program.

**Licenses and certificates:** May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions:** An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

## **RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Promotional, resulting in internal candidates only being ranked 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 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:** The written examination for this classification is tentatively scheduled for 6/20/2022. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** Promotional examinations are open to current permanent employees who meet the prescribed qualifications of the classification. The field of competition shall be limited to promotional applicants only. The top three ranks of eligibles shall be interviewed for vacant positions.

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

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Seeks candidates for the position of

## Braille Transcriber

Full-Time • 10 months/year

Fluent in Braille, 40 hrs/wk, start of 22/23 school year  
North County

Salary: \$23.75 - \$30.15 per hour (hiring range; current top step \$33.31)  
Initial placement is at one of the first ten steps of the salary range.

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**Apply by:** 7/29/2022

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

**Ideal candidate:** You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times. You have satisfactorily fulfilled all requirements, and have been accepted as a Braille Transcriber, Certified by the Library of Congress in Literary Braille.

**The position:** Under the direction of an assigned supervisor, transcribe a variety of instructional materials into an appropriate media such as Braille, large print and tactile representation for use by visually impaired students.

### Specific duties and responsibilities:

- Transcribe a variety of instructional materials into an appropriate media such as braille, large print and other special teaching aids for use by visually impaired students
- Determine appropriate format of instructional materials
- Proofread and verify accuracy of transcribed materials
- Organize and prepare transcribed materials in accordance with established National Federation of the Blind (NFB) Braille translation guidelines such as United English Braille, English Braille American Edition, The Nemeth Braille Code for Mathematics, and the Code of Braille Textbook Formats and Techniques translation guidelines
- Prepare braille copies of tests, worksheets, maps, textbooks, charts and other instructional aids and materials utilizing textbook formation rules, Braille codes, English usage, grammar, spelling and punctuation.
- Operate a variety of specialized equipment including Perkins Braillewriter, braille embosser, book binding machine, and thermoform machine
- Order braille and large print books and materials from the state and other agencies and maintain files of purchases and borrowed materials
- Catalog and maintain records of braille transcription, books and other materials.
- Maintain an appropriate inventory of books, supplies and materials
- Assist blind students with braille instruction or classroom academics
- Maintain registration of legally blind students with the California Department of Education

- Attend various workshops and conferences as assigned
- Perform all aspects of the position

## **REQUIREMENTS**

### **Knowledge:**

- Methods, materials, equipment and techniques used in Braille transcription
- Operation of a computer and specialized software; braille translation software, braille embossers, Thermoform Brailon Duplicator, scanning and OCR technology
- Knowledge of web based computer braille files when translating files from print to braille and editing
- NFB Braille translation guidelines and related Library of Congress rules and practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Keyboard effectively
- Knowledge of the Nemeth Code for Mathematics
- Possess the basic knowledge of computer braille code, foreign language code and the code for Chemical Notation
- Knowledge of the design and production of tactile graphic representations of print materials

### **Abilities:**

- Communicate effectively in oral and written form
- Demonstrate a good command of the written language and the ability to proofread and edit materials
- Demonstrate understanding, patience and a receptive attitude concerning the instructional and social needs of blind and partially sighted students
- Maintain confidentiality
- Work collaboratively with others as needed to achieve shared goals
- Plan and organize assigned work to meet schedules and time lines

### **Education and experience:**

Education: Any combination equivalent to graduation from high school and instructional technology pertaining to the blind or visually impaired.

Experience: Two years experience in transcribing materials into Braille or equivalent Braille coursework.

### **Licenses and certificates:**

- Possession of a Library of Congress Certificate demonstrating proficiency as a braille transcriber. Update of United English Braille (UEB) certification for transcribers.
- May require a valid California driver's license

**Working conditions:** Typical office and classroom environments.

## **RECRUITMENT INFORMATION**

**Examination:** 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 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:** 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.

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

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Seeks candidates for the position of

## Office Assistant

Full-time • 12 months/year

Bilingual required

Santa Barbara

Salary: \$22.25 - \$28.25 per hour (hiring range; current top step \$31.22)

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**Apply by:** 6/10/2022

**Apply online:** [www.sbceo.org](http://www.sbceo.org)

**Phone:** 805-964-4711 x5225

### Ideal candidate:

You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

### The position:

Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

### Specific duties and responsibilities:

- Assist in the organization of the assigned office assuring efficiency of operations and work production.
- Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature.
- Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions.
- Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management.
- May include registrar, student transition, and database entry as assigned.
- Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate.
- Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures. Process office and administrative support details not requiring the immediate attention of management.
- Schedule appointments and coordinate arrangements for meetings, workshops or



conferences.

- Prepare agendas and minutes, attending meetings and recording actions.
- Originate and independently prepare material for the manager's approval.
- Maintain confidential information, records and files.
- Train and provide work direction to clerical assistants as assigned.
- Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office.
- May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action.
- Monitor and audit budget expenditures, maintaining a variety of records, reports and files.
- Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management.
- May prepare and assist in grant preparation and contract management.
- Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations.
- Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents.
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment.
- Perform other job-related duties as assigned.

## **REQUIREMENTS**

### **Knowledge:**

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs.
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Demonstrate keyboarding skills and speed as required by the assignment.
- Operate a computer to enter data, maintain records and generate reports.
- Establish and maintain effective working relationships with others.
- Meet schedules and timelines.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work independently with little direction.
- Work confidentially with discretion.

### **Abilities:**

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of telephone techniques and etiquette that promote a strong sense of service to others.
- Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately.
- Knowledge of digital and paper record keeping techniques.
- Principles of providing work direction that promotes efficiency and production.
- Effective oral and written communication skills.
- Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment.

### **Education and experience:**

Graduation from high school including or supplemented by business or administrative support courses and three years of increasingly responsible office experience; experience

working in a public education setting preferred.

**Licenses and certificates:**

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working conditions:**

Work is performed indoors with minimal exposure to health and safety hazards.

**RECRUITMENT INFORMATION**

**Examination:** 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 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:** The written examination for this classification is tentatively scheduled for 6/13/2022. 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.

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



# SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

## Seeks candidates for the position of

### Paraeducator

Part-Time • 10 months/year

22/23 school year

Montecito Union School or Cold Springs

Salary: \$18.21 - \$23.16 per hour (hiring range; current top step \$25.57)

Initial placement is at one of the first ten steps of the salary range.

**Apply by:** Open Until Filled

**Apply online:** [www.sbceo.org](http://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 and staff in providing cognitive instructional, therapeutic, and/or medical support to students with severe and physical disabilities including students with multiple handicaps, emotional disturbance, and severe orthopedic, visual, or hearing impairments. Paraprofessionals are typically assigned to areas such as, but not limited to, special day class where students are severely handicapped and where therapeutic, and/or medical assistance training is required. Advancement potential exists from this position to specialized positions requiring additional training or assignment to specific environments such as those for incarcerated or probationary youth.

### Specific duties and responsibilities:

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with severe disabilities.
- Works on an in-depth basis 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, and other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenish 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 and decorative materials.
- Prepares and may develop age-grade appropriate instructional aids and exercises to

support the curriculum being taught.

- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.
- Assist with implementation of special programs.
- Administers assessment instruments (spelling tests, etc.), 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.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand 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 in reading.
- Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Arranges and participates in parent conferences.
- Assists special program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participate in meetings to share information about special education programs.
- 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.
- Loads 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**

### **Knowledge:**

- The position requires working 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.
- Requires working knowledge of 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.
- Requires a basic knowledge of teaching and instruction methods.
- Requires knowledge of basic clerical and record keeping processes.
- Requires knowledge of special education 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 patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students.

### **Abilities:**

- Requires the ability to assist teaching staff with implementation of instructional goals and

activities, and special needs of students with severe handicaps. •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 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 assist students with developing independence and self- help skills.

•Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.

•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 requires competency in a second language or basic competency in sign language.

•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., 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.

**Education and experience:** The position requires a high school diploma and the ability to pass 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.

**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. Physical Abilities: Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature.

