

Hayward Unified School District



PERSONNEL COMMISSION

AGENDA OF THE SPECIAL MEETING

Diane Laine, Chair
Pat Hodges, Vice-Chair
Andrea Peixoto, Commissioner



November 1, 2017

PERSONNEL COMMISSION

**Special Meeting
Wednesday, November 1, 2017, 5:30 p.m.
HUSD District Office
Board Room – Level B
Hayward, California 94544**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact the Personnel Commission’s Executive Assistant, Kristy Colyer, at **510-784-2697** for assistance. Notification of at least 48 hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the Commission meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Personnel Commission regarding an open session item on this agenda will be made available for public inspection in the Personnel Commission office located at **24411 Amador Street, Hayward, CA 94540-5000** during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission’s website at www.husd.us.

A. OPEN SESSION

1. Call to order at 5:30 p.m.
2. Roll Call
 - Ms. Diane Laine, *Chair*
 - Ms. Pat Hodges, *Vice-Chair*
 - Ms. Andrea Peixoto, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of November 1, 2017

Moved by: _____ Seconded by: _____
For: ____ Opposed: ____ Abstained/Absent: _____

5. Recognition of Guest(s)

B. ITEMS FROM THE PUBLIC

The “Public Comments” section of the agenda provides an opportunity for the public to address the Personnel Commission on any item of interest that is within the Personnel Commission’s jurisdiction. Comments are welcome; however, please be advised that the Commission is prohibited by law from taking any action on an item brought by the speaker(s) that is not currently listed on this agenda. Please wait to be recognized, and then step up to the podium microphone to be heard.

C. ACTION

1. Approval (2nd reading) of proposed new job description for Field Coordinator, Integrated Support Services

Moved by: _____ Seconded by: _____
For: ____ Opposed: ____ Abstained/Absent: _____

2. Approval of proposed salary placement for Field Coordinator, Integrated Support Services on the ACSA Management salary schedule Range UU

Moved by: _____ **Seconded by:** _____
For: ____ **Opposed:** ____ **Abstained/Absent:** _____

D. ADJOURNMENT @ _____

**Next Regular Meeting of the Personnel Commission
Wednesday, November 15, 2017, 5:30 p.m.
HUSD District Office - Board Room, Level B**

Action Requested:

- Information Item
- Approval/Ratification

SUBJECT: Approval (2nd Reading) of Proposed New Job Description for Field Coordinator, Integrated Support Specialist

PREPARED BY: Fernando Yañez, Executive Director, Classified Human Resources and Personnel Commission

BACKGROUND:

Our district continues to focus on supporting students and their families to ensure students are successful. We recognize that instances exist in which a student may be in need of additional support: academic, mental health, health services or basic needs. In response, our district has been proactive in developing partnerships to leverage resources to offer needed supports in our schools.

A Coordination of Services Team (COST) process has been implemented for service providers and site staff to meet regularly to review the needs of individual students and procure services. While each site has a COST Coordinator, it is evident that sites with fewer resources face challenges implementing this process effectively. This was identified as an area of need during our LCAP community meetings.

The Student and Family Services Department has received Proposition 47 Safe Neighborhoods and Schools Act funding to support the existing COST process. The funding is approximately \$1.5 million through year 2020.

The Field Coordinator, Integrated Support Services classification aims to supervise and support the site COST Coordinators serving the needs of K-12th grade students at approximately 12 sites. The Classification's primary responsibilities will include coordinating integrated system of services to support students and families; planning, organizing, implementing, supervising, and evaluating operations based on the Community Schools Framework; and developing partnerships and leveraging resources to maximize outcomes for students and families.

RECOMMENDATION:

Approve the proposed new job description for Field Coordinator, Integrated Support Specialist.

