

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • (805) 385-1501



**THE PERSONNEL COMMISSION**  
**SUPPORTING EDUCATION THROUGH MERIT**

**PERSONNEL COMMISSION MEMBERS**

**Mr. Ernest Morrison, Chair**  
**Mr. Paul Robinson, Vice Chair**  
**Mr. Edward M. Castillo, Member**

**AGENDA**  
**SPECIAL MEETING**  
**Thursday, April 27, 2023**

**4:30 p.m. Special Meeting**  
**Portable 402 of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**SPECIAL MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

- A.1 Call Meeting To Order**
- A.2 Roll Call**
- A.3 Adoption of the Agenda**
- A.4 Approval of Minutes April 13, 2023. (Page 4-10)**

## **Section B: COMMENTS BY THE PUBLIC**

Public Comment provides the public an opportunity to address the Personnel Commission (“Commission”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

## **Section C: ACTION ITEMS**

- C.1 Advanced Step Placement for Brianna Mendoza, Speech Language Pathology Assistant (SLPA) (Page 11)**  
The Personnel Commission will ratify the advanced step placement for Brianna Mendoza, Speech Language Pathology Assistant at Step C of the Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.2 New Classification Director of Federal and State Grants (Page 12-15)**  
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
- C.3 Reclassification Request – Office Assistant II (Page 16-19)**  
The Personnel Commission will consider the reclassification request.
- C.4 Approval of thirteen job description revisions for Maintenance/Operations (Page 20-59)**  
The Personnel Commission will consider the establishment of the newly revised job classifications, while maintaining the current CSEA Salary Schedule.
- C.5 Approval of twelve job description revisions for Instructional Support (Page 60-97)**  
The Personnel Commission will consider the establishment of the twelve newly revised job classifications, while maintaining the current CSEA Salary Schedule.
- C.6 Approval of job description revision for Campus Assistant (Page 98-101)**  
The Personnel Commission will consider the establishment of the newly revised job classification, while maintaining the current CSEA Salary Schedule.
- C.7 Approval of job description revisions for Human Resources (Page 102-115)**  
The Personnel Commission will consider the establishment of the newly revised job classifications, while maintaining the current CSEA Salary Schedule.
- C.8 Approval of five job description revisions for Community Relations (Page 116-131)**

The Personnel Commission will consider the establishment of the newly revised job classifications with title changes, while maintaining the current CSEA Salary Schedule.

**C.9 Approval of job description revisions for Transportation (Page 132-153)**

The Personnel Commission will consider the establishment of the newly revised job classifications, while maintaining the current CSEA Salary Schedule.

**C.10 Approval of twenty-one job description revisions for Clerical Support (Page 154-217)**

The Personnel Commission will consider the establishment of the newly revised job classifications, while maintaining the current CSEA Salary Schedule.

**C.11 Approval of three job description revisions for Classified Confidential Group (Page 218-227)**

The Personnel Commission will consider the establishment of the newly revised job classifications, while maintaining the current CSEA Salary Schedule.

**C.12 Approval of twenty-two job description revisions for Classified Management (Page 228-297)**

The Personnel Commission will consider the establishment of the newly revised job classifications, while maintaining the current CSEA Salary Schedule.

**Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

These items are presented for information or study only, no action will be taken.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission

**Section F: CLOSED SESSION**

The Personnel Commission will convene to closed session for the following items:

**F.1 Pursuant to Section 54957 of the Government Code, the Personnel Commission will consider a personnel matter concerning:**

- Public Employee Appointment-Director of Classified Human Resources

**F.2 Reconvene to open session and report out of closed session.**

The Personnel Commission will report on any action taken in closed session.

**Section G: ADJOURNMENT**

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



**THE PERSONNEL COMMISSION**  
**SUPPORTING EDUCATION THROUGH MERIT**

**PERSONNEL COMMISSION MEMBERS**

**Mr. Ernest Morrison, Chair**  
**Mr. Paul Robinson, Vice Chair**  
**Mr. Edward M. Castillo, Member**

**MINUTES**  
**REGULAR MEETING**  
**Thursday, April 13, 2023**

**4:30 p.m. Regular Meeting**  
**Oxnard Room of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

The Personnel Commission of the Oxnard School District met for a special meeting on Thursday, April 13, Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 4:41 p.m.

### **A.2 Roll Call**

Commissioners: Ernest Morrison, Chair of the Personnel Commission; Paul Robinson, Vice Chair of the Personnel Commission; Edward Castillo, Member of the Personnel Commission  
Staff: Dr. Lin, Interim Director Classified Human Resources; Tanya Ventura, Human Resources Analyst; Fabian Lopez-Rivera, Administrative Assistant

Guests: Ilene Poland, CSEA President; Dr. Natalia Torres, Assistant Superintendent of Human Resources; Mrs. Valerie Mitchell, Interim Assistant Superintendent Business & Fiscal Services; Dr. Scott Carroll, Director of Certificated Human Resources; Dana Miller, Director of Facilities; Jason Corona, Assistant Director of Child Nutrition Services; Pamela Ibarra Diaz, CSEA Clerical Representative; Gricet Renteria, CSEA Union Representative; Jill Ortiz; Beatriz Magana; Victor Centeno; Marisela Magallanes; Patricia Nunez; Patty Gonzalez; Susie Dickens; Susana Espinoza; Maricela Amaro; Alejandra Pamatz; Angela Perez; Ariana Palomar; Beatriz Chavez; Martha Ortiz Lopez; Alicia Mariscal; Veronica Vanegas; Alex Cortez; Alejandro Cortez; Victoria Saadati.