## **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

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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	23963	12-03-2022



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### Open Continuous Certification Eligibility List

Job Class: Health Advocate - Bilingual, Full-time, 40 hours per week, 242 days per year

Rank	Application Number	Date Eligibility Expires
1	23981	12-03-2022





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### Open Continuous Certification Eligibility List

Job Class: Health Advocate - Bilingual, Full-time, 40 hours per week, 242 days per year

Rank	Application Number	Date Eligibility Expires
1	23977	10-15-2022



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Susan C. Salcido, Superintendent of Schools

### Dual Certification Eligibility List

Job Class: Office Assistant, Full-time

Rank	Application Number	Date Eligibility Expires
1	24130	12-16-2022
2	24132	12-16-2022
3	23878	12-16-2022
3	24084	12-16-2022
4	23907	12-16-2022
5	23935	12-16-2022
5	24042	12-16-2022
5	24189	12-16-2022
6	23959	12-16-2022
6	24085	12-16-2022
7	23998	12-16-2022
8	24019	12-16-2022
9	24107	12-16-2022
10	23871	12-16-2022
11	23925	12-16-2022
12	24053	12-16-2022
13	23867	12-16-2022

Number of applicants: 111

Number of applicants passed screening: 86

Number of performance/written exam attendees: 15

Number of oral exam attendees:

06-16-2022



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Susan C. Salcido, Superintendent of Schools

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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	23823	11-26-2022
2	23847	11-26-2022



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Susan C. Salcido, Superintendent of Schools

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### Open Continuous Certification Eligibility List

Job Class: Paraeducator, Part-Time

Rank	Application Number	Date Eligibility Expires
1	23974	12-10-2022



## 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

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### Open Continuous Certification Eligibility List

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

Rank	Application Number	Date Eligibility Expires
1	24032	12-13-2022
2	24233	12-23-2022



## Personnel Commission

### JOB DESCRIPTION

#### HEALTH ADVOCATE - DRAFT

**Reports to:** Manager, Health Linkages Programs

**Division:** Educational Services

#### Our ideal candidate

You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player who can communicate effectively with others including staff, partners, and families. You feel comfortable working in a fast-paced environment, are able to multi-task, and demonstrate flexibility. You are highly organized in record-keeping and data tracking.

#### General description

Under general supervision, participate in the coordination and implementation of health promotion, identification, and access-to-care programs; may be assigned to support children and families in one or more areas of health, such as behavioral wellness or oral health. Help prevent health and wellness issues from escalating to a severe level by performing health and wellness screenings; providing direct services such as fluoride varnish; providing children and their families with referrals to program and community resources and services; and supporting children and their families in overcoming obstacles to accessing care. Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Assist in collecting and analyzing data to identify targeted community needs and implement programs designed to encourage healthy lifestyles, policies and environments.

#### Specific duties and responsibilities

- Assist in coordinating and implementing culturally appropriate health education programs for children and families.
- Assist in providing culturally appropriate training to individuals or groups for health education programs.
- Promote program services in the school community by attending school events, activities, and meetings (in person or virtually); educate students and families about resources available to help them overcome health and wellness challenges; advocate for students who are seeking or utilizing support services; respond to questions from parents, teachers, and community members relating to health issues, providing culturally appropriate relevant information and/or making appropriate referrals.
- Prepare and distribute written information to parents and students on health and safety topics.
- Participate in the setup and implementation of health fairs for the purpose of screening children for health concerns.

### HEALTH ADVOCATE (DRAFT)

- With school and community partners, participate in the creation of coordinated health and wellness promotion campaigns and efforts to implement robust early intervention and awareness programs; send invitation letters and consents; serve as a personal liaison between schools, children and their families, health care providers, and community-based organizations in order to expedite access to services.
- Arrange health screenings and education for program participants with dental and medical practitioners.
- Conduct vision, hearing, oral health, nutrition, behavioral health, and health insurance screenings that are age- and culturally appropriate at targeted sites, and assist practitioners by using assessment protocols and screening tools to determine priorities for children and families receiving services; connecting them with appropriate community- or school-based services; recording health screen information; distributing information; and initiating contact for follow-up.
- Support health case management for children and families with identified service needs or health concerns, including follow-up with families to enroll in health insurance, and access safety net programs and other services and resources.
- Arrange for and conduct fluoride varnish applications for preschool and targeted kindergarten students.
- May provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned.
- Provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment at community events geared to target family populations.
- Develop materials for outreach and presentations.
- Document work activity information on computerized database and activity tracking forms. Prepare periodic reports on a district-by-district and program basis to oversight agencies on units of service to students and parents.
- Assist with planning and facilitation of meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and other groups.
- Perform other related duties as assigned.

#### Requirements

Education: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields.

Possession of an associate's degree in a health-related field is desirable.

### HEALTH ADVOCATE (DRAFT)

Experience: One year of experience performing community health or related activities, such as health promotion or outreach, community resource and referral, or related field. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

#### Knowledge of

- Principles and practices of health education for children, youth, and families.
- Principles and practices of oral health and nutrition.
- Common communicable illnesses.
- Standard office clerical and record-keeping practices.
- Arithmetic including decimals, fractions, and sums.
- Standard English grammar, spelling, and punctuation.
- Challenges facing underserved children and families, such as poverty, behavioral health, homelessness, academic failure, disciplinary action, and incarceration.

#### Skill in

- Presenting information in group settings in a culturally appropriate manner.
- Cultural competency with populations served.

#### Ability to

- Learn, understand, and apply policies, procedures, and rules governing health and safety in assigned programs.
- Learn and understand basic medical terminology related to physical and behavioral health.
- Learn about subsidized health care programs and other community resources for eligible families.
- Become proficient with devices and instruments used in performing health screens.
- Operate standard office equipment.
- Document work activity.
- Perform data entry and file maintenance.
- Perform arithmetical calculations including decimals, fractions, and sums.
- Protect the privacy of student/family information.
- Successfully complete on-site training provided by a registered nurse or other health practitioner.





### HEALTH ADVOCATE (DRAFT)

#### Licenses and certificates

- Possession of a valid California Class C driver's license and the use of a dependable automobile are required.
- Employee must obtain audiometer, vision screening, and fluoride varnish training and certificates by the end of the probationary period.
- May be required to obtain CPR and first aid certification.

#### Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Occasional night and weekend work is required.

#### Salary range 62

#### Series

Instructional

*Approved by the Personnel Commission:*

*June 30, 2022 (pending approval)*



Classification Plan 2021-2022

<b>Administrative Support Series</b>	<b>Salary Range</b>	<i>Computer/Network Technician, Information Technology Services</i>	88
<i>Administrative Analyst</i>	77	<i>Information Technology Support Specialist - Bilingual</i>	88
<i>Administrative Assistant</i>	72	<i>Senior Software Engineer</i>	99
<i>Administrative Assistant, Superintendent's Office (Confidential) -</i>	75	<i>Technology Support Administrative Assistant</i>	73
<i>Alternative Payment Program Supervisor</i>	80	<b>Instructional Series</b>	<b>Salary Range</b>
<i>Communications Specialist</i>	77	<i>Braille Transcriber</i>	72
<i>Executive Assistant to the County Superintendent (Confidential) -</i>	90	<i>Business and Workforce Support Specialist</i>	75
<i>Office Assistant</i>	67	<i>Child Care Assistant</i>	53
<i>Program Associate</i>	72	<i>Child Care Services Technician</i>	59
<i>Reprographics Administrative Assistant</i>	70	<i>Educational Interpreter, American Sign Language, Certified</i>	86
<i>Senior Administrative Analyst</i>	79	<i>Educational Interpreter, American Sign Language, Waiver</i>	82
<i>Senior Administrative Assistant</i>	75	<i>Health Advocate - Bilingual</i>	64
<i>Training and Development Assistant</i>	73	<i>Paraeducator</i>	60
<b>Clerical Series</b>	<b>Salary Range</b>	<i>Paraprofessional, Behavioral Intervention</i>	62
<i>Child Development Technician</i>	70	<i>Teaching Assistant</i>	64
<i>Clerical Assistant</i>	61	<i>Vocational Assistant</i>	60
<i>Clerical Interpreter</i>	68	<i>Youth Support and Service Specialist - Bilingual</i>	60
<i>Clerical Translator</i>	68	<b>Maintenance/Operations/Transportation Series</b>	<b>Salary Range</b>
<b>Data Entry Clerk</b>	<b>38</b>	<i>Custodian</i>	58
<i>Instructional Materials and Mail Clerk</i>	65	<i>Custodian/Delivery Driver</i>	60
<i>Inventory Specialist</i>	69	<i>Custodian/Maintenance Worker</i>	62
<i>Liaison/Clerk, Child Development and Child Care Food Program</i>	61	<i>Delivery Specialist I</i>	62
<i>Switchboard Operator/Receptionist - Bilingual</i>	62	<i>Delivery Specialist II</i>	64
<b>Data Analysis Series</b>	<b>Salary Range</b>	<i>Lead Custodian/Maintenance Worker</i>	64
<i>Educational Data Analyst</i>	84	<i>Maintenance and Operations Supervisor</i>	77
<i>Student Information Specialist</i>	72	<b>Media and Design Series</b>	<b>Salary Range</b>
<b>Fiscal/Business Series</b>	<b>Salary Range</b>	<i>Digital Media Resources Developer</i>	87
<i>Accounting Assistant</i>	66	<i>Mixed Media Specialist</i>	74
<i>Accounting Supervisor</i>	92	<i>Reprographics Supervisor</i>	77
<i>Accounting Technician</i>	72	<i>Webmaster</i>	87
<i>Accounting Technician, Senior</i>	76		
<i>Finance Systems Supervisor</i>	94		
<i>Financial Analyst</i>	80		
<i>Payroll Specialist</i>	75		
<i>Payroll Supervisor</i>	92		
<i>Payroll Systems Supervisor</i>	94		
<i>Payroll Technician</i>	75		
<b>Food Service Series</b>	<b>Salary Range</b>		
<b>Food Service Worker</b>	<b>51</b>		
<b>Healthcare Series</b>	<b>Salary Range</b>		
<i>Licensed Vocational Nurse</i>	82		
<i>School Occupational Therapist</i>	96		
<i>Welcome Every Baby (WEB) Nurse</i>	96		
<b>Human Resources Series</b>	<b>Salary Range</b>		
<i>Benefits Technician</i>	70		
<i>CalSTRS Retirement Benefits Counselor</i>	95		
<i>Certificated Human Resources Specialist</i>	79		
<i>Certificated Human Resources Technician</i>	70		
<i>Classified Human Resources Analyst</i>	84		
<i>Classified Human Resources Specialist</i>	79		
<i>Human Resources Supervisor</i>	90		
<b>Information Technology Series</b>	<b>Salary Range</b>		
<i>Computer/Network Support Supervisor</i>	97		
<i>Computer/Network Technician II</i>	87		

