



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

February 25, 2021 – 12:30 p.m.

LOCATION

As authorized by Governor Newsom's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 12:31 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, 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 Guests

Staff present:

Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician
Lettie Padilla, CSEA Chapter 817 President

6. Public Comment — None

No members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

7. Approval of Minutes of Meeting Held January 28, 2021

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

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

These were made available from the County Superintendent of Schools – an update on vaccines for education workers and an announcement about the quarterly recipient of the Rotary Teacher Recognition Award.

b. Legislative Update

The Director reviewed for the Commission three proposed bills and their potential impact on SBCEO operations: SB/AB 86 (legislative plan for school re-openings), AB 95 (bereavement leave), and AB 289 (election process for merit system elections).

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated March 4, 2021****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- i. Manager, Health Linkages Programs (Dual – South)
- ii. Senior Software Engineer (Dual – South)
- iii. Office Assistant (Dual – South (part-time))

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 3-0

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Proposed Revision to 2020-21 Classification Plan

The Personnel Commission approved the revised classification plan proposed by the Director, Human Resources and requested that the Director prioritize updating the job description for the Payroll and Benefits Assistant, as well as developing formal job descriptions for Data Entry Clerk and Administrator, Internal Services. It was also noted that the IMS Digital Resources Specialist classification (currently with no incumbents) should be either assigned to a series or deleted.

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo VOTE: 3-0

NEW BUSINESS

13. Personnel Commission Meeting Schedule

- a. The Commissioners agreed to start the March 25 meeting at 10:00 a.m. to accommodate Commissioner Ostini's travel schedule.
- b. The Commissioners indicated that they are available on the meeting dates listed on the draft 2021-22 meeting schedule.

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that she is recruiting extensively for Paraeducators in the district she works for. Commissioner Ostini reported that there may be a short football season in the 2021-22 school year, which he predicted approximately half of schools would attempt; he will be involved as an official at games. Commissioner Pickavet had no PC-related items to report but shared the good news that he and his wife had vaccine appointments.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that CSPCA has announced the launch of their new website, which can be found at meritsystem.org. She informed the Commissioners that they had all been registered as members of the new CSPCA Google Group for Commissioners and that they may need to set up a new registration for the website if they had not done so already.

The Director also reported that the CDE Awards Team had announced the 2021 Classified School Employees of the Year Program. They have made several changes to the program to align it with the national Recognizing Inspiring School Employees (RISE) Award, which is sponsored by the U.S. Department of Education.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Lettie Padilla had to leave the meeting at 12:55, but she informed Commissioner Ostini that CSEA has concerns about COVID leave, both paid and unpaid.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:40 p.m. The next regularly scheduled meeting will be held on March 25, 2021 at 12:30 p.m. by videoconference.



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

Gary Pickavet
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) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Feb. 20, 2021 through Mar. 19, 2021

Position #**Position Information**

2405

Child Care Services Technician • Child Development - Hope Center • South County
40.00 hours per week • 12.00 months

Classified Personnel Report

April 1, 2021

Appointments

Probationary

Nolasco, Priscilla March 2, 2021
Office Assistant • Human Resources • Human Resources Staff
37.5% • 12 months

Changes

Anniversary Increase

Almodovar, Nelson March 1, 2021
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months

Almquist, Brigitte March 1, 2021
Administrative Analyst • Educational Services • Educational Services
100% • 12 months

De La Cruz, Alejandro March 1, 2021
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months

Delgado, Elvira March 1, 2021
Paraprofessional • Special Education • Montecito Union School
81.25% • 10 months

Devaux, Gabriela March 1, 2021
Paraprofessional • Special Education • Speech/Language Services, Lompoc
75% • 10 months

Dominguez, Felipe March 1, 2021
Custodian • Internal Services • Operations South
100% • 12 months

Gallardo, Jose	March 1, 2021
Paraprofessional • Special Education • Arellanes Junior High School	
87.5% • 10 months	
 Hallberg, Jessica	 March 1, 2021
Payroll Supervisor • Internal Services • Payroll Administration	
100% • 12 months	
 Johnson, Kendra	 March 1, 2021
Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby	
25% • 12 months	
 Montgomery, Karyn	 March 1, 2021
Paraprofessional • Special Education • Alice Shaw Elementary	
77.5% • 10 months	
 Morin, Jovonni	 March 1, 2021
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School	
87.5% • 10 months	
 Pearson, Brittany Logan	 March 1, 2021
Educational Interpreter, American Sign Language, Certified • Special Education • Ernest Righetti HS	
81.25% • 10 months	
 Perez, Alexis	 March 1, 2021
Paraprofessional • Special Education • Arthur Hapgood Preschool	
67.5% • 10 months	
 Perez, Silvia	 March 1, 2021
Paraprofessional • Special Education • Arthur Hapgood Preschool	
70% • 10 months	
 Rios, Josefa	 March 1, 2021
Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages South	
100% • 11 months	

Rodriguez, Yenica March 1, 2021
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months

Sherlock, Peter March 1, 2021
Computer/Network Technician, Information Technology Services • ITS • Network and Microcomputer Support
100% • 12 months

Solano Navarro, Edith March 1, 2021
Child Care Assistant • Child Development • Santa Maria Cal-SAFE
100% • 10 months

Terrazas, Erika March 1, 2021
Development Associate • Partners In Education • Partners In Education
100% • 12 months

Zarate Uribe, Odaliss March 1, 2021
Paraprofessional • Special Education • Allan Hancock Preschool
62.5% • 10 months

Differential - Add

Braz Gonzalez, Lupita March 10, 2021
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool
70% • 10 months
Specialized Health Care

Carpio, Andrew March 10, 2021
Paraprofessional • Special Education • Orcutt Academy H.S.Preschool
67.5% • 10 months
Specialized Health Care

Gonzalez, Jose February 23, 2021
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
Specialized Health Care

Lemos, Lisa

February 23, 2021

Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
Specialized Health Care

Probation to Permanent

Contreras, Nancy

March 1, 2021

Child Development Technician • Child Development • Child Development - Hope Center
100% • 12 months

Reemployment

Lopez, Olga

March 18, 2021

Student Information Specialist • Special Education • Special Education Support Staff North
100% • 12 months

Separation

Resignation

Barnard, Adriane

February 26, 2021

Paraprofessional • Special Education • Central Avenue Preschool
67.5% • 10 months

Terrazas, Erika

March 9, 2021

Development Associate • Partners In Education • Partners In Education
100% • 12 months
Promoted to a Classified Management position effective 3/10/21

Thornton, Martha

March 5, 2021

Paraprofessional • Special Education • Regency Preschool
70% • 10 months

Retirement

Barba, Andrea

June 8, 2021

Paraprofessional • Special Education • Robert Bruce Preschool
67.5% • 10 months

Koury, Kathy

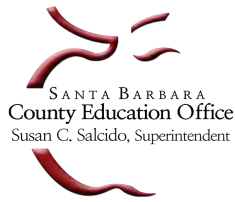
August 31, 2021

Children's Creative Project Manager • Educational Services • Educational Services
100% • 12 months

Mitchell, Nadine

June 11, 2021

Paraprofessional • Special Education • Clarence Ruth Preschool
75% • 10 months



SANTA BARBARA County Education Office

An Equal Opportunity Employer

AGENDA ITEM 10c(i) - FT

Service & Leadership

Seeks candidates for the position of

Health Advocate - Bilingual

Full-Time • 12 months/year

Bilingual required

Health Linkages Administration
Santa Maria or Lompoc or Santa Barbara

Salary: \$3343 - \$4691 per month

Apply by: 2-17-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking 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.

