8.02

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue
San José, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approve Revised Job Description – PARAEDUCATOR SPECIAL EDUCATION II**

Staff Analysis:

Under the direction of the assigned management and/or supervisory position, assist a certificated teacher in providing instruction to individual or small groups of special education in a classroom; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills.

Recommendation:

District administration is recommending that the Board of Trustees approve the revised CSEA job description – PARAEDUCATOR-SPECIAL EDUCATION II

Submitted by: Cesar Torrico CT Title: Assistant Superintendent, Human Resources

To the Board of Trustees: **Recommend Approval**

Meeting: December 14, 2023 Regular Board Meeting

8.02

Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

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ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR SPECIAL EDUCATION II

BASIC FUNCTION:

Under the direction of the assigned management and/or supervisory position, assist a certificated teacher in providing instruction to individual or small groups of autistic, behaviorally disturbed, emotionally disturbed, visually handicapped and severely handicapped students in a classroom; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Paraeducator-Special Education II classification are assigned to classrooms for autistic, behaviorally disturbed, emotionally disturbed, visually handicapped and severely handicapped programs. Incumbents are recruited or specifically trained in special education and typically serve as one-to-one with the student. The Paraeducator-Special Education I classification is assigned to classrooms which have students who qualify under Special Day Class (S DC) or Resource Specialist programs.

REPRESENTATIVE DUTIES:

Assist a certificated teacher in providing instruction to individual or small groups of autistic, behaviorally disturbed, emotionally disturbed, visually handicapped and severely handicapped students in a classroom.

Work with groups and individual students in a variety of areas such as sensory stimulation, language development, number concepts, visual perception, basic reading and math, art projects and music; assist students in a variety of gross motor activities such as climbing, balancing, walking, rolling, crawling and other activities. F Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program.

Instruct students in self-help skills such as grooming, hygiene, daily living, and various social skills.

Assist students on and off the bus; push wheelchairs and lift students as needed.

Observe and control behavior and interaction of students according to approved procedures exercise positive restraint techniques according to established procedures; report progress regarding student performance and behavior.

Operate various exercise, therapeutic, instructional and office equipment.

Prepare instructional materials for individual students as directed by the teacher; maintain daily records of achievement.

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Assist students in toileting, buttons, snaps and zippers; clean children lacking control, changing diapers and clothing as necessary.

Prepare students for and assist students in mainstreamed classes according to established procedures.

Position and reposition students frequently, including placing them in therapeutic equipment.

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment.

Oversee student activities; lead and monitor playground activities and movement education as assigned.

Direct group activities of students as assigned.

Participate in meetings and in-service training programs as assigned.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special needs, problems and requirements of autistic, behaviorally disturbed, emotionally disturbed, visually handicapped and severely handicapped students.

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
Safe practices in classroom and playground activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communications skills.
Interpersonal relations skills using tact, patience and courtesy.
Record-keeping techniques.
Classroom procedures and conduct.

ABILITY TO:

Assist certificated staff with instruction and related activities of the assigned learning environment.
Assist students in developing self-help and social skills.
Print and write legibly.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with physically and developmentally handicapped children.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.
Restrain and discipline students according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school. and two years experience in working with school-age children in an organized setting, or equivalent.

WORKING CONDITIONS:

ENVIRONMENT:

Specialized classroom environment for the severely learning challenged.

PHYSICAL DEMANDS:

Lifting, carrying, pushing and pulling heavy equipment and students.
Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.
Bending at the waist, kneeling or crouching.
Standing and walking for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to monitor children.
Moderately heavy lifting — over 40 lbs.

HAZARDS:

Exposure to anti-social behavior.
Exposure to bodily fluids and infectious diseases.