Revised September 23, 2021.

Revised December 26, 2021

Revised January 27, 2022

Revised April 28, 2022

Revised May 26, 2022

Effective July 1, 2021.



**Santa Barbara County Education Office**  
**Classified Hourly Salary Schedule 2021-2022**  
All calendars except central office

Range/Step	A	B	C	D	E	F	G	H	I	J	K	L	M	Range/Step
38	11.16	11.77	12.43	13.10	13.83	13.89	13.97	14.05	14.12	14.20	14.27	14.34	14.41	38
39	11.40	12.03	12.69	13.39	14.12	14.20	14.27	14.34	14.41	14.49	14.57	14.64	14.71	39
40	11.63	12.27	12.94	13.66	14.41	14.48	14.56	14.63	14.70	14.78	14.85	14.93	15.00	40
41	11.96	12.62	13.31	14.05	14.82	14.90	14.97	15.05	15.11	15.20	15.27	15.34	15.42	41
42	12.18	12.85	13.56	14.30	15.09	15.16	15.24	15.31	15.39	15.46	15.53	15.61	15.68	42
43	12.48	13.16	13.88	14.65	15.46	15.53	15.61	15.68	15.76	15.83	15.91	15.98	16.05	43
44	12.78	13.47	14.22	15.00	15.82	15.90	15.98	16.05	16.14	16.22	16.30	16.38	16.47	44
45	13.06	13.76	14.52	15.32	16.17	16.25	16.33	16.43	16.51	16.59	16.67	16.76	16.84	45
46	13.31	14.05	14.82	15.63	16.49	16.59	16.67	16.76	16.83	16.92	17.01	17.09	17.18	46
47	13.63	14.38	15.16	15.99	16.87	16.96	17.05	17.14	17.22	17.30	17.39	17.48	17.56	47
48	13.93	14.70	15.52	16.36	17.26	17.35	17.44	17.52	17.60	17.69	17.78	17.86	17.95	48
49	14.24	15.01	15.83	16.71	17.63	17.71	17.80	17.88	17.97	18.05	18.14	18.23	18.33	49
50	14.56	15.36	16.20	17.09	18.03	18.11	18.20	18.30	18.40	18.49	18.59	18.68	18.77	50
51	14.89	15.70	16.57	17.48	18.43	18.53	18.63	18.72	18.82	18.91	19.01	19.10	19.21	51
52	15.23	16.07	16.95	17.88	18.86	18.97	19.05	19.16	19.25	19.34	19.43	19.54	19.63	52
53	15.57	16.43	17.33	18.28	19.28	19.37	19.47	19.57	19.67	19.75	19.86	19.95	20.04	53
54	15.97	16.83	17.77	18.74	19.78	19.87	19.97	20.07	20.17	20.26	20.36	20.47	20.57	54
55	16.28	17.18	18.13	19.13	20.19	20.28	20.39	20.49	20.60	20.71	20.81	20.92	21.03	55
56	16.63	17.53	18.50	19.51	20.59	20.70	20.80	20.91	21.02	21.12	21.22	21.34	21.44	56
57	16.98	17.93	18.90	19.95	21.05	21.15	21.26	21.37	21.47	21.58	21.69	21.79	21.90	57
58	17.40	18.36	19.37	20.44	21.56	21.67	21.77	21.87	21.99	22.09	22.20	22.30	22.41	58
59	17.81	18.79	19.83	20.91	22.06	22.16	22.28	22.38	22.48	22.61	22.72	22.84	22.95	59
60	18.21	19.21	20.27	21.39	22.57	22.68	22.79	22.91	23.02	23.16	23.27	23.39	23.50	60
61	18.60	19.62	20.70	21.83	23.04	23.16	23.28	23.40	23.51	23.63	23.75	23.86	23.98	61
62	19.03	20.07	21.18	22.34	23.57	23.68	23.81	23.93	24.04	24.16	24.28	24.40	24.51	62
63	19.47	20.53	21.67	22.87	24.12	24.24	24.35	24.47	24.59	24.71	24.84	24.98	25.10	63
64	19.89	20.98	22.13	23.35	24.63	24.76	24.88	25.02	25.14	25.27	25.40	25.52	25.66	64
65	20.36	21.48	22.67	23.92	25.22	25.36	25.48	25.61	25.74	25.86	25.99	26.12	26.25	65
66	20.80	21.95	23.16	24.43	25.76	25.89	26.02	26.14	26.28	26.40	26.53	26.66	26.80	66
67	21.28	22.45	23.68	25.00	26.37	26.49	26.63	26.75	26.89	27.03	27.17	27.30	27.45	67
68	21.72	22.91	24.17	25.50	26.91	27.05	27.19	27.33	27.47	27.60	27.74	27.88	28.02	68
69	22.25	23.47	24.76	26.12	27.56	27.70	27.84	27.98	28.11	28.25	28.40	28.53	28.68	69
70	22.75	24.00	25.33	26.71	28.20	28.33	28.47	28.60	28.75	28.89	29.03	29.18	29.34	70
71	23.24	24.51	25.86	27.27	28.78	28.91	29.06	29.22	29.37	29.51	29.67	29.81	29.96	71
72	23.75	25.05	26.42	27.87	29.41	29.55	29.71	29.86	30.01	30.15	30.30	30.45	30.60	72
73	24.29	25.64	27.04	28.52	30.09	30.24	30.39	30.54	30.69	30.83	30.98	31.15	31.30	73
74	24.83	26.20	27.64	29.17	30.76	30.91	31.06	31.22	31.38	31.55	31.70	31.86	32.02	74
75	25.37	26.78	28.24	29.80	31.44	31.60	31.76	31.93	32.09	32.25	32.41	32.56	32.72	75
76	25.99	27.43	28.93	30.52	32.19	32.35	32.51	32.67	32.83	32.99	33.15	33.32	33.49	76
77	26.57	28.03	29.58	31.21	32.93	33.09	33.26	33.43	33.60	33.77	33.94	34.11	34.28	77
78	27.15	28.64	30.22	31.89	33.63	33.80	33.98	34.14	34.31	34.48	34.66	34.83	34.99	78
79	27.76	29.29	30.90	32.59	34.39	34.56	34.72	34.90	35.06	35.24	35.42	35.60	35.79	79
80	28.41	29.98	31.64	33.37	35.21	35.39	35.57	35.75	35.93	36.11	36.29	36.48	36.66	80
81	29.03	30.63	32.32	34.10	35.98	36.16	36.34	36.52	36.70	36.88	37.06	37.25	37.42	81
82	29.70	31.32	33.05	34.88	36.80	36.98	37.16	37.34	37.53	37.72	37.91	38.10	38.30	82
83	30.37	32.05	33.80	35.66	37.62	37.80	38.00	38.20	38.39	38.57	38.78	38.96	39.15	83
84	31.03	32.74	34.53	36.44	38.44	38.63	38.82	39.02	39.21	39.40	39.59	39.79	40.00	84
85	31.75	33.49	35.33	37.28	39.32	39.52	39.72	39.92	40.13	40.33	40.52	40.74	40.94	85
86	32.45	34.22	36.11	38.09	40.20	40.40	40.61	40.80	41.01	41.22	41.41	41.61	41.83	86
87	33.17	34.99	36.93	38.95	41.09	41.30	41.49	41.70	41.92	42.13	42.34	42.55	42.77	87
88	33.94	35.81	37.78	39.86	42.05	42.26	42.48	42.69	42.90	43.13	43.33	43.54	43.76	88
89	34.70	36.60	38.61	40.75	42.98	43.20	43.41	43.62	43.83	44.06	44.29	44.51	44.72	89
90	35.46	37.40	39.47	41.64	43.93	44.15	44.38	44.60	44.83	45.05	45.27	45.51	45.72	90
91	36.36	38.34	40.45	42.68	45.03	45.25	45.48	45.70	45.92	46.16	46.39	46.63	46.86	91
92	37.26	39.30	41.48	43.76	46.17	46.40	46.64	46.87	47.10	47.35	47.57	47.81	48.05	92
93	38.18	40.27	42.49	44.83	47.29	47.52	47.75	47.99	48.24	48.48	48.73	48.98	49.22	93
94	39.14	41.30	43.57	45.97	48.49	48.74	48.99	49.24	49.47	49.72	49.97	50.21	50.47	94
95	40.20	42.41	44.74	47.21	49.80	50.03	50.29	50.54	50.80	51.05	51.30	51.56	51.82	95
96	41.22	43.48	45.87	48.40	51.06	51.32	51.57	51.83	52.09	52.34	52.61	52.88	53.14	96
97	42.25	44.56	47.02	49.61	52.34	52.61	52.88	53.14	53.41	53.67	53.94	54.21	54.48	97
98	43.28	45.66	48.17	50.82	53.61	53.88	54.15	54.41	54.68	54.96	55.24	55.52	55.79	98
99	44.38	46.82	49.40	52.12	54.99	55.26	55.54	55.82	56.09	56.37	56.65	56.94	57.23	99
100	45.49	47.99	50.63	53.41	56.37	56.64	56.93	57.22	57.51	57.79	58.09	58.37	58.66	100