The position: Under the supervision of the Health Linkages Program Coordinator, serve as a regional Lead for the Santa Barbara County Network of Promotores and assist in the coordination and implementation of health promotion, identification, and access-to-care programs. These programs include health screening and referrals for further evaluation and treatment, and fluoride varnish. Help to ensure that children's health needs are identified and addressed early. Provide support to children and families in preschool and kindergarten programs to facilitate prevention, identification, and treatment of health concerns. 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 and linguistically appropriate health education programs for children and families. Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs. Assist Children's Health Initiative Program Manager with annual Certified Application Assistor (CAA) workshop and CAA training events for health insurance enrollment. Respond to questions from parent, teacher, and community relating to health issues, providing linguistic and culturally appropriate relevant information and/or referring person to appropriate source. Prepare and distribute Spanish/English 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. Contact agencies, caregivers, school districts, and other organizations. Send invitation letters and consents. Contact and arrange with dental and medical practitioners for health screens and education. Conduct vision, hearing, nutrition and health insurance screenings that are linguistically, age and culturally appropriate at targeted sites, and assist practitioners by recording health screen information, distributing information, and initiating contact for follow-up. Provide health case management for children identified with health concerns including follow up with bilingual and monolingual Spanish-speaking families to enroll in health insurance, safety net programs, and other resources. Arrange for and conduct fluoride varnish applications for English/Spanish speaking preschool and targeted kindergarten students. Provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English. Attend community events targeting Spanish- and English-speaking families to provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment. Conduct phone surveys in Spanish and English to follow up with parents who were assisted with health insurance enrollment at 3 and 10 months to ascertain health insurance utilization and remove barriers to health access. Develop materials for outreach and presentations in Spanish and English. Recruit, train, support, and delegate assignments to community volunteers who assist with the activities including *Promotores de Salud* in a culturally and linguistically appropriate manner. 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. Attend and participate in meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and Children's Health Access Resource Teams (CHARTs). Other duties as assigned.

REQUIREMENTS

Knowledge: Principles and practices of health education and standards for health and safety in preschool and child care settings. Oral health and nutrition principles and practices and of subsidized health care programs and other community resources for eligible families. First aid and common communicable illnesses. Devices and instruments used in performing health screens. Skill in presenting information in group settings in a culturally and linguistically appropriate manner. Clerical office practices, data entry techniques, and file maintenance. Statistical record keeping skills. Math skills to perform columnar calculations and compute decimals, fractions, and sums. Communication skills in Spanish and English to greet and deal cooperatively with students, parents, and staff of school districts and childcare sites. Cultural competency and knowledge of targeted low-income communities. Language skills to document work activity and use basic medical terminology.

Abilities: Learn, understand, and apply policies, procedures, and rules governing health and safety in subsidized preschool and childcare programs. Recognize certain communicable diseases, perform urgent first-aid, and learn and understand basic medical terminology. Operate standard office equipment. Communicate in English and Spanish and work productively and cooperatively with peers, staff in school districts and contracted care locales, parents, and students. Protect the privacy of student/family information. Successfully complete on-site, RN or other health practitioner-guided training. Communicate in Spanish in order to assist families by explaining and completing forms such as those used for health insurance, including documentation requirements. Obtain CPR, first aid, audiometer, vision screening, fluoride varnish and certified application assister certificates within a reasonable time. Work varying shifts and locations.

Education and experience: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields. One year of experience performing community health or related activities. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

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.

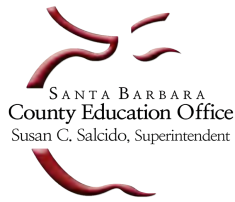
RECRUITMENT INFORMATION

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 02-19-2021 at . The oral examination for this classification is tentatively scheduled for 02-24-2021. 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

AGENDA ITEM 10c(i) - PT

Service & Leadership

Seeks candidates for the position of

Health Advocate - Bilingual

Part-Time: 50% 20 hours/week • 12 months/year

Bilingual required

Health Linkages Administration
Santa Maria or Lompoc or Santa Barbara

Salary: \$19.21 - \$26.96 per hour

Apply by: 2-17-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a self-starter who takes the initiative to complete tasks with little supervision. You are a team player and someone who can communicate effectively with others including staff, partners, and Spanish-speaking 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.

The position: Under the supervision of the Health Linkages Program Coordinator, serve as a regional Lead for the Santa Barbara County Network of Promotores and assist in the coordination and implementation of health promotion, identification, and access-to-care programs. These programs include health screening and referrals for further evaluation and treatment, and fluoride varnish. Help to ensure that children's health needs are identified and addressed early. Provide support to children and families in preschool and kindergarten programs to facilitate prevention, identification, and treatment of health concerns. 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 and linguistically appropriate health education programs for children and families. Assist in providing bilingual and culturally appropriate training to individuals or groups for health education programs. Assist Children's Health Initiative Program Manager with annual Certified Application Assistor (CAA) workshop and CAA training events for health insurance enrollment. Respond to questions from parent, teacher, and community relating to health issues, providing linguistic and culturally appropriate relevant information and/or referring person to appropriate source. Prepare and distribute Spanish/English 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. Contact agencies, caregivers, school districts, and other organizations. Send invitation letters and consents. Contact and arrange with dental and medical practitioners for health screens and education. Conduct vision, hearing, nutrition and health insurance screenings that are linguistically, age and culturally appropriate at targeted sites, and assist practitioners by recording health screen information, distributing information, and initiating contact for follow-up. Provide health case management for children identified with health concerns including follow up with bilingual and monolingual Spanish-speaking families to enroll in health insurance, safety net programs, and other resources. Arrange for and conduct fluoride varnish applications for English/Spanish speaking preschool and targeted kindergarten students. Provide outreach and enrollment for subsidized health insurance programs and at out-stationed sites as assigned in Spanish and English. Attend community events targeting Spanish- and English-speaking families to provide information on oral health for children, identify uninsured children, and link them to public health insurance enrollment. Conduct phone surveys in Spanish and English to follow up with parents who were assisted with health insurance enrollment at 3 and 10 months to ascertain health insurance utilization and remove barriers to health access. Develop materials for outreach and presentations in Spanish and English. Recruit, train, support, and delegate assignments to community volunteers who assist with the activities including *Promotores de Salud* in a culturally and linguistically appropriate manner. 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. Attend and participate in meetings and workshops, both internally and with other agencies. Participate in capacity-building activities, including regional Dental Access Resource Teams (DARTs) and Children's Health Access Resource Teams (CHARTs). Other duties as assigned.

REQUIREMENTS

Knowledge: Principles and practices of health education and standards for health and safety in preschool and child care settings. Oral health and nutrition principles and practices and of subsidized health care programs and other community resources for eligible families. First aid and common communicable illnesses. Devices and instruments used in performing health screens. Skill in presenting information in group settings in a culturally and linguistically appropriate manner. Clerical office practices, data entry techniques, and file maintenance. Statistical record keeping skills. Math skills to perform columnar calculations and compute decimals, fractions, and sums. Communication skills in Spanish and English to greet and deal cooperatively with students, parents, and staff of school districts and childcare sites. Cultural competency and knowledge of targeted low-income communities. Language skills to document work activity and use basic medical terminology.