SALARY RANGE:	8.0
WORK YEAR:	9.5 months
BARGAINTNG UNIT:	CSEA
DATE APPROVED:	Pending

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue
San José, CA 95127

8.03

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approve Revised Job Description – SENIOR ACCOUNTANT**

Staff Analysis:

Under the direction of the assigned management and/or supervisory position, perform complex account and fiscal work in the administration of the District's financial activities to assure accuracy of financial records and compliance with corporate policies and procedures.

Recommendation:

District administration is recommending that the Board of Trustees approve the revised CSEA job description – SENIOR ACCOUNTANT.

Submitted by: Cesar Torrico CT Title: Assistant Superintendent, Human Resources

To the Board of Trustees:
Recommend Approval

8.03
Agenda Placement

Meeting: December 14, 2023
Regular Board Meeting

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNTANT

BASIC FUNCTION:

Under the direction of the assigned management and/or supervisory position, perform complex accounting and fiscal work in the administration of the District's financial activities to assure accuracy of financial records and compliance with corporate policies and procedures.

REPRESENTATIVE DUTIES:

Review and approve documents authorizing financial transactions and assure the availability of funds and funds are encumbered; audit payment requests prior to check release to vendors; check accuracy of amount, account coding, completeness of documentation, and propriety of the transaction.

Review and reconcile computer-generated general ledger accounts and make necessary adjustments.

Prepare schedules for the auditors and assist in resolving issues.

Review payroll entries, bank account transmittals, budget transfers, journal vouchers, requests for payment, and others prior to data entry; check accuracy of data as to amount, account coding used, availability of funds, completeness of documentation, and propriety of transactions.

Review deposits of cash receipts; review account coding of revenues; assure that revenue receipts are deposited intact in a timely manner.

Process new contracts; assign contract numbers.

Assist in the preparation of the Annual Budget; prepare the Preliminary Budget; coordinate with principals and program managers regarding their specific budget objectives and incorporate these objectives with the overall objective of the District.

Prepare bank reconciliation for Student Body Fund; reconcile bank balance with hook balance and make necessary adjustments.

Develop accounting procedures for departmental function; recommend procedures in areas where improvement is needed or where internal control procedures are weak.

Initiate preparation of 1099 reports; review for accuracy of data prior to sending/filing with the IRS.

Initiate monthly and year-end close procedures; assure that books are closed in a timely manner.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Governmental budgeting, accounting, data processing, and other fiscal principles and practices.
Accounting and auditing control procedures.
Financial analysis, control systems, and procedures.
Validity of data computer systems and procedures.
California School Accounting Manual.
California Education Code fiscal procedures.
Operation of a computer terminal and applicable software.

ABILITY TO:
Plan, organize and control the accounting, auditing and financial programs of a school district.
Direct the recording, auditing, and interpretation of District financial transactions. Prepare, present and interpret financial reports.
Accumulate financial data required by the administrative staff
Work cooperatively with public agencies and District personnel.
Provide support for Program Managers.
Obtain Notary Public license.
Operate a variety of office equipment including a computer and applicable software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance, business administration, or a related field or five (5) years of professional accounting, finance, budgeting, and data processing experience, preferably in an educational institution or government agency, or equivalent.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
Bending at the waist, kneeling, or crouching.
Light lifting — up to 14 lbs.

SALARY RANGE:	22.0
WORK YEAR:	12 months
BARGAINING UNIT:	CSEA
DATE APPROVED:	Pending

8.04

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue
San José, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approve Revised Job Description – TRANSLATOR TECHNICIAN**

Staff Analysis:
Reports to the Director of State and Federal Programs. Provide interpreting and translating services for the District. Interpretation and translation services will support District and school administration, students, teachers, and parent/community representatives. Under the guidance and direction of the supervisor, this position will also assist in securing interpreting and translation services for other languages as available and necessary.

Recommendation:

District administration is recommending that the Board of Trustees approve the revised CSEA job description – TRANSLATOR TECHNICIAN.