**Santa Barbara County Education Office**  
**Classified Hourly Salary Schedule 2021-2022**  
All calendars except central office

Range/Step	N	O	P	Q	R	S	T	U	V	W	X	Y	Range/Step
38	14.49	14.57	14.64	14.71	14.79	14.87	14.94	15.09	15.24	15.39	15.53	15.69	38
39	14.79	14.87	14.94	15.01	15.09	15.16	15.24	15.39	15.53	15.69	15.85	16.01	39
40	15.07	15.15	15.23	15.30	15.37	15.45	15.52	15.68	15.84	16.01	16.17	16.32	40
41	15.49	15.57	15.64	15.71	15.79	15.86	15.94	16.10	16.26	16.43	16.59	16.76	41
42	15.76	15.83	15.91	15.98	16.05	16.14	16.22	16.38	16.55	16.72	16.89	17.06	42
43	16.14	16.22	16.31	16.40	16.48	16.57	16.66	16.83	16.99	17.17	17.34	17.51	43
44	16.56	16.64	16.73	16.82	16.90	16.98	17.07	17.24	17.41	17.57	17.75	17.94	44
45	16.93	17.02	17.10	17.19	17.28	17.36	17.45	17.61	17.80	17.98	18.16	18.34	45
46	17.26	17.35	17.44	17.52	17.60	17.69	17.78	17.96	18.14	18.32	18.50	18.68	46
47	17.65	17.74	17.82	17.90	17.99	18.07	18.16	18.34	18.52	18.70	18.89	19.09	47
48	18.03	18.11	18.20	18.30	18.40	18.49	18.59	18.76	18.97	19.16	19.34	19.54	48
49	18.43	18.52	18.62	18.71	18.80	18.90	19.01	19.20	19.38	19.58	19.77	19.97	49
50	18.87	18.97	19.06	19.17	19.25	19.35	19.44	19.64	19.83	20.03	20.24	20.44	50
51	19.30	19.39	19.49	19.59	19.68	19.78	19.87	20.07	20.28	20.49	20.69	20.89	51
52	19.72	19.83	19.91	20.01	20.11	20.21	20.30	20.51	20.71	20.91	21.12	21.34	52
53	20.15	20.24	20.33	20.44	20.55	20.64	20.76	20.96	21.18	21.39	21.60	21.81	53
54	20.69	20.79	20.90	21.01	21.11	21.22	21.33	21.54	21.75	21.97	22.19	22.41	54
55	21.13	21.24	21.35	21.45	21.56	21.67	21.77	21.99	22.21	22.43	22.66	22.89	55
56	21.55	21.66	21.76	21.87	21.98	22.09	22.19	22.41	22.64	22.87	23.08	23.32	56
57	22.01	22.11	22.22	22.33	22.43	22.56	22.67	22.90	23.11	23.35	23.59	23.82	57
58	22.54	22.65	22.76	22.89	22.99	23.11	23.24	23.47	23.70	23.94	24.17	24.43	58
59	23.07	23.20	23.31	23.43	23.55	23.66	23.78	24.01	24.26	24.51	24.75	25.00	59
60	23.61	23.74	23.85	23.97	24.09	24.20	24.32	24.57	24.81	25.06	25.32	25.57	60
61	24.10	24.21	24.33	24.45	24.57	24.70	24.82	25.07	25.33	25.58	25.83	26.09	61
62	24.63	24.76	24.88	25.02	25.14	25.27	25.40	25.66	25.91	26.17	26.43	26.70	62
63	25.22	25.36	25.48	25.61	25.74	25.86	25.99	26.25	26.52	26.79	27.05	27.32	63
64	25.78	25.91	26.03	26.17	26.30	26.42	26.55	26.82	27.08	27.35	27.63	27.90	64
65	26.38	26.51	26.64	26.76	26.90	27.04	27.18	27.45	27.72	28.00	28.27	28.56	65
66	26.93	27.07	27.21	27.35	27.49	27.63	27.76	28.05	28.32	28.60	28.89	29.18	66
67	27.58	27.72	27.86	28.00	28.14	28.27	28.41	28.71	28.99	29.28	29.57	29.87	67
68	28.16	28.29	28.44	28.57	28.72	28.85	29.01	29.29	29.58	29.88	30.17	30.47	68
69	28.81	28.96	29.10	29.26	29.41	29.55	29.71	30.01	30.30	30.60	30.91	31.22	69
70	29.48	29.63	29.78	29.93	30.08	30.23	30.38	30.67	30.98	31.29	31.60	31.93	70
71	30.11	30.26	30.41	30.56	30.71	30.86	31.01	31.31	31.63	31.94	32.26	32.58	71
72	30.75	30.90	31.05	31.21	31.37	31.53	31.68	32.00	32.33	32.65	32.98	33.31	72
73	31.47	31.63	31.79	31.94	32.10	32.26	32.43	32.75	33.07	33.41	33.73	34.08	73
74	32.18	32.34	32.50	32.66	32.82	32.98	33.14	33.47	33.80	34.14	34.48	34.83	74
75	32.88	33.04	33.20	33.37	33.54	33.71	33.89	34.22	34.57	34.91	35.26	35.61	75
76	33.66	33.83	34.01	34.18	34.34	34.51	34.68	35.03	35.39	35.74	36.10	36.47	76
77	34.45	34.63	34.80	34.96	35.13	35.30	35.49	35.84	36.20	36.56	36.93	37.30	77
78	35.17	35.33	35.52	35.70	35.88	36.06	36.24	36.60	36.98	37.34	37.71	38.08	78
79	35.97	36.15	36.33	36.51	36.69	36.87	37.06	37.42	37.79	38.18	38.56	38.94	79
80	36.84	37.02	37.20	37.38	37.58	37.76	37.95	38.34	38.72	39.11	39.51	39.90	80
81	37.62	37.80	38.00	38.20	38.39	38.57	38.78	39.15	39.55	39.94	40.33	40.75	81
82	38.49	38.68	38.88	39.07	39.26	39.45	39.65	40.05	40.45	40.86	41.27	41.68	82
83	39.34	39.54	39.74	39.94	40.14	40.34	40.55	40.95	41.36	41.78	42.19	42.62	83
84	40.20	40.40	40.61	40.80	41.01	41.22	41.41	41.83	42.25	42.67	43.10	43.52	84
85	41.13	41.34	41.54	41.74	41.96	42.17	42.39	42.81	43.24	43.68	44.11	44.55	85
86	42.04	42.26	42.47	42.68	42.89	43.11	43.32	43.76	44.20	44.64	45.08	45.53	86
87	42.98	43.20	43.41	43.62	43.83	44.06	44.29	44.72	45.17	45.62	46.08	46.54	87
88	43.99	44.21	44.43	44.66	44.88	45.10	45.33	45.78	46.24	46.70	47.18	47.63	88
89	44.96	45.17	45.40	45.62	45.85	46.08	46.32	46.78	47.25	47.72	48.20	48.67	89
90	45.94	46.18	46.41	46.66	46.89	47.11	47.36	47.82	48.30	48.78	49.28	49.76	90
91	47.10	47.33	47.56	47.80	48.04	48.28	48.53	49.02	49.51	49.99	50.50	50.99	91
92	48.29	48.53	48.78	49.03	49.28	49.52	49.76	50.26	50.77	51.28	51.79	52.31	92
93	49.46	49.71	49.95	50.20	50.46	50.71	50.97	51.48	51.99	52.51	53.03	53.57	93
94	50.72	50.98	51.23	51.49	51.74	52.01	52.26	52.78	53.32	53.85	54.40	54.93	94
95	52.07	52.33	52.60	52.87	53.13	53.40	53.66	54.20	54.74	55.28	55.84	56.40	95
96	53.41	53.67	53.94	54.21	54.48	54.75	55.03	55.59	56.13	56.70	57.27	57.84	96
97	54.75	55.03	55.30	55.59	55.86	56.13	56.41	56.98	57.55	58.13	58.71	59.30	97
98	56.07	56.36	56.63	56.92	57.21	57.49	57.78	58.35	58.94	59.52	60.13	60.72	98
99	57.52	57.80	58.10	58.39	58.66	58.96	59.26	59.86	60.46	61.06	61.67	62.29	99
100	58.95	59.25	59.55	59.85	60.14	60.45	60.74	61.35	61.97	62.59	63.21	63.84	100