Abilities: Learn, understand, and apply policies, procedures, and rules governing health and safety in subsidized preschool and childcare programs. Recognize certain communicable diseases, perform urgent first-aid, and learn and understand basic medical terminology. Operate standard office equipment. Communicate in English and Spanish and work productively and cooperatively with peers, staff in school districts and contracted care locales, parents, and students. Protect the privacy of student/family information. Successfully complete on-site, RN or other health practitioner-guided training. Communicate in Spanish in order to assist families by explaining and completing forms such as those used for health insurance, including documentation requirements. Obtain CPR, first aid, audiometer, vision screening, fluoride varnish and certified application assister certificates within a reasonable time. Work varying shifts and locations.

Education and experience: High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in health-related fields. One year of experience performing community health or related activities. Additional relevant experience may substitute for post-secondary coursework. Experience working with children is preferred.

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.

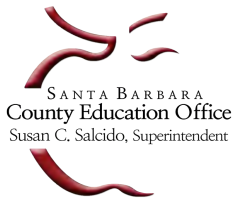
RECRUITMENT INFORMATION

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 02-19-2021 at . The oral examination for this classification is tentatively scheduled for 02-24-2021. 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

AGENDA ITEM 10c(ii)

Service & Leadership

Seeks candidates for the position of

Child Care Assistant

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

Floater position - assist from site to site as needed

Child Development Lompoc
Lompoc

Salary: \$15.04 - \$21.07 per hour

Apply by: 3-19-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a creative person with a basic knowledge of early childhood education who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

The position: Provides direct care to infant-to-preschool aged children and assistance at a school site or child care facility. Implements innovative, age- and developmentally appropriate, child-centered activities for infant to preschool-aged child care programs that may include parenting education for student parents. While care is custodial in nature, incumbents are required to facilitate developmental activities and parenting instruction.

Specific duties and responsibilities: Assists teachers by caring for and providing positive play and developmental experiences for infants to preschool aged children. May assist with supervision and training of student parents and in the activities connected with an infant care center (Cal-SAFE only). Assists with organizing specific activities such as, but not limited to, reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining order by observing and focusing the activities and behaviors of the children in group activities using positive behavior intervention strategies. Assists teachers by instructing parents in developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, age-appropriate child development, and learning activities. Instructs parents and volunteers in hygiene-related tasks such as, but not limited to, cleaning and disinfecting cribs, furniture, and toys and other surfaces. Gives each parent and child individual and special attention each day. Responds to each child's particular needs and characteristics. Ensures that children receive equal attention in all activities. Assists in preparing developmental profiles and lesson plans. Prepares and organizes materials for children's activities. Plans and alternates activities to meet children's needs. Provides personal hygiene assistance to children, including changing diapers and assisting in

sanitation and oral hygiene such as teeth brushing. Reports any signs of illness or distress observed in children. Assists in dealing with the situation, as appropriate. Assists with feeding of children. Performs light housekeeping to maintain rooms in a sanitary, safe, and orderly manner. Supports the children and teachers to prepare and maintain the outdoor classroom. Helps maintain an esthetically pleasing environment by keeping it clean, organized, safe, and appropriately decorated. Engages in activities that support the operation and administration of the child care and adult food program. Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Knowledge: Principles and practices of child guidance. Goals and objectives of an infant, toddler and preschool-aged child care program in a school district environment. Learning exercises and approaches that are appropriate for parents. Needs and behavior of infant, toddler, and preschool-aged children. Proper sanitization and sterilization methods. Safe handling of cleaning materials and disinfectants.

Abilities: Understand and follow teacher's instructions. Interact effectively with children, parents, and staff. Understand the needs and differences of children. Reach and engage children in activities. Balance emotional support and discipline in dealing with behavior problems. Demonstrate sensitivity to parents' needs and approach.

Education and experience: Completion of 6 semester units (or 9 quarter units) of early childhood education (ECE) curriculum. Applicants who have completed a minimum of 3 semester units (6 quarter units) in ECE and can demonstrate current enrollment in required coursework that will be successfully completed prior to the end of the probationary period may compete in the examination process. Some paid or volunteer experience working with students in a classroom setting or equivalent environment.

Licenses and certificates: Requires a current First Aid and child/infant CPR certificate. May require a valid California driver's license and insurance coverage as required by law

Working conditions: Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.

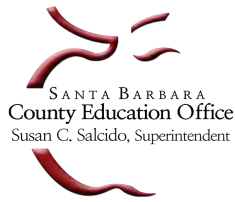
RECRUITMENT INFORMATION

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 oral examination for this classification is tentatively scheduled for 03-24-2021. 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

AGENDA ITEM 10c(iii)

Service & Leadership

Seeks candidates for the position of

Vocational Assistant

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

30 hrs/wk, start 4/1/21

Vocational Services
Santa Maria

Salary: \$17.59 - \$24.71 per hour

Apply by: 3-19-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are patient and caring professional who enjoys working and training students and young adults with disabilities at employment sites throughout the community. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, and families.

The position: Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participate 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

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

Abilities: Requires the ability to carry out all aspects of the position. Requires the ability to interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement. Requires the ability to achieve harmony and cooperation in communications with others. Requires the ability to prepare professional correspondence for routine communications. Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity. Requires the ability to maintain up-to-date files and ensure security of private information.

Education and experience: The position typically requires a high school diploma and two years of experience in an employment, training, or special education area.

Licenses and certificates: May require a valid driver's license.

Working conditions: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions. Work is performed indoors and in employment locations where minimal safety considerations exist.

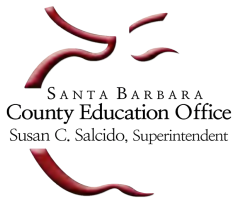
RECRUITMENT INFORMATION

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 03-23-2021 at . The oral examination for this classification is tentatively scheduled for 03/29/2021. 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

AGENDA ITEM 10c(iv)

Service & Leadership

Seeks candidates for the position of

Coordinator, Human Resources

Full-Time: 100%, 40 hours/week • 12 months/year

We are looking for an experienced human resources professional to join our dynamic HR team in a new management position. \$101,328-\$120,447/year.

Cathedral Oaks
Santa Barbara

Apply by: 3-25-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You understand the critical role that Human Resources serves in an organization and proactively pursue continuous improvement of the human resources systems that serve all internal programs and services at SBCEO. You work with urgency, accuracy, and a passion for equity. You have exceptional written and oral communication skills and a strong sense of organizational systems. You work collaboratively with teams to develop new ideas and gain consensus toward systemic changes that will benefit the organization. You have experience mentoring and training management staff who support and supervise employees.

The position: Under administrative direction, coordinate a variety of general human resources functions, including risk management, employee and union relations, human resources consultation services to managers and supervisors, and the development and delivery of employee and management training and professional development; implement and oversee the Injury and Illness Prevention Program; administer discrimination and harassment prevention programs and investigate complaints; ensure ongoing compliance with state and federal law including the California Education Code.