HAYWARD UNIFIED SCHOOL DISTRICT

TITLE:	Field Coordinator, Integrated Support Services		
DEPARTMENT/SCHOOL:	Student and Family Services		
REPORTS TO:	Assigned Administrator	CLASSIFICATION:	Classified Management (ACSA)
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	10 Months/197 Days 8 hours per day or duty days/hours as assigned
APPROVED: Board: Commission:	9/27/2017	SALARY GRADE:	TBD

GENERAL DESCRIPTION:

Under the direction of the Director of Student and Parent Support Programs or other assigned administrator, coordinate integrated system of services to support students and families; plan, organize, implement, supervise, and evaluate operations based on the Community Schools Framework; and develop partnerships and leverage resources to maximize outcomes for students and families.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES:

- Coordinate services to ensure equitable access to resources to impact student outcomes positively
- Ensure that school level services are coordinated to support student achievement
- Collaborate with staff to align resources, articulate services and communicate effectively to increase the impact of the Coordination of Services Team (COST)
- Build the capacity of school sites to ensure effective and integrated multi-tiered services and supports
- Improve capacity to collect and analyze data to inform interventions and resource allocation
- Recruit, interview, select, develop and evaluate the performance of assigned staff
- Ensure assigned staff understands program policies, procedures and objectives
- Create and maintain productive working relationships with families, district staff, community organizations and other agencies to remove barriers and improve access to programs and services
- Respond promptly and fairly to concerns within work scope
- Collect data, prepare accurate and timely reports, and conduct oral presentations
- Conduct site audits of program implementation and provide feedback to staff to improve program quality
- Serve as primary liaison to program evaluators to facilitate program evaluation process
- Collect and review relevant documents, e.g. time sheets, schedules, to ensure accuracy revising as necessary and appropriate

Other Duties:

Perform other duties, related to the job, as assigned.

KNOWLEDGE OF:

- Policies and objectives of assigned programs and activities
- Principles and practices of supervision and training, facilitation and teambuilding skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping and report preparation techniques
- Data collection techniques
- Effective inclusive practices
- Adult learning theory
- Standard English grammar
- Filing and record-keeping techniques
- Modern office practices, procedures and equipment
- Telephone techniques and etiquette

ABILITY TO:

- To conduct training within work scope
- Implement and manage a strategic planning process involving multiple sources, timelines, and work streams
- Effectively elicit, compile, organize, and summarize complex information from a wide variety of sources into a structured plan format
- Be flexible to perform work within changing priorities
- Demonstrate excellent interpersonal skills to work harmoniously with staff, students, administrators, parents and others
- Establish and maintain cooperative working relationships and resolve conflicts
- Write, revise, and edit multi-part documents and reports and maintain accurate and current records of operations and costs
- Use research and data as appropriate to support plan implementation
- Plan, organize, and direct the safe and efficient operation of assigned staff at multiple sites
- Interpret policies, rules and regulations within work scope
- Write and speak clearly and concisely and understand and follow instructions
- Operate a computer and assigned software
- Operate Microsoft Suite at an intermediate level
- Travel to conduct district business
- Work independently with minimal direction and supervision

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

Bachelor's Degree plus three (3) years defined experience or Master's Degree plus one (1) year experience. Experience defined: working with students and families in an educational or mental health setting coordinating a complex referral, support, and service delivery system.

LICENSES AND OTHER REQUIREMENTS:

Possession of valid first aid certificate and CPR certification.
Valid driver's license required to travel in personal vehicle to various sites.

ENVIRONMENT:

Indoor work environment and fieldwork requiring travel and a flexible work schedule
Constant interruptions

PHYSICAL DEMANDS:

Mental acuity to perform essential functions effectively

Hearing and speaking to exchange information

Seeing to read a variety of material

Dexterity of hands to operate equipment and computer keyboard

Action Requested:

- Information Item
- Approval/Ratification

SUBJECT: Approval of the Salary Placement for Field Coordinator, Integrated Support Services

PREPARED BY: Fernando Yañez, Executive Director, Classified Human Resources and Personnel Commission

BACKGROUND:

At the meeting of October 23, 2017, the Personnel Commission conducted a first reading of the classified job description for Field Coordinator, Integrated Support Services. This job description is being created to coordinate the integrated system of services to support students and families at approximately 12 school sites.

RECOMMENDATION:

Place the classification on the ACSA salary schedule at Range UU.