## Personnel Commission

### JOB DESCRIPTION

#### ADMINISTRATIVE SUPPORT SUPERVISOR - DRAFT

**Reports to:** Assistant Superintendent

**Division:** Varies by assignment

#### Our ideal candidate

You have highly developed analytical skills and exceptional organizational skills. You are able to work independently and are also effective as a member or leader of a team. You set a high standard of quality and professionalism for the division and organization.

#### General description

Under general direction, plan, organize, coordinate, and supervise the work of staff engaged in providing a variety of administrative and operational support for a division or program; develop, monitor, reconcile, and administer general fund and grant budgets; serve as liaison with other SBCEO departments and divisions and external entities on budget, administrative, and program matters.

#### Specific duties and responsibilities

- Participate in interviewing and selecting staff; provide training and professional development to staff on administrative policies, work processes and procedures, and software and systems; make assignments, balance workload and assignments among staff, review work in progress or upon completion, advise staff on work methods, and assist staff in resolving problems or errors.
- Set performance standards, provide performance feedback to staff, and prepare performance evaluations in collaboration with program managers; provide counseling to staff and initiate corrective action or progressive discipline process as needed.
- Independently and in collaboration with staff in other divisions, develop and administer division and program budgets by calculating costs, analyzing funder requirements, ensuring that budgets and memoranda of understanding meet funder requirements, and ensuring that required reporting is completed.
- Establish tracking systems to monitor complex budgets from multiple sources; ensure optimal use of available funds by determining timing and sequence of expenditures and which costs are eligible for payment with available funds; oversee invoicing process to ensure projected revenues.
- Review budget and account status with division and program managers, providing guidance on allowable costs and expenditures; troubleshoot fiscal and accounting issues and coordinating resolution with Fiscal staff.
- Prepare a variety of personnel, purchasing, contract, travel, conference and other forms and documents and review those prepared by other staff for accuracy and completeness.
- Review draft memoranda of understanding to ensure consistency with standard language and to analyze whether projected fees will cover cost of providing services; review contractor and vendor cost proposals and negotiate terms to maximize value and minimize cost of services; draft language for labor, material, and service outcomes for professional contracts.

### ADMINISTRATIVE SUPPORT SUPERVISOR - DRAFT

- Plan or oversee arrangements for academic events, professional development sessions, and a variety of other division events; secure locations and make arrangements for food/refreshments, equipment, and other services; administer registration process; coordinate involvement of community partners and participants, including recruitment of volunteers and solicitation of donations.
- Design, improve, standardize, and implement forms, procedures, workflows, recordkeeping, and other systems to increase administrative efficiency; develop, implement, and evaluate work programs, plans, processes, systems and procedures to achieve division or program goals.
- Design and prepare promotional materials for division; review materials prepared by others; create and review content for division website to ensure site adheres to division and SBCEO standards.
- Provide support to management by: maintaining the calendar of a senior manager; reviewing and analyzing budgets and fiscal transactions and making recommendations or corrections as needed; and assuming responsibility for logistical and operational aspects of the division's work.
- Perform related duties as assigned.

#### Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of administrative support that included experience in leading or supervising staff, process improvement, coordinating community events, and overseeing fiscal matters including program budgets, preferably in a public agency. Experience developing and managing grant budgets is desirable.

#### Knowledge of:

- Principles and practices of supervision
- Principles and practices of budget management
- General accounting practices
- Cost analysis and rate setting
- Modern office management practices, procedures, and equipment
- Standard office productivity software applications, including word processing, spreadsheets, and presentations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Arithmetic, including percentages and fractions
- Report writing practices
- Record-keeping practices
- Telephone etiquette
- Email etiquette

**ADMINISTRATIVE SUPPORT SUPERVISOR - DRAFT**

**Ability to:**

- Plan, organize, and prioritize work of self and others
- Set and adjust priorities for self and others
- Learn and apply policies and regulations related to assigned program
- Evaluate and analyze data to make projections and formulate recommendations for management
- Analyze situations accurately and adopt an effective course of action
- Work independently and as member or leader of a team
- Facilitate meetings and discussions effectively
- Represent SBCEO and assigned program effectively
- Develop a variety of high-quality written, numeric, and graphic materials
- Make accurate arithmetical computations
- Design, create, and maintain databases
- Identify opportunities and implement strategies for continuous improvement
- Exercise tact, patience, and courtesy in interactions with others
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Work with speed and accuracy
- Establish and maintain effective working relationships with individuals at all levels of the organization and external partners
- Use a computer; a variety of accounting, enterprise, and standard software applications; and other standard office equipment
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Meet schedules and deadlines
- Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office
- Learn principles and practices of development and administration of grant budgets
- Learn to conduct contract negotiations with vendors and other organizations
- Learn school and community demographics and needs
- Learn K-12 public education system and community resources
- Learn to conduct research
- Learn specialty graphics and publishing software and content management systems
- Learn website design and maintenance

Some positions in this classification may require the ability to learn legal terminology, processes, and reference materials, and how to interpret and apply statutes, court decisions, ordinances, resolutions, and legal documents.

**ADMINISTRATIVE SUPPORT SUPERVISOR - DRAFT**

**Licenses and certificates**

Possession of a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile are required.

**Working conditions**

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is 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 repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.

**Series**

Administrative Support

**Salary range 90**

*Approved by the Personnel Commission:*

June 30, 2022 (pending  
approval)



## Personnel Commission

### JOB DESCRIPTION

#### CUSTODIAN — DRAFT

**Reports to:** Varies by assignment  
**Division:** Administrative Services

#### Our ideal candidate

Ideally, you will have a “can-do” attitude, and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

#### General description

Responsible for performing a variety of custodial duties necessary to maintain assigned buildings in a clean, secure, and operable condition.

#### Specific duties and responsibilities

- Sweep, mop, strip, wax, and buff floors; vacuum spot clean, and shampoo carpets
- Wash and dust screens, doors, desks, counters, table tops and walls
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls
- Restock towel, tissue, and soap dispensers
- Empty pencil sharpeners and trash containers
- Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings
- Maintain security by checking doors, windows and lights
- Set up Board Room and other rooms for meetings and special events
- Move materials, equipment, and furniture between various rooms at assigned buildings and County Education Office and various sites
- Perform related duties as assigned

#### Requirements

Education: High school diploma preferred

Experience: Sufficient training and experience to demonstrate the knowledge and abilities listed below and six month’s experience in the care and cleaning of buildings and facilities

#### Knowledge and skills:

- Methods and materials used in cleaning buildings and related fixtures and equipment
- Basic methods, tools, and equipment and materials used in building maintenance.
- Methods of moving materials, equipment and furniture safely and efficiently
- California Motor Vehicle Code and health and safety regulations
- Oral and written communication skills

### CUSTODIAN — DRAFT

#### Abilities

- Clean buildings and related fixtures and equipment
- Perform simple repairs to assigned buildings
- Move items safely between different locations
- Understand and follow oral and written directions
- Lift, carry, push, or pull materials and equipment weight up to 50 pounds
- Work from tall ladders
- Work cooperatively with others

#### Licenses and certificates

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

#### Working conditions

Indoor and outdoor environment, subject to travel between sites, lifting, climbing, noise, dust, fumes, and cleaning chemicals.