Specific duties and responsibilities: In collaboration with HR leadership team, recommend and develop organizational goals focused on improving and enhancing systems, policies, and procedures that impact all departments; establish objectives, work plans, analytic tools and metrics, and performance measures and standards. Support the Assistant Superintendent in policy and strategy development, ensuring legal and policy compliance and consistency of application; draft new and revised Board Policies and Administrative Regulations, and other SBCEO-wide policies related to employment and risk management. Coordinate and integrate overall department activities to optimize customer service; ensure effective communication within Human Resources and with other departments. Identify opportunities for Human Resources process improvement; research, evaluate, and

recommend Human Resources business systems that will improve the customer experience and maximize staff capacity. Lead departmental and interdepartmental work groups to implement new initiatives, improve current processes, and revise procedures to reflect changes in law; establish appropriate partnerships; facilitate meetings; remove barriers to progress; and ensure successful and timely project completion. Review draft communications, policies, procedures, and memoranda of understanding for other SBCEO departments, suggesting revisions to clarify meaning and intent, manage SBCEO's risk, and ensure compliance with current law and alignment with existing SBCEO policies, procedures, rules, and bargaining agreements. Oversee components of SBCEO's risk management program such as workers' compensation, unemployment compensation, injury and illness prevention; develop and implement relevant trainings to manage risk. Support negotiations with certificated and classified bargaining units by researching, drafting, and costing out proposals; may serve as member of management negotiations team; interpret and administer the provisions of certificated and classified collective bargaining agreements; may receive and process grievances. Advise and coach managers and supervisors on a variety of human resources-related matters, such as defensible practices, professional development, evaluation, discipline, employee support systems, and performance management. Investigate and respond to complaints of discrimination, harassment, and other misconduct; administer discrimination and harassment prevention programs to ensure compliance with federal and state laws and SBCEO policies, rules, and regulations. Develop and present training and professional development for managers, supervisors, and employees in order to build organizational capacity and promote a positive working environment. Draft a variety of materials for a wide range of audiences, including (but not limited to) forms, letters and memos, contracts, memoranda of understanding, collective bargaining agreement language, handbooks, website content, and electronic presentations. Develop requests for proposal; evaluate and recommend service providers; prepare and administer a variety of professional service contracts. May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; taking disciplinary action as needed. Participate in budget preparation and fiscal management by preparing preliminary estimates for budget, monitoring accounts, and approving expenditures. Direct efforts to improve and document department systems and procedures. Perform other related duties as assigned.

REQUIREMENTS

Knowledge: Principles and practices of human resource management. Principles and practices of risk management. State and federal employment law. California workers' compensation administration. Business systems analysis and implementation. Competitive bidding process. Principles and practices of process improvement. Principles and practices of project management. Methods and practices of training and professional development. Principles and practices of policy development. Methods and practices of conducting investigations. Analytics and performance measures. Group facilitation methods and strategies. Contract law and administration. Principles and practices of labor negotiations and union contract administration. Principles and practices of supervision, performance evaluation, and performance management. The progressive discipline process. Principles and practices of budget management. Written and oral communication strategies. Correct English usage, grammar, spelling, punctuation and vocabulary.

Abilities: Learn County Education Office organization, operations, policies and objectives communicate effectively, both orally and in writing. Prepare a wide variety of written documents. Gather and analyze data, reach sound conclusions, and recommend reasonable courses of action. Interpret and apply laws, regulations, rules, and policies. Initiate, plan, and execute projects. Make effective presentations to a wide range of audiences. Work independently. Work cooperatively and maintain effective working relationships with co-workers, HR colleagues in districts and other agencies, vendors, and others. Lead and work effectively with groups to accomplish goals and consistently meet timelines. Operate a

computer and other office equipment and related software programs. Use a human resources information system and enterprise financial system
prepare and administer budgets.

Education and experience: Possession of a bachelor's degree in legal studies, social sciences, humanities, or business, public, or education administration; or other related field. Possession of a master's degree in business, public, or education administration; legal studies; or other related field is preferred.

Additional experience beyond minimum experience requirement may be substituted for required undergraduate education on a year for year basis.

Five years of professional human resources experience that included risk management, process improvement, and training and professional development. Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

Graduate education in a related field may be substituted for the required experience on a year for year basis.

Licenses and certificates: Possession of a valid California driver's license and the use of a dependable vehicle are required. Must be eligible to be a custodian of records as required by the Department of Justice

Working conditions: This position 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 lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.

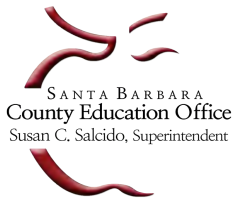
RECRUITMENT INFORMATION

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 03-30-2021 at . The oral examination for this classification is tentatively scheduled for 04-06-2021. 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

AGENDA ITEM 10c(v)

Service & Leadership

Seeks candidates for the position of

Child Care Services Technician

Full-Time: 100%, 40 hours/week • 12 months/year

Child Development - Hope Center

Santa Barbara

Salary: \$2994 - \$4203 per month

Apply by: 4-6-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a team player with a "can-do" attitude and a flexible approach to carrying out assignments. You are detail-oriented and accurate in your work. You are adept to following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You collaborate and have positive relationships with the community organizations and providers. You strive to provide the best services to families and their children; supporting SBCEO's vision of service and leadership.

The position: Performs enrolling and registering of children and families into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need. The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

Specific duties and responsibilities: Enrolls children and families into the program. Determines level of need, family income, and eligibility for subsidies. Assists families with enrollment applications. Applies family fees according to income level, family size and other needs; all according to fee schedules established by the Department of Education. May assist families by making referrals to other subsidies and support. Serves as a family advocate. Advises families on program requirements, procedures and obligations for subsidized childcare on a sustained basis. Works with other agencies to maintain up-to-date client file data such as employment, medical and other information. Reviews documentation for accuracy and contacts families to correct discrepancies. Serves as point-of-contact for parents to arrange and track their participation in childcare activities and verify participation that complies with program obligations. Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance. Prepares communications with families including those for terminating services.

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

REQUIREMENTS

Knowledge: Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping. Requires working knowledge of special subsidy programs. Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student information databases. Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation. Requires sufficient math skill to perform business math computations. Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

Abilities: Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance. Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations. Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions. Requires the ability to compile student and family-related data. Requires the ability to maintain productive work relationships with staff, parents and external agencies. Requires the ability to compose general office correspondence, analyze income and other financial documentation. Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information. May require the ability to work varying shifts.

Education and experience: Requires a high school diploma or equivalent and two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.

Licenses and certificates: May require a valid California driver's license and insurance coverage as required by law.