### **A.3 Adoption of the Agenda**

The agenda of Thursday April 13, 2023 was adopted as presented.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Adopt

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

### **A.4 Educational Management Solutions (EMS) Study Session**

Fred Corn of EMS gave a presentation on the Comprehensive Classification & Compensation study that was conducted by EMS.

### **A.5 Educational Management Solutions (EMS) Final Report (Page 5-41)**

### **A.6 Approval of Minutes March 9, 2023 , March 30, 2023 and April 4, 2023. (Pages 42-55)**

The minutes of March 9, 2023 , March 30, 2023 and April 4, 2023 were approved as amended.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve as Amended

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

## **Section B: COMMENTS BY THE PUBLIC**

Staff voiced concerns regarding longevity of fading Preschool positions and asked for guidance in navigating this matter where it was expressed by Commission that resolution is found elsewhere.

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for David Hubbard, Chief Information Officer (Page 56)**

The Personnel Commission took action to approve the advanced step placement for David Hubbard, Chief Information Officer at Step 2 of the Classified Management Salary Schedule.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

### **C.2 Advanced Step Placement for Patricia Nunez, Director of Fiscal Services (Page 57)**

The Personnel Commission took action to approve the advanced step placement for Patricia Nunez, Director of Fiscal Services at Step 3 of the Classified Management Salary Schedule.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

### **C.3 Advanced Step Placement for Grant Golden, HVAC Technician (Page 58)**

The Personnel Commission took action to approve the advanced step placement for Grant Golden, HVAC Technician at Step B of the CSEA Salary Schedule.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

### **C.4 Advanced Step Placement for Maricela Amaro, Accounting Specialist III (Accounts**

**Payable & Receivable) (Page 59)**

The Personnel Commission took action to approve the advanced step placement for Maricela Amaro, Accounting Specialist III at Step B of the CSEA Salary Schedule.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.5 New Classification Director of Communication and Public Engagement (Pages 60-63)**

The Personnel Commission took action to approve the new classification of Director of Communication and Public Engagement as presented.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.6 Approval of three job description revisions for Child Nutrition Services (Pages 64-73)**

The Personnel Commission accepted the establishment of the three newly revised job classifications as presented.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Accept

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.7 Approval of five job descriptions revisions for Fiscal Services (Pages 74-89)**

The Personnel Commission accepted the establishment of the five newly revised job classifications with title changes as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.8 Approval of five job description revisions for Purchasing/Graphics/Warehouse (Pages 90-105)**

The Personnel Commission accepted the establishment of the five newly revised job classifications as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.9 Approval of six job description revisions for Technology Services (Pages 106-124)**

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.10 Reclassification Request – Facilities Technician (Pages 125-130)**

The Personnel Commission took action to approve the reclassification request for Facilities Technician as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.11 Reclassification Request – Technology Services Technician (Pages 131-134)**

The Personnel Commission took action to approve the reclassification request for Technology Services Technician as presented.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

**C.12 Eligibility Lists (Pages 135-142)**

The eligibility lists of Paraeducator-General Education, Library Media Technician, Chief Information Officer, Language Assessment Technician, Director of Fiscal Services, Paraeducator-Special Education, and Risk Management Specialist were approved as presented.



Mover: Paul Robinson  
Seconder: Edward M Castillo  
Moved To: Approve  
Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson  
Motion Result: Passed

#### **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

##### **D.1 Personnel Actions (Pages 143-145)**

The Personnel Commission reviewed the Personnel Actions of April 4th, 2023.

##### **D.2 Public Hearing on Budget for Fiscal Year 2023-2024 (Pages 146-152)**

Concerns were expressed regarding absence of projected expenses for Senior Human Resources Analyst position.

##### **D.3 Report by Assistant Superintendent, Human Resources**

Nothing to report.

##### **D.4 Director's Report**

##### **D.5 Report by Commissioners**

#### **Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

#### **Section F: CLOSED SESSION**

The Commission convened into closed session at 7:30 p.m.

##### **F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

##### **F.2 Reconvene to open session and report out of closed session.**

The commission reconvened at 8:16 p.m and reported that:

-action was taken to hire TR Lin as consultant from dates May 22nd -December 31st 2023.

-action was taken to hire Tanya Ventura as Interim Director from dates May 1st-19th 2023.

#### **Section G: ADJOURNMENT**

There being no further business, the Commission adjourned at 8:19 p.m

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TR Lin  
Interim Director Classified Human Resources and  
Secretary to the Personnel Commission

By our signature below, given on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the  
Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of  
April 13, 2023.

Signed:

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Chair of the Personnel Commission

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Brianna Mendoza, Speech Language Pathology Assistant**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Special Education department for the Speech Language Pathology Assistant (SLPA) position. Ms. Brianna Mendoza was selected for the position by the hiring authority. Ms. Mendoza is being recommended to start at Step C of the SLPA classification on the classified salary schedule based on the following:

- Experience – Has done volunteer work in the field for 4 years as well as the accredit fieldwork to obtain the certification needed for this position.
- Education - Bachelors in the field, BA in Communication Disorders emphasis in Speech-Language Pathology.
- Additional skills or qualifications – Ms. Mendoza is bilingual in Spanish and have some experience with AAC devices.
- This would be considered a hard to fill recruitment.

The minimum qualifications for SLPA classification are:

- Education – Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program; OR proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.
- Experience - Six months of experience working with individuals with speech and language disabilities in a structured environment.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Ms. Brianna Mendoza at Step C of the SLPA classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **New Classification Director of Federal and State Grants**

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This item was being requested by Superintendent Dr. Karling Aguilera-Fort and Educational Services Department as the result of receiving multi-year Federal and State Grants, including the newly received grant for Learning Communities for School Success Program (LCSSP).