#### Salary range 58

<i>Approved by the Personnel Commission:</i>	May 22, 1987
<i>Revised:</i>	May 28, 1992
<i>Revised:</i>	Nov. 24, 1999
<i>Revised:</i>	Dec. 17, 2015
<i>Revised:</i>	June 23, 2016
<i>Revised:</i>	June 30, 2022 (pending approval)

## *Personnel Commission*

### JOB DESCRIPTION

#### **CUSTODIAN/DELIVERY DRIVER — DRAFT**

**Reports to:** Varies by assignment  
**Division:** Administrative Services

#### **Our ideal candidate**

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

#### **General description**

Under the direction of the Maintenance and Operations Supervisor, perform custodial and routine maintenance duties to assigned buildings; deliver materials and equipment and other items to various locations.

#### **Specific duties and responsibilities**

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets; sweep sidewalks.
- Wash windows and clean rain gutters using tall ladders.
- Wash and dust, screens, doors, desks, counters, table tops and walls.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls.
- Restock towel, tissue and soap dispensers.
- Empty pencil sharpeners and trash containers.
- Replace light bulbs and tubes; clear clogged plumbing; perform other simple repairs, adjustments and replacements to assigned buildings.
- Maintain security by checking doors, windows and lights.
- Set up auditoriums and other rooms for meetings and special events.
- Pick up supplies from vendors in the local area; pick up donations from local individuals.
- Move materials, equipment and furniture between various rooms at the County Office and other sites; deliver paychecks to various sites; move materials, equipment and furniture to and from various sites.
- Clean County cars, trucks and vans.
- Assist in more complex maintenance activities as needed.
- Perform related duties as assigned.

**CUSTODIAN/DELIVERY DRIVER — DRAFT**

**Requirements**

Education: Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above

Experience: One year experience in the care and cleaning of building and facilities, including delivery duties.

**Knowledge of:**

- Methods and materials used in cleaning buildings and related fixtures and equipment.
- Basic methods, tools and equipment and materials used in building maintenance.
- Moving materials, equipment and furniture safely and efficiently.
- California Motor Vehicle Code.
- Locations of and appropriate routes to local vendors and County sites.
- Health and safety regulations.
- Oral and written communication skills.

**Ability to:**

- Drive a vehicle safely.
- Clean buildings and related fixtures and equipment.
- Perform simple repairs to assigned buildings.
- Move items safely between different locations.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift objects weighing up to 100 pounds.
- Work from tall ladders.

**Licenses and certificates**

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

**Working conditions**

Work includes indoor and outdoor environment; subject to travel between sites; lifting and climbing.

**Series**

Maintenance/Operations/Transportation Series



## *Personnel Commission*

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### **JOB DESCRIPTION**

#### **CUSTODIAN/DELIVERY DRIVER — DRAFT**

##### **Salary range 60**

<i>Approved by the Personnel Commission:</i>	June 14, 1984
<i>Revised:</i>	May 28, 1992
<i>Revised:</i>	June 30, 2022 (pending approval)

## Personnel Commission

### JOB DESCRIPTION

#### CUSTODIAN/MAINTENANCE WORKER — DRAFT

**Reports to:** Varies by assignment  
**Division:** Administrative Services

#### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

#### General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

#### Specific duties and responsibilities

- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
- Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
- As directed, assist with preventative maintenance and minor repairs of county vehicles.
- Set up rooms for meetings and special events.
- Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned

#### Requirements

Education: High school diploma or equivalent

Experience: Two years of experience in custodial and maintenance duties, preferably working in a school setting

**CUSTODIAN/MAINTENANCE WORKER — DRAFT**

**Knowledge of:**

- Principles and methods of custodial and semi-skilled maintenance.
- Proper use of tools and equipment used in custodial and building maintenance.
- Health and safety regulations.
- Oral and written communication skills.

**Ability to:**

- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

**Licenses and certificates:**

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

**Working conditions:**

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

**Series**

Maintenance/Operations/Transportation Series

**Salary range 62**

*Approved by the Personnel Commission:*

February 23, 1995

*Revised:*

June 30, 2022 (pending approval)



## Personnel Commission

### JOB DESCRIPTION

#### DELIVERY SPECIALIST I - DRAFT

**Reports to:** Maintenance and Operations Manager  
**Division:** Administrative Services

#### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

#### General description

Organizes and delivers durable instructional media, mail, monetary items, equipment, and supplies to and from a central distribution facility to and from school district and county office sites, complying with delivery schedules, and proper documentation of delivery activity. Assists in storing and retrieving supplies, materials, and equipment.

#### Specific duties and responsibilities

- Prepares and stages delivery orders according to requests and established delivery times. Loads, secures, unloads, and documents the condition and amount of inventory scheduled for delivery to and from the central distribution center.
- Delivers and retrieves returned durable instructional media, mail, financial items, equipment, and supplies, documenting quantities, quality, date and time. Transports special deliveries for testing, unscheduled needs, and events to and among various sites.
- Unloads deliveries at all designated sites, checks delivery to the order, loads returns, and empties delivery containers and other items for return to the central distribution facility. Inspects for conformity to orders and reports shortages, damages, and other discrepancies.
- Checks returned items for re-issue schedule. Requests alternative delivery and return dates to minimize schedule conflicts.
- Collects and delivers locked cash/financial item bags for further processing.
- May assist in the receipt, inspection, storage, and moving of inventoried multimedia items and supplies. Assists with maintenance of stock records and in conducting physical inventory counts.
- Regularly inspects vehicles for safety on a daily basis. Checks and schedules regular maintenance of fluid levels, belts, tires, and mirrors. Cleans the interior and exterior of vehicles.
- Maintains warehousing, shipping, delivery areas in a safe and orderly condition.
- Performs other duties as assigned that support the overall objective of the position.

#### Requirements:

**Education:** The position requires a high school diploma

**Experience:** One year of general warehouse and delivery experience.



### DELIVERY SPECIALIST I - DRAFT

**Knowledge of:**

- Methods, techniques, procedures and practices used for loading, arranging, and distributing time sensitive durable inventory including receipt, handling, and distribution to and from a central supply warehouse and delivery sites.
- Labor saving and material handling devices used for loading and offloading materials.
- California Motor Vehicle Code, traffic safety and safe work rules and practices.
- Sufficient English language and math skills to document work activity and computer quantities, and sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

**Ability to:**

- Perform the essential duties of the position effectively and efficiently.
- Comply with all safety regulations for the handling of durable materials, and fill orders accurately from requisitions.
- Operate a pallet jack and delivery vehicle safely and efficiently in urban, rural, and distant locations.
- Learn normal and alternative routes to meet required schedules for delivery of multimedia, equipment, and supplies to sites
- Perform manual labor, including lifting, carrying, and moving equipment and supplies.
- Actively stand for extended periods of time, walk up to 100 yards, and manipulate (lift, carry, move) heavy weights of up to 50 pounds on a regular basis
- Push, pull, and guide materials over 75 pounds and ability to climb, stoop, kneel, and crouch on a regular basis

**Licenses and certificates**

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

**Working conditions**

- Work is performed indoors and outdoors in varying weather conditions where safety considerations exist from physical labor and handling of medium-to-heavy weight materials. Extended periods of driving in variable traffic and road conditions.

**Series**

Maintenance/Operations/Transportation Series

**Salary range 62**

*Approved by the Personnel Commission:*

September 22, 2011

*Revised:*

June 30, 2022 (pending approval)

## Personnel Commission

### JOB DESCRIPTION

#### DELIVERY SPECIALIST II — DRAFT

**Reports to:** Maintenance and Operations Manager  
**Division:** Administrative Services

#### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

#### General description

Organizes and delivers durable instructional media, mail, monetary items, equipment, and supplies to and from a central distribution facility to and from school district and county office sites, complying with delivery schedules, and proper documentation of delivery activity. Schedules and prioritizes urgent deliveries and changes to delivery schedules. Assists in the storing and retrieval of supplies, materials, and equipment.