Working conditions: Work is performed indoors where minimal safety considerations exist. Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

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 04-09-2021 at . The oral examination for this classification is tentatively scheduled for 04-15-2021. 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

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

Dual Certification Eligibility List

AGENDA ITEM 11a(i)

Job Class: Health Advocate - Bilingual, Full-Time

Rank	Application Number	Date Eligibility Expires
1	21121	08-24-2021
2	21187	08-24-2021
3	21133	02-24-2022

Number of applicants: 25

Number of applicants passed screening: 15

Number of performance/written exam attendees: 12

Number of oral exam attendees: 4

03-19-2021



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

Promotional Eligibility List

AGENDA ITEM 11a(ii)

Job Class: Student Information Specialist, Full-Time

Rank	Application Number	Date Eligibility Expires
1	21107	02-24-2022
2	21067	02-24-2022
3	21148	02-24-2022
3	21152	02-24-2022

Number of applicants: 12

Number of applicants passed screening: 6

Number of performance/written exam attendees: 6

Number of oral exam attendees: 4

03-19-2021



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

Promotional Eligibility List

Job Class: Program Services Manager, Full-Time, 225 work day per year

AGENDA ITEM 11a(iii)

Rank	Application Number	Date Eligibility Expires
1	21264	03-08-2022

Number of applicants: 1

Number of applicants passed screening: 1

Number of performance/written exam attendees: 1

Number of oral exam attendees: N/A

03-19-2021



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

Dual Certification Eligibility List

Job Class: Program Associate, Part-time: 19 hours per week

AGENDA ITEM 11a(iv)

Rank	Application Number	Date Eligibility Expires
1	21234	09-16-2021
2	21236	09-16-2021
2	21251	09-16-2021
3	21217	09-16-2021
4	21290	09-16-2021

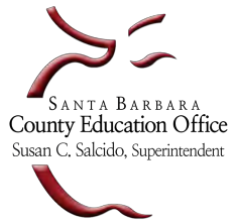
Number of applicants: 19

Number of applicants passed screening: 10

Number of performance/written exam attendees: 6

Number of oral exam attendees: 5

03-19-2021



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT

Reports to: Director of Communications

Division: Communications

Our ideal candidate

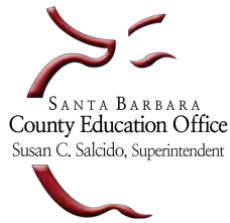
You possess the proven ability to accomplish multiple tasks and keep multiple projects organized and progressing. You possess knowledge of the principles and practices of the County Education Office, including rules, regulations and operating procedures. You are an effective communicator, with advanced writing and verbal skills. You are highly organized and detail oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Assist in disseminating information regarding the Office, its programs, and public education in general, in an accurate and informative manner. This position requires the ability to quickly acquire knowledge of the Office's policies, rules, regulations, procedures, and programs. This position assists the Director of Communications with administrative details and written materials as they relate to public information and the function of the department, and performs a wide variety of advanced and complex administrative support functions.

Specific duties and responsibilities

- Provide a variety of information, in person, by telephone, and via email to school district personnel, community agencies, media contacts, members of the public, and other individuals and groups regarding the Office and its programs
- Independently compose, type, and distribute news releases, congratulatory letters, internal and external memos, items for the superintendent, and other correspondence as assigned
- Review drafts and layouts for proposed publications to be distributed internally and externally and review final drafts in the absence of the Director of Communications
- Compose data and research records for updating office publications
- Research data and records for special projects and assignments as assigned
- Coordinate the promotion of special events
- Prepare, type, duplicate and distribute a variety of promotional materials
- Assist in the writing, printing and distribution of the superintendent's radio and newspaper commentaries
- Maintain publication of indexed volumes of radio and newspaper commentaries
- Coordinate update of annual directory including annual data collection and publication distribution



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT

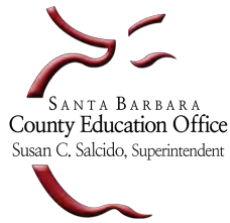
- Monitor annual directory information and provide updated data as needed for publication
- Coordinate distribution and billing for the annual directory including the maintenance of its financial and statistical records
- Advise necessary staff of any changes to online listings of districts, schools, and board members
- Serve as assistant editor of monthly employee newsletter, "Keeping in Touch" (KIT) including the collection of materials from reporters, format, fact check, rewrite and edit as necessary, and input on its layout and final publication
- Serve as assistant editor of annual office publications as assigned including data collection, fact checks, edits, input on publication layout, and distribution
- Review printed newspapers and online media sources for county superintendent
- Maintain up-to-date collection of all pertinent printed and online media and distribute to superintendent, director, County Board of Education members, and other staff as appropriate
- Maintain and provide updates to assigned mailing lists including principals and school board members
- Operate a variety of modern office equipment including computer, scanner, fax, and copiers
- Coordinate with superintendent's office to maintain the media calendar for superintendent's television programs, radio interviews, and commentaries
- Prepare radio and television scripts for the superintendent
- Archive and curate superintendent radio commentaries scripts
- Process contracts, invoices, and payments to studios for superintendent commentaries
- Review all superintendent television shows post-production and work with videographer to finalize
- Prepare and assist with the budget for travel arrangements and reimbursements for director and other staff members as assigned
- Perform other essential job-related duties and responsibilities as assigned

Requirements

Education: Graduation from high school supplemented by two years college level instruction in journalism, English or writing

Experience: five years of increasingly responsible administrative support experience, including two years of responsibility for composing complex reports, or news feature writing

Knowledge and skills



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT

- County Education Office organization, operations, policies and objectives
- Operation, terminology and programs of the County Education Office
- Techniques and styles of news and feature writing
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures and equipment
- Operation of office machines including computer equipment and specified software
- Telephone techniques and etiquette
- Statistical and financial record-keeping
- Well-developed oral, written, and interpersonal communication skills
- Technical aspects of field of specialty

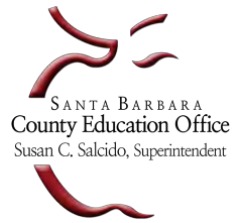
Abilities

- Perform varied, complex administrative tasks, secretarial duties, and writing assignments
- Establish and maintain effective working relationships with the public and others
- Independently compose news releases, newsletters, radio commentaries, complex correspondence memorandums, articles and reports
- Establish and maintain records, indexes and other reference systems
- Operate a variety of office machines including computers, scanners, calculator, copiers
- Operate office machines including a Macintosh computer and applicable software such as Word, Filemaker Pro, and Excel
- Interpret, explain and apply laws, rules, regulations and policies
- Meet schedules and time lines; plan and organize work
- Work independently with little direction
- Arrange for meetings, workshops and conferences
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing and work confidentially with discretion
- Demonstrate keyboarding/typing skills and speed as required by the assignment

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions



Personnel Commission

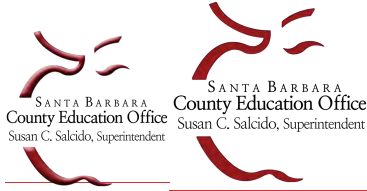
JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT

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

Salary range 73

<i>Approved by the Personnel Commission:</i>	June 30, 1994
<i>Revised:</i>	December 20, 2000
	June 28, 2018



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT-SPECIALIST – BILINGUAL (DRAFT)

Reports to: Director of Communications
Division: Communications

Our ideal candidate

You possess the proven ability to accomplish multiple tasks and keep multiple projects organized and progressing. You possess knowledge of the principles and practices of the County Education Office, including rules, regulations and operating procedures. You are an effective communicator, with advanced writing and verbal communications skills in English and Spanish, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students, and the community.

General description

Assist in disseminating information regarding the Office, its programs, and public education in general, in an accurate and informative manner. This position requires the ability to quickly acquire knowledge of the Office's policies, rules, regulations, procedures, and programs. This position assists the Director of Communications with administrative details and written materials as they relate to public information and the function of the department, and performs a wide variety of advanced and complex administrative support functions.

Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

Specific duties and responsibilities

- Provide a variety of information, in person, by telephone, and via email to school district personnel, community agencies, media contacts, members of the public, and other individuals and groups regarding the Office and its programs
- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.

Formatted: Font: 14 pt

Style Definition: Normal

Formatted: Font: 10.5 pt

Formatted: Tab stops: Not at 0"

Formatted: Header distance from edge: 0.5"

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt, Bold



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT SPECIALIST – BILINGUAL (DRAFT)

- Coordinate and produce special events, including planning, logistics, marketing, and communications.
- Edit employee newsletter, including content creation and layout.
- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed.
- Independently compose, type, and distribute news releases, congratulatory letters, internal and external memos, items for the superintendent or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other correspondence as assigned activities.
- Review drafts and layouts for proposed publications to be distributed internally and externally and review final drafts in Represent SBCEO to the absence of media as authorized by the Director of Communications or the Superintendent.
- Compose data and research records for updating office publications
- Research data and records for special projects and assignments as assigned
- Coordinate the promotion of special events
- Prepare, type, duplicate and distribute a variety of promotional materials
- Assist in the writing, printing and distribution of the superintendent's radio and newspaper commentaries
- Maintain publication of indexed volumes of radio and newspaper commentaries
- Serve as backup webmaster.

Formatted: Font: 14 pt

Formatted: Font: 10.5 pt

Formatted: Normal, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.5", Left

Formatted: Font: 10.5 pt, Not Bold

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT SPECIALIST – BILINGUAL (DRAFT)

- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including annual data collection and publication distribution
- Monitor annual, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory information and provide updated data as needed for publication purposes.
- Coordinate distribution and billing for the annual directory including the maintenance of its financial and statistical records
- Advise necessary staff of any changes to online listings of districts, schools, and board members
- Serve as assistant editor of monthly employee newsletter, "Keeping in Touch" (KIT) including the collection of materials from reporters, format, fact check, rewrite and edit as necessary, and input on its layout and final publication
- Serve as assistant editor of annual office publications as assigned including data collection, fact checks, edits, input on publication layout, and distribution
- Review printed newspapers and online media sources for county superintendent
- Maintain up-to-date collection of all pertinent printed and online media and distribute to superintendent, director, County Board of Education members, and other staff as appropriate
- Maintain and provide updates to assigned mailing lists including principals and school board members
- Operate a variety of modern office equipment including computer, scanner, fax, and copiers
- Coordinate with superintendent's office to maintain the media calendar for superintendent's television programs, radio interviews, and commentaries
- Prepare radio and television scripts for the superintendent
- Archive and curate superintendent radio commentaries scripts
- Process contracts, invoices, and payments to studios for superintendent commentaries
- Review all superintendent television shows post production and work with videographer to finalize
- Prepare and assist with the budget for travel arrangements and reimbursements for director and other staff members as assigned
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform other essential job-related duties and responsibilities as assigned.

Requirements

Formatted: Font: 14 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Normal, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.5", Left

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Normal, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.5", Left

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt, Bold

Formatted: Small, Left, Tab stops: Not at 0.5" + 1"

Formatted: Font: 10.5 pt

COMMUNICATIONS ADMINISTRATIVE ASSISTANT SPECIALIST – BILINGUAL (DRAFT)

Education: ~~Graduation from high school supplemented by two years college level instruction~~ Possession of an associate's degree in communications, journalism, English, public relations, marketing, or writing related field is required. Possession of a bachelor's degree in a related field is preferred.

Experience: ~~five~~ Three years of increasingly responsible administrative support experience, including two years of responsibility for composing complex reports in communications, public relations, marketing, or news feature writing, social media management, preferably in the public, education, or nonprofit sectors.

Knowledge and skills

- ~~County Education Office organization, operations, policies and objectives~~
- ~~Operation, terminology and programs of the County Education Office~~
- ~~Techniques and styles of news and feature writing;~~
 - ~~Correct English usage, grammar, spelling, punctuation, and vocabulary in English and Spanish~~
 - ~~Modern office~~ Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms
 - ~~Software applications used in the department~~
 - ~~Public relations practices, procedures, and terminology~~

Skill in:

- ~~Presenting information orally and in writing in a culturally and equipment linguistically appropriate manner~~
- ~~Operation of office machines including computer equipment~~ Cultural competency with populations served by SBCEO

Ability to:

- ~~Speak, read, and specified software~~
- ~~Telephone techniques~~ write Spanish and etiquette
- ~~Statistical and financial record-keeping~~
- ~~Well-developed oral, written, and interpersonal communication skills~~
- ~~Technical aspects of field of specialty~~

Abilities

- ~~Perform varied, complex administrative tasks, secretarial~~ English with a level of proficiency to perform required job duties, and writing assignments
- ~~Establish and maintain effective working relationships with the public and others~~

Formatted	... [1]
Formatted	... [2]
Formatted	... [3]
Formatted	... [4]
Formatted	... [5]
Formatted	... [6]
Formatted	... [7]
Formatted	... [8]
Formatted	... [9]
Formatted	... [10]
Formatted	... [11]
Formatted	... [12]
Formatted	... [13]
Formatted	... [14]
Formatted	... [15]
Formatted	... [16]
Formatted	... [17]
Formatted	... [18]
Formatted	... [19]
Formatted	... [20]
Formatted	... [21]
Formatted	... [22]
Formatted	... [23]
Formatted	... [24]
Formatted	... [25]
Formatted	... [26]
Formatted	... [27]
Formatted	... [28]
Formatted	... [29]
Formatted	... [30]



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ADMINISTRATIVE ASSISTANT SPECIALIST – BILINGUAL (DRAFT)

Formatted: Font: 14 pt

- Independently compose news releases, newsletters, radio commentaries, complex correspondence memorandums, articles and reports
- Establish and maintain records, indexes and other reference systems
- Operate a variety of office machines including computers, scanners, calculator, copiers, written materials independently and from general oral instructions
- Operate office machines including a Macintosh computer and applicable software such as Word, Filemaker Pro, and Excel
- Interpret, explain and apply laws, rules, regulations and policies
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and time lines; plan and organize work timelines
- Work independently with little direction
- Arrange for meetings, workshops and conferences
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Quickly learn and navigate new technologies
- Organize and in writing edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and work confidentially
- Use mobile devices to update digital content
- Interact positively with discretion peers, supervisors, the public, and other agencies
- Demonstrate keyboarding/typing diplomacy, tact, patience, courtesy, and professionalism
- Operate a variety of office machines and software efficiently

Formatted: Font: 10.5 pt, Font color: Black

Formatted: Right: 0", Line spacing: Multiple 0.99 li, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Don't hyphenate, Tab stops: Not at 0.63" + 1"

Formatted: Font: 10.5 pt, Font color: Black

Formatted: Font: 10.5 pt

Formatted: Small, Right: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: Not at 0.63" + 1"

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Small, Right: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: Not at 0.63" + 1"

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Small, Right: 0", No bullets or numbering, Tab stops: Not at 0.63" + 1"

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt, Bold

Formatted: Font: 10.5 pt

- Experience using a website content management system (CMS) and skills and speed as required by the assignment in photography and videography are desirable.

Licenses and certificates

Valid California 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.