The Director of Federal and State Grants job classification is being created to provide support to the instructional program with specific responsibilities for overseeing and implementing Federal and State Grants, including the Learning Communities for School Success Program (LCSSP) Grant and other potential grants in coordination with the Director of Pupil Services; facilitating the Coordinating and Advisory Council of the LCSSP grant; organizing needs assessments to identify and address gaps; coordinating project activities with existing programs and the Local Control and Accountability Plan (LCAP); promoting the program within the school system and to outside/community groups; developing partnerships with local employers and preparing required supporting documentation and reports; ensuring compliance with program requirements; and developing a sustainability plan for the grant.

This position will be in existence for the duration of the Federal and State Grants

There is not enough comparisons within the local market. Based on internal equity analysis, this job classification is being allocated to salary range \$89,272 to \$106,061 on classified management salary schedule, in between Director of Transportation and Human Resources Manager

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the new job classification of Director of Federal and State Grants at salary range \$89,272 to \$106,061 on the Classified Management Salary Schedule.

### **ADDITIONAL MATERIALS:**

**Attached:** [Director of Federal and State Grants.pdf - Draft.pdf](#)

## Director of Federal and State Grants

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### Purpose Statement

The job of Director of Federal and State Grants is done for the purpose/s of providing support to the instructional program with specific responsibilities for overseeing and implementing Federal and State Grants, including the Learning Communities for School Success Program (LCSSP) Grant and other potential grants in coordination with the Director of Pupil Services; facilitating the Coordinating and Advisory Council of the LCSSP grant; organizing needs assessments to identify and address gaps; coordinating project activities with existing programs and the Local Control and Accountability Plan (LCAP); promoting the program within the school system and to outside/community groups; developing partnerships with local employers and preparing required supporting documentation and reports; ensuring compliance with program requirements; and developing a sustainability plan for the grant.

This position will be in existence for the duration of the Federal and State Grants.

This job reports to Associate Superintendent of Educational Services, or Designee.

### Essential Functions

- Plans and directs the implementation of services and operations of Federal and State Grants through a combination of delegation and personal involvement (e.g. Learning Communities for School Success Program (LCSSP) Grant, etc.) for the purpose of ensuring new programs/services are provided within established timeframes in compliance with all related requirements.
- Collaborates with the Manager for Equity, Family and Community Engagement to implement and expand family engagement activities for the purpose of increasing home-to-school partnerships to increase student success, engagement, and attendance.
- Coordinates with site-based Outreach Service Consultants to provide standards for quantity and quality of services for the purpose of planning and implementing high quality attendance improvement plans.
- Monitors Federal and State Grant budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Supervises, evaluates, and provides work directions to assigned certificated and classified staff for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of Federal and State Grants.
- Collaborates and plans with Director of Pupil Services and staff to provide services addressing truancy concerns (e.g. therapeutic mental health, substance use disorder treatment, etc.) for the purpose of ensuring compliance with Federal and State Grants requirements.
- Designs and implements a variety strategies with an array of incentive and support services to children and families (e.g. expanding opportunities for students to participate in clubs and sports programs; offering individual and group counseling services ; offering transportation services, etc.) for the purpose of encouraging active participation by parents, public and private providers to support multiple Grants.
- Partners and collaborates with community-based organizations to support the implementation of evidence-based, non-punitive practices for the purpose of furthering the goals of keeping the most vulnerable students in school.
- Establishes the criteria to evaluate the effectiveness of the Federal and State Grant programs and personnel; monitors expected annual measurable outcomes as outlined in district LCAP for the purpose of decreasing chronic absenteeism and increasing student attendance rates.

- Works with the District Community Liaison and School Attendance Review Board (SARB) team to identify students who are chronically absent and provide strategic and needed support to students and families for the purpose of improving student attendance.
- Researches a variety of topics related to Federal and State Grants (e.g. current practices, student attendance, instructional materials, methods, curriculum guidelines, etc.) for the purpose of meeting the goals outline on the program and developing new programs.
- Supports other upper level administrators for the purpose of collaborating with these administrators in achievement of department, program and district goals.
- Develops long and short range plans in relation to assigned Federal and State Grant responsibilities (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives and grant goal are achieved in the most efficient and timely manner.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Researches and monitors information required to manage Learning Community Support (e.g. reviewing relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, and securing general information for planning, taking appropriate actions.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Facilitates LCSSP and other meetings that may frequently involve a range of issues (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Educational Services.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Local Control and Accountability Plan of Oxnard School District; operations, community resources and services, and activities designed to support students and families within Ventura and neighboring counties; resources and supports for students who are identified as chronically absent and/or who are experiencing difficulty engaging in school; general needs and behavior of children; principles of supervision; general budget concept; evidence-based treatment and assessment; and grant reporting program requirements at Federal and State levels.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of

the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: An Associate Degree or equivalent from an accredited college or university in education, counseling, social work, communication, statistics, sociology, psychology, public administration, public policy or other closely related field. Five (5) years of experience with Federal and State Grant programs, grant implementation and oversight, research analysis, continuous improvement, and/or educational leadership with public schools, public agencies, or community-based organizations such as church groups, community advisory groups, parent/teacher associations, scouting organizations, etc., with at least two (2) years of working experience as a lead or supervisor. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

CLASS Mgmt - F

Working together to achieve the Oxnard School District vision for student success

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Reclassification Request – Office Assistant II**

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As part of the comprehensive classification and compensation study conducted by Educational Management Solutions (EMS), the following steps were performed:

- Job analysis focus group interview with the incumbent Raquel May, Office Assistant II, was conducted on December 9th, 2021, and showed that she has been performing different office support job functions within Child Nutrition Services as compared to other Office Assistant IIs.
- This was confirmed during supervisory validation interviews on February 4th, 2022, with Suzanne Lugotoff, Director of Child Nutrition Services.
- On February 26th, 2022, EMS Job Coordinator Olivia Zepeda conducted a follow-up zoom interview with Ms. Lugotoff to write a job description specifically for CNS main office. The current Oxnard job description of Office Assistant II was revised to reflect the duties in CNS main office, with suggested job title change.
- A second supervisor review by Suzanne Lugotoff, Director of CNS was conducted on April 22nd, 2022, by Olivia.