#### Specific duties and responsibilities

Incumbents in this classification may concentrate in a geographic territory, however, are capable of serving customers in all routes/territories, and maintaining communications among drivers and routes, evaluating the efficiency of routes, and training other drivers.

- Prepares and stages delivery orders according to requests and established delivery times. Loads, secures, unloads, and documents the condition and amount of inventory scheduled for delivery to and from the central distribution center.
- Delivers and retrieves returned durable instructional media, equipment, and supplies, documenting quantities, quality, date and time. Transports special deliveries for testing, unscheduled needs, and other events to and among various sites.
- Unloads deliveries at all designated sites, checking delivery to the order, and loads returns and empty delivery containers and other items for return to the central distribution facility. Inspects for conformity to orders and reports shortages, damages, and other discrepancies.
- Checks returned items for reissue schedule. Requests alternative delivery and return dates to minimize schedule conflicts.
- Collects and delivers locked cash/financial item bags for further processing.
- Analyzes route documentation including but not limited to times, traffic, school and county office business hours, and recommends changes to routes and material handling to continually enhance efficiency.
- Develops and recommends revisions to delivery and service procedures and schedules.
- May assist in the receipt, inspection, storage, and moving of inventoried multimedia items and supplies. Assists with maintenance of stock records and in conducting physical inventory counts.
- Regularly inspects vehicles for safety. Checks and schedules regular maintenance of fluid levels, belts, tires, and mirrors. Maintains cleanly interiors and exteriors of vehicles. Arranges maintenance and substitution of vehicles based on required intervals. Arranges installation of safety equipment in vehicles.
- Trains and may assign other driver's to specific routes and routines. Schedules/arranges safety and training for all drivers within department as required.

### DELIVERY SPECIALIST II — DRAFT

- Maintains warehousing, shipping, delivery areas in a safe and orderly condition and performs other duties as assigned that support the overall objective of the position.

#### Requirements

Education: Possession of a high school diploma

Experience: Three years of general warehouse and delivery experience.

#### Knowledge of:

- Methods, techniques, procedures and practices used for loading, arranging, and distributing time sensitive durable inventory including receipt, handling, and distribution to and from a central supply warehouse and delivery sites.
- Labor saving and material handling devices used for loading and offloading material.
- California Motor Vehicle Code, traffic safety and safe work rules and practices.
- Organizational and time management skills to meet service and schedule requirements.
- Computer skills to use common office productivity applications.
- English language and math skills to document work activity and compute quantities.
- Human relations skill to exhibit positive customer service and work as a productive member of a team

#### Ability to:

- Perform the essential duties of the position effectively and efficiently while complying with all safety regulations for the handling of durable materials.
- Fill orders accurately from requisitions and operate a pallet jack or dolly cart and delivery vehicle safely and efficiently in urban, rural, and distant locations.
- Learn normal and alternative routes to meet required schedules for delivery of multimedia, equipment, and supplies to sites.
- Analyze and organize routes, perform manual labor, including lifting, carrying, and moving equipment and supplies.
- Stand for extended periods of time, walk up to 100 yards multiple times per daily shift, manipulate (lift, carry, move) heavy weights of up to 50 pounds, push, pull, and guide materials over 75 pounds on a regular basis.
- Climb, stoop, kneel, crouch and arm to hand dexterity to load and unload with a pallet jack or equivalent material handling device, and drive delivery vehicle, and to read numbers and words.

#### Licenses and certificates

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

#### Working conditions

Work is performed indoors and outdoors in varying weather conditions where safety considerations exist from physical labor and handling of medium-to-heavy weight and materials. Ensures the vehicles are maintained and clean. Extended periods of driving in variable traffic and road conditions.



**DELIVERY SPECIALIST II — DRAFT**

**Series**

Maintenance/Operations/Transportation Series

**Salary range 64**

*Approved by the Personnel Commission:*

September 22, 2011

*Revised:*

June 30, 2022 (pending  
approval)

## Personnel Commission

### JOB DESCRIPTION

#### LEAD CUSTODIAN/ MAINTENANCE WORKER - DRAFT

**Reports to:** Varies by assignment  
**Division:** Administrative Services

#### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

#### General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition. Provide direction and supervision to custodial and maintenance staff.

#### Specific duties and responsibilities

- Schedule, train and provide work direction to assigned custodial and maintenance staff; prepare cleaning and maintenance schedules; work with supervisor regarding work performance of staff and building needs; responsible for custodial and other related supply inventories.
- Perform and assign semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform and assign building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; responsible for the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust, screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed
- Responsible for and assign the preventive maintenance and minor repairs of county vehicles.
- Perform and direct the set up of rooms for meetings and special events.

**LEAD CUSTODIAN/ MAINTENANCE WORKER - DRAFT**

- Move materials, equipment and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned.

**Requirements**

Education: High school diploma or equivalent

Experience: Three years of experience in custodial and maintenance duties, preferably working in a school setting. One year of supervisory or lead experience preferred.

**Knowledge of:**

- Planning, organization and work scheduling procedures and techniques.
- Methods, materials and equipment used in cleaning and maintaining buildings and a variety of surfaces, equipment and furniture.
- Health and safety regulations.
- Lead and training principles.
- Oral and written communication skills.

**Ability to:**

- Provide work direction and training to custodial and maintenance personnel.
- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

**Licenses and certificates**

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

**Working conditions**

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

**Series**

Maintenance/Operations/Transportation Series



**LEAD CUSTODIAN/ MAINTENANCE WORKER - DRAFT**

**Salary range 64**

*Approved by the Personnel Commission:*

February 23, 1995

*Revised:*

June 30, 2022 (pending  
approval)

## *Personnel Commission*

### **JOB DESCRIPTION**

#### **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.



## **PARAEDUCATOR — DRAFT**

- 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:** 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.

## **PARAEDUCATOR — DRAFT**

- 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).

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

### **Working conditions**

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

## PARAEDUCATOR — DRAFT

### 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., 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

*Revised:*

June 30, 2022 (pending approval)

## Personnel Commission

### JOB DESCRIPTION

#### VOCATIONAL ASSISTANT — DRAFT

**Reports to:** Varies by assignment

**Division:** Special Education

#### Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with 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

Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participates in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

#### Specific duties and responsibilities

- Transports students to job sites and assists students in learning employment skills.
- Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site.
- Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
- Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
- Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Enters student employment and other data onto student information systems. Assists students by processing work permits.
- Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position

#### Requirements

**Education:** The position typically requires a high school diploma

**Experience:** Two years of experience in an employment, training, or special education area.

**VOCATIONAL ASSISTANT — DRAFT**

**Knowledge of:**

- Employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Publicly funded job and training programs, and the rules and regulations governing student employment.
- Features of payroll and employee benefit plans and using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Sufficient math skills to compute sums, averages, products, and quotients.
- Sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Language, grammar, and writing skill to prepare documentation of work activities.

**Ability to:**

- Carry out all aspects of the position such as interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Achieve harmony and cooperation in communications with others
- Prepare professional correspondence for routine communications.
- Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Maintain up-to-date files and ensure security of private information

**Licenses and certificates**

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

**Working conditions**

Work is performed indoors and in employment locations where minimal safety considerations exist.

**Series**

Instructional Series

**Salary range 60**

*Approved by the Personnel Commission:*

*Revised:*

August 23, 2007

June 30, 2022 (pending approval)

**SANTA BARBARA COUNTY EDUCATION OFFICE  
Personnel Commission**

**PARAPROFESSIONAL - BEHAVIORAL INTERVENTION**

**SUMMARY**

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.

**Distinguishing Career Features**

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 student's 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

## Paraprofessional, Behavioral Intervention Page 2

functions.

Performs other duties as assigned that support the overall objective of the position.

### **QUALIFICATIONS**

#### **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.

#### **Knowledge and Skills**

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.

#### **LICENSES AND CERTIFICATES**

May require a valid driver's license. May require a valid first aid card. Completion of a structured course in Crisis Prevention Intervention (CPI).

#### **WORKING CONDITIONS**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.

### Paraprofessional, Behavioral Intervention Page 3

**Physical Abilities:**

Requires the ability to perform indoors in an office, classroom, or home environment engaged in work of primarily a sedentary to 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 converse with individuals and small groups. Requires the ability to move about office, classroom/home environs, 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. Requires the ability to work at multiple school sites.