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS ~~ADMINISTRATIVE ASSISTANT~~ SPECIALIST – BILINGUAL (DRAFT)

Formatted: Font: 14 pt

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

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

Series

Media and Design

Salary range ~~7379~~

Formatted: Font: 10.5 pt

Approved by the Personnel Commission: June 30, 1994

Formatted: Font: 10.5 pt, Bold

Revised: December 20, 2000

Formatted: Left, Right: 0", Tab stops: Not at 0.5" + 1"

Revised: June 28, 2018

Formatted: Font: Calibri Light

Revised: March 25, 2021 (pending approval)

Formatted: Font: 10.5 pt

Formatted Table

Formatted: Font: 10.5 pt, Not Bold, Italic

Formatted: Font: 10.5 pt, Italic

Formatted: Font: 10.5 pt

Formatted: Left

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt, Italic

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt

Formatted: Font: 10.5 pt, Italic



Personnel Commission

JOB DESCRIPTION

COMMUNICATIONS SPECIALIST – BILINGUAL (DRAFT)

Reports to: Director, Communications
Division: Communications

Our ideal candidate

You are an effective communicator, with advanced writing and verbal communications skills in English and Spanish, and a willingness to learn new communications tools and strategies. You are highly organized and detail-oriented with demonstrated ability to work independently and exercise appropriate judgment. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, students, and the community.

General description

Under general supervision, this position coordinates and implements internal and external communication strategies for SBCEO and SBCEO provides support to the Director on administrative matters requiring knowledge of department policies and procedures, SBCEO rules and regulations, federal guidelines, and related codes and laws.

Specific duties and responsibilities

- Execute social media strategies, create and maintain web content, market events, update databases and media lists, track projects and media exposure, and select or create digital media.
- Draft, edit, proof, and distribute digital and print communications copy (e.g. press releases, radio commentaries, publications, social media posts, flyers, Superintendent's columns) to represent SBCEO in the community.
- Research and summarize a variety of topics in order to make recommendations for management about media strategies, suggest topics for editorials, prepare for media interviews, and accomplish other communications goals.
- Gather, synthesize, and report data, including website and social media analytics, to evaluate the effectiveness of various communication strategies and recommend adjustments as needed.
- Coordinate and produce special events, including planning, logistics, marketing, and communications.
- Edit employee newsletter, including content creation and layout.
- Attend, photograph, and report on events and activities, as assigned.
- Advise and support departments to ensure that SBCEO's communications standards, policies, and procedures are followed.
- Independently or with the Director, represent SBCEO at events; provide staff support at meetings and events by taking notes, registering guests, and other activities.
- Represent SBCEO to the media as authorized by the Director of Communications or the Superintendent.
- Serve as backup webmaster.

COMMUNICATIONS SPECIALIST (DRAFT)

- Provide emergency communications support during natural disasters and other urgent situations affecting SBCEO or the community.
- Coordinate update of annual directory including data collection, publication distribution, and billing; provide updated information to key staff throughout the year; maintain lists of principals, superintendents, and school board members for website and directory purposes.
- Provide administrative support to Communications Department including creating requisitions, purchases, and budget reports and monitoring expenditures using SBCEO's enterprise financial system.
- Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in communications, journalism, public relations, marketing, or related field is required. Possession of a bachelor's degree in a related field is preferred.

Experience: Three years of experience in communications, public relations, marketing, or social media management, preferably in the public, education, or nonprofit sectors.

Knowledge of:

- Correct usage, grammar, spelling, punctuation, and vocabulary in English and Spanish
- Effective social media practices and strategies, including Facebook, Twitter, YouTube, and other platforms
- Software applications used in the department
- Public relations practices, procedures, and terminology

Skill in:

- Presenting information orally and in writing in a culturally and linguistically appropriate manner
- Cultural competency with populations served by SBCEO

Ability to:

- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties
- Draft a variety of written materials independently and from general oral instructions
- Handle multiple tasks, work under pressure, and adapt to priorities and deadlines that are subject to frequent change
- Plan, organize, coordinate, and prioritize work
- Learn to use an enterprise financial system
- Learn principles of budget administration
- Complete work despite frequent interruptions
- Meet schedules and timelines



COMMUNICATIONS SPECIALIST (DRAFT)

- Work independently with little direction
- Research topics and succinctly summarize findings
- Quickly learn and navigate new technologies
- Organize and edit rough draft copy
- Take photos using a variety of devices, including camera, phone, and tablet
- Use mobile devices to update digital content
- Interact positively with peers, supervisors, the public, and other agencies
- Demonstrate diplomacy, tact, patience, courtesy, and professionalism
- Operate a variety of office machines and software efficiently

Experience using a website content management system (CMS) and skills in photography and videography are desirable.

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions

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

Work is performed in a typical modern office environment. Local travel to a variety of locations is required. Occasional attendance at evening and weekend meetings and events is also required.

Series

Media and Design

Salary range 79

<i>Approved by the Personnel Commission:</i>	June 30, 1994
<i>Revised:</i>	December 20, 2000
<i>Revised:</i>	June 28, 2018
<i>Revised:</i>	March 25, 2021 (pending approval)

**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

CLASS TITLE: CHILDREN'S CREATIVE PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, and in coordination with the Board of Directors for the Children's Creative Project, perform a wide range of advisory, administrative, research, planning and facilitation tasks as required for the Children's Creative Project programs.

REPRESENTATIVE DUTIES:

1. Meet with Executive Committee to identify and plan specific program and funding goals and objectives; prepare proposed programs and budgets for approval.
2. Provide the Board of Directors with leadership in the planning, direction and management of the Children's Creative Project including board and committee member recruitment and agenda preparation.
3. Research, write, implement and monitor grant proposals for local, state and federal government, school district, foundation and corporate sources.
4. Plan, coordinate and implement fund raising activities and sales; make presentations to community funding organizations, school administrators, staff and school boards.
5. Meet with program committee, school district staff and other arts and community organizations to develop long and short-range program plans, curriculum development and budgets.
6. Schedule, coordinate and oversee performance events, classes and special parent/child and teacher workshops, and art exhibitions; coordinate programs with other arts organizations and community agencies and provide services.
7. Work with Public Information Office to publicize programs to teachers, school administrators and the community; organize tours of programs, activities and events.
8. Plan, prepare, monitor and administer assigned program budgets.

CHILDREN'S CREATIVE PROJECT MANAGER

Page 2

9. Select, train, supervise and evaluate assigned personnel including volunteers and consultants.
10. Attend workshops, conferences, meetings and seminars in assigned areas; represent the Office of the County Superintendent on community activities as required.
11. Perform other related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Role, services and programs of the office of the County Superintendent of Schools as they related to school districts, community agencies, county government, state offices and national organizations.

County Office organization, operations, policies and objectives.

Technical aspects of field of specialty.

Grant writing procedures and evaluations.

Fund raising techniques.

Group facilitation techniques.

Principles and practices of administration, supervision and training.

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

Training and work direction techniques.

Oral and written communication skills.

Ability to:

Perform varied and complex administrative tasks.

Gather and summarize research information.

Initiate, plan and implement new projects as assigned.

Work cooperatively and maintain effective working relationships with school districts, community, business/industry partners and co-workers.

Work independently.