As a result, a new job description is being proposed for the incumbents under the classification of Office Assistant (CNS). Based on the EMS internal equity and market analyses data, staff is recommending the salary range remains the same – CSEA Range 17 (\$19.02/hour - \$23.11/hour) for this new job description.

If approved, Ms. Raquel May will be reclassified under the classification of Office Assistant (CNS).

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the reclassification of Ms. Raquel May, effective April 17th, 2023

Staff also recommends that the Personnel Commission take action to approve the new classification of Office Assistant (CNS) at range 17 of the Classified salary schedule.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Office Assistant \(CNS\) 04-27-23.pdf](#)



## **Office Assistant (CNS)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Office Assistant (CNS) is done for the purpose/s of Under the direction of Director of Child Nutrition, performing a variety of diverse technical and clerical functions in support of Child Nutrition Services; developing documents, letters, and memoranda; providing information to the general public; performing a variety of technical clerical duties relative to the Child Nutrition Department; taking responsibility for the planning, coordinating, training of temporary staff, and translating documents for the processing of family income data directly related to district funding through USDA and CDE.

This job reports to Director of Child Nutrition or Designee.

### **Essential Functions**

- Performs a variety of complex and diverse clerical duties in support of the CNS Department and may serve as a department receptionist for staff and the general public (e.g. filing, data entry, duplicating materials, date stamping, logging documents received, verifying and organizing payroll records, opening and routing mail, etc.) for the purpose of supporting CNS department functions.
- Assists in maintaining records for CNS programs and ensures the timely duplication and distribution of a variety of records, reports and other materials as directed for the purpose of disseminating information to appropriate parties.
- Updates CNS Department web page for the purpose of providing support and current information.
- Answers telephones, translates as necessary, takes messages, and makes phone calls for the purpose of screening calls, transferring calls, and responding to inquiries; and requesting, providing, or verifying confidential information as directed.
- Compiles documents, information, and data for state, federal and district to auditors for the purpose of gathering information required to perform functions.
- Distributes various forms and provides information and assistance to the public and staff regarding their completion for the purpose of ensuring delivery and completion of documents.
- Develops formats and procedures for entering and retrieving various types of data for the purpose of communicating information to other parties.
- Prepares and maintains detailed and complex logs, files, records, and data bases for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of written materials (e.g. letters, memoranda, bulletins, reports, schedules, lists, forms, other materials from straight copy or rough draft, proofreads draft documents, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains a variety of logs, records, and files; verifies records of staff attendance; and may maintain financial records relating to the receipt and disbursement of funds for the purpose of documenting activities, conveying information and/or providing an up-to-date reference.
- Maintains supply and material inventories; orders materials and office supplies as directed for the purpose of ensuring items' availability.
- Trains and provides work direction and guidance to temporary clerical staff for the purpose of ensuring that departmental work goals are achieved and performance is maximized.

- Translates a variety of written materials from English to a second language and from that language into English; and interprets for various meetings for the purpose of translating, interpreting, and facilitating communication between staff and non-English speaking members of the public as needed.
- Interacts with district Information Technology Department on a regular basis for the purpose of ensuring ongoing support to CNS is provided.
- Provides assistance to students, staff, CNS staff, and the general public as directed for the purpose of ensuring student's success; assisting the public and staff in filling out paperwork and forms; providing routine information and directing inquiries to the appropriate person or office.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Child Nutrition Services.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; compiling, maintaining, and submitting accurate records and reports; making mathematical calculations quickly and accurately; and establishing and maintain filing systems.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District organization, operations, policies and objectives related to assigned function; guidelines established by USDA, State Board of Education, and Department of Child Nutrition; pertinent Federal, State, and local laws, codes, and regulations; CNS District department office terminology, practices, and procedures; CNS District department rules and guidelines; operation, care, and use of data entry and output equipment; formats and procedures for entering and retrieving various types of data; modern office practices, procedures, and equipment; principles and procedures of record keeping; proper telephone etiquette; and correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: verifying accuracy and completeness of documents and process data; maintaining confidentiality of student and family information; working effectively within established time schedules and with minimal direction; communicating effectively, both orally and in writing; reading, interpreting, and following rules, regulations, policies, and procedures; establishing and maintaining effective working relationships; understanding and following both oral and written directions; and communicating with diverse groups.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. One (1) year of clerical experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandatory Annual Professional Standards

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 17

**Revised Date**

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of thirteen job description revisions for Maintenance/Operations**

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Thirteen out of fourteen classified job descriptions in the Maintenance and Operations Series have been reviewed with two title changes. Maintenance Worker II will have to come back for approval at a later time.