**APPROVED BY PERSONNEL COMMISSION: August 23, 2007**



SANTA BARBARA COUNTY EDUCATION OFFICE  
Personnel Commission

~~PARAPROFESSIONAL – BEHAVIORAL INTERVENTION~~

**SUMMARY**

~~Assists teachers, DIS staff~~ **Reports to:** Coordinator, Special Education

**Division:** Special Education

**Our ideal candidate**

~~You are a committed professional with a nurturing and behavior specialists~~ patient demeanor who enjoys working with children and young adults in need of advanced behavioral supports. You work well independently and are also 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 (SBCEO) with administration of integrity and professionalism.

**General description**

~~Provide specialized assistance to teachers and staff in providing intensive behavioral intervention with students in school 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, in classroom and/or community settings. Performs a variety of activities in support of special instructional programs.~~

**Distinguishing Career Features**

~~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~~ **Specific duties and responsibilities**

- ~~Implement~~ Implement intensive behavioral support and instructions to selected students one-on-one or in small groups.
- ~~Provides~~ Provide support to special education staff by implementing visual, behavioral, social, and or communications strategies that enhance student performance and behavior.
- ~~Supports~~ Support individual students in subject matter throughout the school day. ~~Prepares;~~ prepare and may develop age- ~~and~~ grade-appropriate instructional aids and exercises to support ~~behavior~~ behavioral intervention and subject matter being taught.
- ~~Participates~~ Participate in consultations with staff on ~~behavior~~ behavioral interventions for students on site and in school settings. ~~May;~~ may attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between intervention and educational goals.
- ~~Provides~~ Provide input to special education staff on student performance, progress, and behavior.
- ~~Collects~~ Collect and ~~charts~~ chart behavioral data and ~~keeps~~ keep appropriate records for teachers. ~~Assures privacy;~~ maintain confidentiality of student information.
- ~~Develops~~ Develop and ~~uses~~ use incentives as positive reinforcement. ~~Exercises;~~ exercise constant

supervision of children. ~~Assesses; assess~~ the need for, and ~~uses~~use appropriate discipline in accordance with grade level and ~~student=~~student's ability to understand discipline.

- ~~May monitor classroom activities when during brief absence of a special education teacher is absent from the classroom. Observes, monitors; observe, monitor, and redirects~~redirect the behavior of students within approved procedures. ~~Reinforces; reinforce positive behavior using~~ behavior modification techniques determined by the teacher.
- ~~Documents student~~Document students' academic and ~~behavior~~behavioral progress and performance ~~to for~~ teachers, using the individualized education plan as a guide. ~~Records; record~~ information in ~~formats that support further evaluations. Reports occurrences to teachers of assessments and to assist in charting progress toward academic and behavioral goals; share data with teacher and other staff as requested.~~
- ~~Assists special program~~Assist administrative staff with the preparation and presentation of in-service training sessions. ~~Assists; assist~~ in organizing, and ~~participates~~participate in meetings to share information about ~~behavior~~behavioral intervention programs.
- ~~Prepares~~Prepare and ~~maintains~~maintain a variety of files and records for classroom or assigned program.
- ~~Accompanies~~Accompany students ~~going~~ from one location to another. ~~Assists; assist~~ with loading and unloading of assigned students onto buses or other transportation. ~~Assures; assure~~ safety of students, following health and safety rules.
- ~~When working with~~May dispense medicines and assist students with ~~severe disabilities, may be required assist with certain medical and personal~~ hygiene tasks.

## Paraprofessional, Behavioral Intervention Page 2

- Performs other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

### **Education and Experience**

~~The position requires a high school diploma or equivalent, 48 hours of college credit hours that are degree eligible, plus~~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: one year of experience working ~~with~~ in a classroom environment ~~containing that included~~ 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 and/or that involved responsibility for~~ implementing positive behavioral supports.

### **Knowledge and Skills of:**

- ~~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 spectrum disorder and other developmental disorders and 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~~
- documentation requirements for special education students and programs. ~~Requires knowledge of and skill at~~
- basic clerical and record-keeping processes.

### **Skill in:**

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. ~~Requires well-developed human relation skills to work~~
- working 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~~Ability to:

- assist teaching staff with implementation of instructional goals and activities. ~~Requires the ability to behavioral supports~~
- assess the needs of individual students and develop instructional behavioral support techniques and materials to meet those needs. ~~Requires the ability to~~

### Paraprofessional, Behavioral Intervention Page 3

- work with students who have severe developmental delays and behavior problems. Requires the ability to challenges
- 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
- manage students' verbal and physical behavior in a constructive manner
- learn instructional methodologies such as, but not limited to, discrete trial teaching
- 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. provides them with strategies to manage their own behavior, and helps them achieve learning goals.

## LICENSES AND CERTIFICATES

May require a valid driver's license. Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

### Licenses and certificates

May require a valid first aid card. Completion of a structured course and/or certification in Crisis Prevention Intervention (CPI).

## WORKING CONDITIONS

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

### Working conditions

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.

PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

Physical Abilities:

Requires the ability to perform indoors in an office, classroom, or home environment engaged in work of primarily a sedentary to 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 converse with individuals and small groups. Requires the ability to move about office, classroom/home environs, 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. Requires the ability to work at multiple school sites.

~~APPROVED BY PERSONNEL COMMISSION: August 23, 2007~~Series  
Instructional

Salary range 62

Approved by the Personnel Commission:  
Revised:

August 23, 2007  
June 30, 2022 (pending  
approval)



## Personnel Commission

### JOB DESCRIPTION

#### **PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT**

**Reports to:** Coordinator, Special Education

**Division:** Special Education

#### **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 advanced behavioral supports. You work well independently and are also 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**

Provide specialized assistance to teachers and staff in providing intensive behavioral intervention 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, in classroom and/or community settings.

#### **Specific duties and responsibilities**

- Implement intensive behavioral support and instructions to selected students one-on-one or in small groups.
- Provide support to special education staff by implementing visual, behavioral, social, and or communications strategies that enhance student performance and behavior.
- Support individual students in subject matter throughout the school day; prepare and may develop age- and grade-appropriate instructional aids and exercises to support behavioral intervention and subject matter being taught.
- Participate in consultations with staff on behavioral 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.
- Provide input to special education staff on student performance, progress, and behavior.
- Collect and chart behavioral data and keep appropriate records for teachers; maintain confidentiality of student information.
- Develop and use incentives as positive reinforcement; exercise constant supervision of children; assess the need for and use appropriate discipline in accordance with grade level and student's ability to understand discipline.
- May monitor classroom activities during brief absence of a teacher; observe, monitor, and redirect the behavior of students within approved procedures; reinforce positive behavior using behavior modification techniques determined by the teacher.
- Document students' academic and behavioral progress and performance for teachers, using the individualized education plan as a guide; record information in support of assessments and to assist in charting progress toward academic and behavioral goals; share data with teacher and other staff as requested.
- Assist administrative staff with the preparation and presentation of in-service training sessions; assist in organizing, and participate in meetings to share information about behavioral intervention programs.

### **PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT**

- Prepare and maintain a variety of files and records for classroom or assigned program.
- Accompany students from one location to another; assist with loading and unloading of assigned students onto buses or other transportation; assure safety of students, following health and safety rules.
- May dispense medicines and assist students with personal hygiene tasks.
- Perform 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:** one year of experience working in a classroom environment that included students with special needs and/or that involved responsibility for implementing positive behavioral supports.

#### **Knowledge of:**

- principles and practices of age-appropriate child development and guidance applicable for an educational setting
- autism spectrum disorder and other developmental disorders and disabilities.
- principles of applied behavior analysis
- subjects taught in schools served by SBCEO, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies.
- teaching and instruction methods
- documentation requirements for special education students and programs
- basic clerical and record-keeping processes.

#### **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 behavioral supports
- assess the needs of individual students and develop behavioral support techniques and materials to meet those needs
- work with students who have severe developmental delays and behavior challenges
- apply principles of positive reinforcement, applied behavior analysis, and discrete trial teaching
- manage students' verbal and physical behavior in a constructive manner
- learn instructional methodologies such as, but not limited to, discrete trial teaching

### **PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT**

- interact with teachers, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- demonstrate sensitivity to a diverse population of students and parents
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals.

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

#### **Licenses and certificates**

May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

#### **Working conditions**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations. Requires the ability to perform indoors in an office, classroom, or home environment engaged in work of primarily a sedentary to 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 converse with individuals and small groups. Requires the ability to move about office, classroom/home environs, 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. Requires the ability to work at multiple school sites.

#### **Series**

Instructional

#### **Salary range 62**

*Approved by the Personnel Commission:*

*Revised:*

August 23, 2007

June 30, 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

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### **Personnel Commission Resolution No. 2022-12**

#### **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 **June 30, 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:

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Director, Human Resources/  
Secretary to the Personnel Commission