Manage a variety of tasks concurrently.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Demonstrated success in a responsible position at a similar level and any combination equivalent to an AA Degree in a field related to assigned duties and 4 years' experience in a management or supervisory position in a related field.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California driver's license and insurance coverage as required by the Santa Barbara County Education Office.

WORKING CONDITIONS:

Typical office and classroom environment; travel from site to site.

APPROVED BY THE PERSONNEL COMMISSION: September 22, 1988



Personnel Commission

JOB DESCRIPTION

DIRECTOR, CHILDREN'S CREATIVE PROJECT (DRAFT)

Reports to: Assistant Superintendent

Division: Educational Services

Our ideal candidate

You are an outstanding leader with strong ties to the artistic community and experience in nonprofit management, preferably in the fields of education or arts education. You take pride in your programs and strive for excellence. You have a track record of success in management, marketing, fund development, and community outreach. You handle and manage multiple projects to meet timelines and deadlines. You operate with considerable independence and exercise a high level of discretion. You are an exceptional communicator, both orally and in writing.

General description

Under general direction, coordinate and direct the activities of the Children's Creative Project (CCP). Responsibilities include the promotion, design, implementation and expansion of visual and performing arts education programs; supervision and evaluation of subordinates; preparation and submission of grant applications; preparation of budgets, grant contracts, and reports; development of community-related projects; representing the department and the Santa Barbara County Education Office in the community; and providing management-level support to Children's Creative Project Board of Directors, including board and committee member recruitment and agenda preparation.

Specific duties and responsibilities

1. Direct programs as established by federal, state, local, and/or Santa Barbara County Education Office regulations, or private funder program guidelines.
2. In collaboration with Children's Creative Project Board of Directors, develop strategic plans for school-based arts education programs; identify, plan, and implement specific program and funding goals and objectives; and prepare proposed programs and budgets for approval by Board.
3. Provide leadership in the planning, direction, and management of the Children's Creative Project.
4. Establish and maintain relationships with artists and the arts community, in order to recruit artists for the program, develop programming initiatives, and fulfill other program goals; foster business-education-art partnerships to maximize the use of community resources.
5. Research and write funding proposals and grants to support the strategic plan, mission, goals and objectives of CCP; oversee the implementation of funded projects to accomplish stated goals and fulfill terms; develop procedures for CCP programs to include research-informed and best practices.

DIRECTOR, CHILDREN'S CREATIVE PROJECT (DRAFT)

6. Plan, coordinate, and implement fundraising activities, including revenue-generating events and product sales; make presentations to community organizations, school administrators, staff and school boards, and parent organizations to obtain program grant funding or contracts.
7. Schedule, coordinate and oversee visual and performing arts classes, performance events, special parent/child and teacher workshops, and art exhibitions; engage artists to provide instruction and touring artists to provide performances; support artists in implementing best practices in an educational setting and state standards related to visual and performing arts and social/emotional learning; and coordinate programs with, other arts organizations and community agencies.
8. Organize events to showcase program offerings; publicize CCP programs to teachers, school administrators, parents, and the broader community; organize tours of programs, activities and events.
9. Maintain records and data to document achievement of performance outcomes as defined by the scope of work for program grants; prepare progress and final reports on program outcomes.
10. Prepare and monitor annual budgets and financial transactions; determine allowable expenditures; ensure that funder requirements are met; prepare for and represent the program during financial audits; create, plan, and manage contracts, including budgets and subcontractor grants.
11. Develop and maintain relationships with visual and performing artists, school and district administrators, parent groups, and community partners, coordinate work and resources, influence policy, and advocate for arts education by serving as department representative on external community committees, advisory boards, and coalitions.
12. Plan and deliver presentations and community outreach to advisory groups, business, and service organizations to promote department programs.
13. Select and train staff, volunteers, and interns; assign and review work; establish performance goals and standards; provide coaching and professional development to program staff to create and sustain a high-performance team. Offer support and training opportunities for artist contractors to implement best practices in an educational setting.
14. Engage and monitor the work of consultants as needed.
15. Perform other related duties as assigned.

DIRECTOR, CHILDREN'S CREATIVE PROJECT (DRAFT)

Requirements

Education: Possession of a bachelor's degree in education, fine arts, performing arts, arts education, arts administration, or nonprofit administration, or related field. A master's degree in a related field is preferred.

Experience: Two years' experience in a leadership role in an organization dedicated to the arts or arts education, preferably in the public or nonprofit sector.

Experience in arts education/administration or K-12 education is preferred.

Knowledge of:

- Operations, policies, and objectives of the Santa Barbara County Education Office or similar organization
- Principles and practices of program administration and professional development
- Budget development and management
- Effective grant writing procedures
- Best practices in public relations and public speaking
- Methods of community outreach and engagement
- Program development and evaluation
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Pedagogical methods and techniques related to arts education
- Visual and Performing Arts (VAPA) standards

Ability to:

- Establish and maintain relationships with communities of artists in a variety of media and disciplines
- Communicate effectively, both orally and in writing
- Identify and develop linkages and partnerships with community agencies and resources
- Research, write and present reports
- Write and manage grants
- Multitask performing varied and complex administrative duties
- Initiate, plan, and execute projects
- Make public presentations to a wide variety of stakeholders
- Formulate and articulate complex ideas and concepts to a variety of audiences
- Work independently
- Work cooperatively and maintain effective working relationships with community, business, nonprofit partners, and co-workers

DIRECTOR, CHILDREN'S CREATIVE PROJECT (DRAFT)

- Lead and work effectively with groups to accomplish goals and consistently meet timelines
- Operate a computer and other office equipment and related software programs
- Work with frequent interruptions
- Learn Santa Barbara County community agencies, local government agencies, foundations, and nonprofits
- Learn fundraising methods and practices, including but not limited to annual campaigns, major gifts, donor cultivation and stewardship

Licenses and certificates

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

Working conditions

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

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening, weekend meetings, and events is also required.

Management salary range 21

Approved by the Personnel Commission:

Revised:

September 22, 2018

March 25, 2021 (*pending approval*)



Santa Barbara County Education Office

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

Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Personnel Commission Meetings 2021/2022

Date & Time	Location
Thursday, July 22, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 26, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 23, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 28, 2021 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 18, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 16, 2021 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, January 27, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 24, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 24, 2022 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 28, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 26, 2022 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 23, 2022 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

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

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



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

Resolution No. HR 2021-1

WHEREAS, the California Legislature has designated the third full week in May of each year as Classified School Employee Week; and

WHEREAS, existing laws provide for the employment of persons in the public schools in positions not requiring certification qualification as classified employees; and

WHEREAS, the Personnel Commission and staff of the Santa Barbara County Education Office recognize and appreciate the contributions of classified employees in providing quality education services and support for the schools in Santa Barbara County.

NOW, BE IT HEREBY RESOLVED, that the Personnel Commission and Director, Human Resources, reaffirm and support the designation of the third full week in May as Classified School Employee Week, which is May 16-22 this year; and

BE IT FURTHER RESOLVED, that we encourage and support the efforts of classified employees and the contributions they make to the educational community.

PASSED AND ADOPTED, by the Personnel Commission of the Santa Barbara County Education Office on March 25, 2021.

Gary Pickavet
Chair, Personnel Commission

Amy R. Ramos
Director, Human Resources