Title changes:

- FROM Facilities Materials Specialist TO Facilities Logistics Specialist
- FROM Grounds Maintenance Worker I TO Grounds Maintenance Worker

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve thirteen newly revised job classifications in the Maintenance and Operations Series, with two job title changes, while maintaining the current CSEA Salary Schedule.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Custodian.pdf](#)  
[Electrician.pdf](#)  
[Facilities Materials Specialist.pdf](#)  
[Grounds Equipment Operator.pdf](#)  
[Grounds Maintenance Lead.pdf](#)  
[Grounds Maintenance Specialist.pdf](#)  
[Grounds Maintenance Worker.pdf](#)  
[HVAC Technician.pdf](#)  
[Irrigation Specialist.pdf](#)  
[Lead Custodian.pdf](#)  
[Locksmith.pdf](#)  
[Plumber.pdf](#)  
[Security-Maintenance Worker.pdf](#)

## **Custodian**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an aesthetically pleasing, sanitary and safe environment for students, staff and visitors; performing a variety of cleaning operations; assisting in preparing facilities for classroom activities and campus events; and performing other related duties to support Facilities, Maintenance and Operations.

This job reports to Custodial Services Manager or designee.

### **Essential Functions**

- Prepares the school for daily/nightly operations (e.g. opening/closing gates, raising/lowering flags, sweeping, waxing, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Cleans comprehensively the assigned facilities and/or grounds for the purpose of maintaining a sanitary, safe and attractive environment.
- Participates in set-up and tear-down of seating, tables, and equipment of school site activities for the purpose of preparing for school site events usage.
- Identifies unsafe conditions in and around work areas and reports them to Lead Custodian, site administrator, or designee for the purpose of preventing injuries and ensuring site safety.
- Secures facilities and grounds, and activates all monitoring systems (e.g. doors, gates, alarms, lights, etc.) for the purpose of Providing a safe facility; minimizing property damage, equipment loss and/or potential liability.
- Responds to emergency and immediate safety, health, and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Monitors and replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for uninterrupted use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Conveys messages to site personnel for the purpose of providing information and direction regarding school activities and safety issues.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs minor maintenance on buildings and equipments for the purpose of maintaining safe and functioning support facilities.

## **Other Functions**

- May utilize Computerized Maintenance Management System and software application programs as directed for the purpose of enhancing the efficiency of the custodial services functions.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and Facilities, Maintenance and Operations.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools; and repairing office and classroom equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic methods of industrial cleaning; health and safety practices and procedures; usage of power equipment and specialized cleaning tools; and methods of minor preventive maintenance.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating effectively; meeting deadlines and schedules; provide information and assistance in a helpful, courteous and timely manner; understand and follow both oral and written instructions; establish and maintain effective working relationship; working as part of a team; working with minimal supervision; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 90% walking, 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** Completion of the Eighth Grade is desired.

**Education (Preferred):** High school degree or equivalency.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

### **Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
4/27/2023  
**Revised Date**

**Salary Grade**  
CSEA - 17

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## **Electrician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Electrician is done for the purpose/s of installing, repairing, maintaining, and upgrading electrical systems and equipment; assisting other skilled trades; ensuring that tools and materials are available at job site; and performing a variety of other duties to support the Facilities department.

This job reports to Maintenance Services Manager or Designee.

### **Essential Functions**

- Performs routine and preventive electrical maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Installs electrical system and components (e.g. lighting, fire and security alarms, electrical panels, switches, circuits, scoreboards, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Repairs and installs fiber optic and any other cabling for the purpose of supporting and activating technology/data systems.
- Operates various equipment and machinery (e.g. testing equipment and devices, saws, drills, hand tools, etc.) for the purpose of ensuring electrical systems and equipment are working successfully.
- Inspects and maintains exit and emergency lighting systems, and fire alarm systems for the purpose of ensuring all emergency systems are working effectively and safely.
- Monitors electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Repairs electrical components and/or systems (e.g. motors, circuits, transformers, generators, compressors, switches, intercom systems, cafeteria kitchen equipment, etc.) for the purpose of ensuring a safe working condition.
- Analyzes blue prints, schematics, and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Repairs and maintain electric equipment and machines (e.g. vacuums, heaters, phone systems, appliances, etc.) for the purpose of getting such electrical systems and equipment operating safely and effectively.
- Estimates time, materials, and equipment required for assigned projects for the purpose of ensuring work assignments are completed effectively, efficiently, and safely.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Provides work direction and guidance to maintenance workers for the purpose of ensuring projects are completed timely, effectively, and safely.
- Observes and complies with Federal, State, and local electrical codes for the purpose of ensuring all work is completed effectively and safely.



- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Operates District vehicle for the purpose of traveling to district sites and transporting tools, supplies, and equipment.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, regulations, and policies; methods, techniques, materials, and tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, and environmental systems/subsystems including controlling/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduate from high school or evidence of equivalent education proficiency supplemented by specialized training in electrical equipment maintenance and repair or a related field. Three (3) years of journey-level experience in the electrical trade; performing electrical work in the installation, maintenance and repair of electrical systems and equipment.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Certificates and Licenses**

Journey Level Certificate preferred  
Valid Driver’s License & Evidence of Insurability

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 24

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## **Facilities Materials Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Facilities Materials Specialist is done for the purpose/s of locating, purchasing and delivering tools, goods, supplies, and services for the Facilities Department; receiving, storing, tracking and issuing hand tools, power tools, parts, equipment, and materials; maintaining tool crib area in an organized and efficient manner; ensuring that assignments are complete in a safe, proper, and timely manner; and providing assistance in various areas of maintenance as needed in order to support the Facilities Department.

This job reports to Maintenance Services Manager or Designee.