Submitted by: Cesar Torrico CT Title: Assistant Superintendent, Human Resources

To the Board of Trustees: **Recommend Approval**

Meeting: December 14, 2023 Regular Board Meeting

8.04
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT CLASS

TITLE: TRANSLATOR TECHNICIAN

BASIC FUNCTION:

Reports to the. Director of State and Federal Programs. Under the direction of the assigned management and/or supervisory position. Provide interpreting and translating services for the District. Interpretation and translation services will support District and school administration, students, teachers, and parent/community representatives. Under the guidance and direction of the supervisor, this position will also assist in securing interpreting and translation services for other languages as available and necessary.

DISTINGUISHING CHARACTERISTICS:

The class of Translator Technician requires a general vocabulary and educational terminology in two or more languages. a command of syntactical and grammatical usage in both languages and high level of skill in accurate interpretation. The person is required to have knowledge of differing intra-cultural literary levels, including the principal idioms and slang of a non-English language. and would also be expected to perform clerical duties and responsibilities.

REPRESENTATIVE DUTIES:

Assist the district and schools by providing interpreting and translation for Board meetings, district and school parent information events, parent education classes, parent/teacher conferences, email and phone communication, and other assignments as directed.

Assist the district and schools in providing and/or securing interpreting and translation services to support Special Education IEP meetings if department or school staff are unavailable.

Assist the district and schools in the interpretation and translation of newsletters, business and public information materials, brochures, bulletins, Mandated federal and state documents, including annual School Accountability Reports and other materials as approved by the supervisor.

Research and maintain a library of online and bound written translation resources, including specific terminology and related translated documents to ensure accuracy and adherence to the intent of the original document or oral communication.:

Ensure that all mandated federal, state, and other district provided documents and information are accurately posted on the District website.

Maintain accurate records of services provided to each school and department in the District.

Assist in the preparation of forms, tables, charts, and narrative to complete each task.

Assist in other clerical duties as necessary.

Perform translation of materials and delivery of interpretation services: proofread translations in his/her native language and assure accuracy: maintain records of translations and extract information as requested. *E*

Provide written and oral translations from oral direction, rough draft or copy notes: assist in interpreting/translating District procedures and forms. *E*

Prepare letters, memorandums, and reports as required. *E*

Assist in preparation of forms, newsletters, brochures and written materials for non-English speaking groups.

Assist in certification of bilingual employees.

Attend meetings as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpretation/translation of non-English language. including intra-cultural literary levels, principal idioms, and slang.
Business Educational English and second language. spelling, punctuation.
Basic knowledge of Board and District policies and procedures.
General educational terminology in English and a second language. Ethnic customs and cultures, particular to non-English speaking groups. Modern office practices. procedures and equipment.
Basic record-keeping techniques.
Interpersonal skills using tact. patience and courtesy.

ABILITY TO:

Read. write, translate and interpret English and a designated second language.
Perform routine clerical work including the ability to spell correctly.
Make simple arithmetic calculations.
Use of standard office machines including technology and email systems for oral and written communication.
Learn office and District rules, methods, and policies.

Perform clerical work with accuracy and speed. Monitor the quality of translated materials as assigned.
Follow oral and written directions in English and/or a second language.
Translate detailed educational information or written materials and documents for appropriate signatures.
Establish and maintain cooperative working relationships with all levels of educational, professional, administrative, and support personnel as well as parents/community representatives.
Perform assigned/required tasks of moderate difficulty without close supervision.
Maintain routine records.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent Associates of Arts Degree preferred
Completion of 12 units of a Translation and Interpreting Program and passage of a verbal and written language exam.

Other Requirements:

Experience working with and presenting to parents and other community members
Experience in providing interpreting and translation services Valid California Driver's License

WORKING CONDITIONS: ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist. kneeling or crouching.
Light lifting - up to 14 lbs
Reaching to maintain files Moderate to high-stress level.

SALARY RANGE: 16
WORK YEAR: 10, 11, 12 MONTHS
BARGAINING Unit: CSEA
DATE APPROVED: Pending