### **Essential Functions**

- Purchases a variety of facilities-related items and solicits quotes for major item purchases as directed (e.g. supplies, parts, tools, equipment, materials, services;, etc.) for the purpose of maintaining and tracking inventory; ensuring availability of required; and ensuring purchases are within district requirements.
- Maintains inventory of tools, parts, equipment, and materials; marks and assigns facilities inventory control numbers to tools and equipment; maintains tool crib area organized and clean; and locates lost or misplaced tools as needed for the purpose of ensuring the availability of required items, documenting utilization, and providing information.
- Requisitions, receives, stores, and issues equipment and materials for the purpose of ensuring specifications, quantity and quality of orders are correct; and delivering supplies, parts, and tools to maintenance personnel at school sites as needed.
- Inspects and measures tools with a micrometer for wear defects; coats tools with preservative as needed; procures and maintains aerial and boom lifts in charged and working condition for the purpose of performing minor repairs, cleaning, and overhauling of tools and equipment; and ensuring availability and safe working condition of equipment.
- Follows and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Reviews all invoices and follows up on all back orders for the purpose of ensuring complete and accurate information related to price, product quality, and services provided and ensuring steady flow of equipment and materials.
- Prepares invoices and gathers and attaches related documentation for the purpose of obtaining approval from management staff.
- Contacts a variety of vendors for the purpose of exchanging information; initiating buy-out requisitions; obtaining, verifying, and providing information regarding the purchase and delivery of facilities and maintenance related equipment and supplies; and obtaining technical information as required.
- Operates and maintains maintenance equipment as needed (e.g. truck, fork lifts, etc.) for the purpose of supporting the maintenance department services.

- Prepares and maintains a variety of reports, records, and files related to daily operations including stock and inventory records for the purpose of documenting activities and providing reliable resource information.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.
- Assists various other areas of maintenance and performs maintenance repair and construction work in the basic trades for the purpose of completing projects and work orders efficiently.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Compiles data from a wide variety of sources; performs data entry; and initiates and update records (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Responds to emergency situations, during and after working hours, for the purpose of addressing immediate safety concerns; providing tools and parts to resolve problems; and/or assisting in resolving facility maintenance and repair issues.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Facilities, Maintenance, and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office and specialized equipment including utilizing pertinent software applications; observing and implementing proper safety practices; basic mathematical principles; preparing and maintaining accurate records and reports; performing routine clerical duties; maintaining a perpetual inventory system; and monitoring and maintaining inventory levels.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health and safety regulations, including regulations regarding ordering, receiving/handling, and storing hazardous and/or flammable materials; operation of tools and equipment used in general maintenance or shop environment; sources for maintenance supplies and equipment; methods and techniques for ordering, receiving, storing, and issuing materials, supplies, and equipment in a general maintenance shop; materials inventory control methods; purchasing procedures and terminology as it relates to maintenance material procurement; and principles and procedures of record keeping.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and practicing proper safety practices; understanding and following both oral and written instructions; establish and maintain effective working relationships; work effectively within established timelines and with minimal direction; working with multiple projects; dealing with frequent interruptions and changing priorities; analyzing situations accurately and adopting an effective course of action; and communicating effectively, both orally and in writing.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading,

guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** job related experience is required, with increasing level of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent: Graduation from high school or evidence of equivalent educational proficiency. One (1) year of experience performing a variety of semi-skilled maintenance and facilities repair work. Material control or warehouse/stockroom experience is desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Forklift Operator Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 22

**Revised Date**

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## **Grounds Equipment Operator**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Grounds Equipment Operator is done for the purpose/s of operating power and grounds equipment to perform grounds maintenance work; maintaining, adjusting, and repairing equipment; leading assigned staff; maintaining inventory of supplies and materials; and performing a variety of duties in assigned area of responsibility in order to support the Grounds department.

This job reports to Grounds Services Manager or Designee.

### **Essential Functions**

- Operates a variety of equipment, machinery, and tools (e.g. power sweepers, dump trucks, skip loaders, jack hammers, clippers, saws, edgers, push mowers, tractors with attachments, riding mowers, pressured exhaust rodent control machine, etc.) for the purpose of maintaining landscaped areas, parking lots, and service roads; and assisting as needed.
- Repairs and maintains riding mowers, tractors, and push mowers for the purpose of mowing lawns and large fields at District sites.
- Maintains work area, tools, and/or equipment and performs preventive maintenance as necessary. (e.g. services, adjusts, repairs, cleans, etc.) for the purpose of ensuring the availability of equipment in a safe operating condition.
- Transports mowers and other heavy equipment to and from assigned work sites for the purpose of ensuring their availability for use in completing work assignments.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with grounds manager or designee.
- Trains and provides work direction and guidance to other personnel as assigned, including safe operation of grounds motorized and power equipment for the purpose of developing their professional and safety awareness skills.
- Provides timely oral and written evaluations of equipment and procedures to Grounds Manager for the purpose of maintaining equipment in safe working order; providing verbal and written information on need for repair and/or replacement.
- Monitors level of supplies and equipment in assigned area for the purpose of ordering and obtaining supplies and materials as needed.
- Responds to emergency situations for the purpose of addressing immediate safety concerns and assisting in resolving ground maintenance and repair issues.
- Assists grounds maintenance specialist in modifying, installing, and repairing various asphalt, synthetic, or concrete, systems, structures or surfaces (e.g. asphalt repair, chain link fences, setting forms, pouring, finishing, etc.) for the purpose of completing assigned work orders.
- Assists in performing groundskeeping duties as needed (e.g. weeding, mulching, planting beds, trimming trees and shrubs, etc.) for the purpose of supporting department functions as requested.
- Prepares and maintains repair procedures and various maintenance records for assigned equipment for the purpose of documenting activities and/or relating activities to administration for action.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.

- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.
- Attends meetings and training for the purpose of gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating a variety of equipment including dump truck, backhoe, skip loader, power riding an push mowers, forklifts, tractors, skid steer, jackhammers, lifts and other related equipment; operating standard office equipment including pertinent software applications; adherence to safety regulations and procedures; reading and working from schematics and shop drawings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, materials, tools, and operation of large power equipment used in grounds construction and maintenance work; current health and safety regulations; methods used in caring for plants, shrubs, flowers, trees, and lawns; diagnosing and analyzing problems with grounds equipment; maintenance methods used in the repair of various grounds maintenance equipment and tools; principles and practices of various methods of record keeping; and procedures and equipment used in herbicide application.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and practicing proper safety practices; establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality; and understanding and following oral and written directions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent: Graduate from high school or equivalency, supplemented with courses in grounds work and methods and/or on-site training in small engine repair, mechanics, and hydraulics. Three (3) years of increasingly responsible grounds equipment operation, maintenance, and repair experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Certificates and Licenses**

Valid Driver’s License & Evidence of Insurability

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 19.5

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## **Grounds Maintenance Lead**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Grounds Maintenance Lead is done for the purpose/s of planning, assigning, training, reviewing, and monitoring the work of all grounds staff and other assigned personnel; locating and purchasing goods, supplies, and services for the Grounds Department; receiving, storing, and issuing hand tools, power tools, supplies, and other equipment; and performing a variety of safety assessments and other duties relative to Grounds Maintenance Specialist in their absence to support the Facilities and Grounds Department.

This job reports to Grounds Manager or designee.

### **Essential Functions**

- Oversees the daily operations of grounds work assignments; plans, reviews, and monitors work; and schedules and assigns work requests for the purpose of ensuring jobs are completed as assigned in a timely, safe, and effective manner, and in accordance with established schedules, rules, and regulations.
- Locates and purchases a variety of landscaping-related items when assigned (e.g. supplies, parts, tools, equipment, materials, services, etc.) for the purpose of ensuring all purchases comply with district purchasing guidelines and getting proper approval from manager or designee.
- Contacts a variety of vendors for the purpose of exchanging information; obtaining, verifying, and providing information regarding the purchase and delivery of facilities and maintenance related equipment and supplies; and obtaining technical information as assigned.
- Organizes and trains district grounds staff in the proper operation of the equipment for the purpose of providing technical assistance and performing grounds maintenance duties as assigned.
- Inspects, troubleshoots, and repairs equipment or vehicles as assigned for the purpose of ensuring equipment is operating in safe conditions.
- Reviews all invoices and follows up on all back orders as assigned for the purpose of ensuring complete and accurate information related to price, product quality and services provided; and assuring steady flow of equipment and materials with approval of grounds manager.
- Responds to emergencies including after hours situations if available for the purpose of addressing immediate safety concerns.
- Posts pesticide control application notices with required wording and pesticide information; applies or places pest controls (e.g. spraying for herbicides, fungicides, and insecticides, etc.) for the purpose of eradicating plants and insects disease, and fungi in school grounds.
- Maintains vehicles, tools, and equipment; and locates lost or misplaced tools and equipment as needed for the purpose of ensuring availability of use and in a safe operating condition as needed, and are collected and accounted for.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and/or designee.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Performs all duties related to Grounds Maintenance Specialist in their absence (e.g. pouring concrete; laying black top, trenches, and ramps; and welding fences, gates, equipment, pest control, etc.) for the purpose of providing assistance to other areas of maintenance as needed.

- Operates and maintains the grounds and maintenance equipment (e.g. tractors, trenchers, forklift, scissor lift, boom lift, dump trucks, dingo power equipment, electric, and manual hand tools, other ground maintenance equipment, etc.) for the purpose of ensuring equipment functions safely.
- Receives grounds-related complaints from a variety of sources for the purpose of resolving problems, providing information if able and/or referring to appropriate personnel.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Performs job functions of Grounds Maintenance classifications in their absence as assigned and as needed for the purpose of ensuring adequate staff coverage within the grounds department to complete the grounds maintenance assignments.
- Attends training and/or workshops and regularly reads publications related to job functions for the purpose of increasing skills in special areas; maintaining and updating knowledge; and developing a network of contacts with others in the same discipline.
- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using hand and power tools and a variety of other equipment skillfully and safely; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: irrigation systems, components, and installation techniques; operation and care for mechanical and hydraulic systems; basic welding techniques; method of planting, installing, and maintaining various plants, shrubs, and lawns; pertinent codes, policies, regulations and/or laws; methods, practices, equipment, and tools used in various trades; health and safety regulations; using hand and power tools skillfully and safely; and proper methods of storing equipment, materials, and supplies.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and implementing proper safety practices; training personnel in the safe use of large and small motorized equipment; monitoring the work of assigned personnel; understanding and following oral and written directions; establishing and maintaining effective working relationships with others; working as part of a team; meeting deadlines and schedules; analyzing situations accurately and adopting an effective course of action; working independently with limited supervision; and willing and to work on weekends.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, 45% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent: Graduate from high school or equivalency supplemented by college level course work in horticulture, construction maintenance, or a related field. Four (4) years in landscape installation and grounds maintenance; preferable with a year in a lead capacity, including selection, purchase, and installation of landscape material. Landscape design experience, using a computer and peripheral equipment, and material control experience are desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

A Qualified Applicator Certificate (QAC) Within One Year of Employment  
Forklift Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Licenses  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**

CSEA - 25.5

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## **Grounds Maintenance Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Grounds Maintenance Specialist is done for the purpose/s of installing, maintaining and repairing playground equipment, surfacing, irrigation systems; performing minor construction duties on school grounds, buildings, and landscaped areas; repairing and maintaining fences and gates; ensuring attractive and safe grounds areas and athletic fields; protecting against erosion; maintaining grounds for assemblies, events, and/or recreational activities; and performing other related duties to support the Facilities department within job responsibilities in grounds.

This job reports to Grounds Services Manager, or designee.

### **Essential Functions**

- Removes pests and animals (e.g. bees, rodents, insects, skunks, etc.) for the purpose of providing a safe environment on district facilities and grounds.
- Operates and/or trains others how to operate various motorized power grounds equipment and machinery as needed (e.g. riding mowers, tractors, push mowers, power sweepers, dump trucks, skip loaders, jack hammers, etc.) for the purpose of completing grounds maintenance projects safely and effectively.
- Mixes and sprays herbicides, fungicides, and insecticides for the purpose of eradicating weeds and insects, and fungi on school grounds.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of maintaining the grounds, preparing for the flooding and removing hazards.
- Installs and repairs fences and gates; performs wood work for grounds and grounds construction for the purpose of ensuring district property is safe, secured and contained.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Installs and maintains a variety of landscape plantings (e.g. fields, lawns, shrubbery, flowers, trees, ground cover, etc.) for the purpose of keeping the grounds aesthetically pleasing and safe; and protecting against erosion.
- Assembles, installs and maintains playground equipment for the purpose of ensuring equipment is safe and in good operating condition in compliance with established guidelines.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Maintains grounds keeping equipment and vehicles for the purpose of ensuring for the access to equipment in a safe operating condition.
- Performs groundskeeping duties as needed, and prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities, and/or athletic events.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.

- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.
- Performs some trade duties as needed (e.g. welding, tree care maintenance, pruning, etc.) for the purpose of supporting others and enhancing the efficiency of Facilities department.
- Provides work direction and guidance to grounds personnel assigned for the purpose of coordinating and assisting the completion and efficiency of facilities projects.
- Responds to immediate safety and/or operational concerns for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Maintains and repairs irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Works on backflow prevention systems (e.g. installing system and devices, repairing backflow devices, testing system, etc.) for the purpose of ensuring backflow prevention system is in compliance with mandated rules and regulations, and is operating effectively and efficiently.
- Designs, prepares, maintains, installs, finishes, demos, and repairs various concrete, synthetic, and asphalt surfaces and structure for the purpose of providing safe district facilities and grounds.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Grounds Department and Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, regulations, and policies; irrigation systems, components, and installation techniques; operation and care for mechanical and hydraulic systems; basic welding techniques; method of preparing and maintaining various plants, trees, shrubs, and lawns; water conservation and playground equipment; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and practicing proper safety practices; training personnel in the safe use of large and small motorized equipment; meeting deadlines and schedules; working as part of a team; establishing and maintaining effective working relationships with others; working under time constraints; and communicating with diverse groups.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling,

crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, 30% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent: Graduation from high school or equivalency. Three (3) years of grounds maintenance experience in grounds landscaping and maintenance, irrigation systems, and landscape construction. Specialized training in irrigations systems and pest removal highly desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Backflow Device Tester Certificate within six months of employment

Forklift Operator Certificate

Valid Driver’s License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates

Mandated Reporter Training

Mandated Training on Software Application, Conflict

Resolution and Related Skills

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**

CSEA - 22

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## **Grounds Maintenance Worker**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Grounds Maintenance Worker is done for the purpose/s of performing a variety of duties in the maintenance of school grounds, athletic fields, and landscaped areas; protecting against erosion; performing various routine grounds maintenance operations and gardening work; performing more complex grounds maintenance duties including grounds construction work as needed to support the Facilities department.

This job reports to Grounds Services Manager or Designee.

### **Essential Functions**

- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Plants and fertilizes a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Mixes and sprays herbicides, fungicides, and insecticides for the purpose of eradicating plants and insects, and fungi in school grounds.
- Prepares grounds and athletic fields for games (e.g. chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive, and safe areas for activities and/or athletic events.
- Transports and uses a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Maintains job related grounds keeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Responds to immediate ground-related safety and/or operational concerns for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Operates various motorized power grounds equipment and machinery (e.g. riding mowers, tractors, push mowers, power sweepers, dump trucks, skip loaders, jack hammers, weed whippers, etc.) for the purpose of completing grounds maintenance projects safely and effectively.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Installs and repair of fences and gates as needed for the purpose of ensuring district property is safe and contained.
- Removes pests and animals as needed (e.g. bees, rodents, insects, skunks, etc.) for the purpose of providing a safe environment on district facilities and grounds.
- Maintains playground equipment for the purpose of ensuring the availability of equipment in safe operating condition in compliance with established guidelines.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Repairs sprinklers, and assists on more complex irrigation systems and components repair as needed (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.

- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.

**Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance and Operations.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in grounds maintenance including tractors, weed whips, mowers, hand, and power tools, etc.; operating, servicing, and making minor repair on hand and power grounds maintenance and garden equipment; adhering to safety practices; reading and understanding material safety data sheets.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, equipment and materials used in propagating, cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns; principles and procedures of lawn planting and cutting and of chemical usage; methods and techniques of routine maintenance and repair of grounds maintenance equipment; safe practices involved in mixing and applying herbicides; health and safety regulations; principles and procedures of record keeping; and basic operating principles of irrigation systems.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with others; work with a variety of data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and practicing proper safety practices; understanding and following safety procedures; communicating with diverse groups; Maintaining confidentiality; understanding and following oral and written instructions; establishing and maintaining effective working relationships; work independently with limited supervision.; analyzing situations accurately and adopting an effective course of action; planning and organizing work; adapting to changing work priorities; working under time constraints; meeting deadlines and schedules; and communicating clearly and concisely, both orally and in writing.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** High school diploma or equivalent.
- Equivalency:** Any combination equivalent: Graduation from high school or equivalency. One (1) year of landscape, maintenance, or construction experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance



Mandated Training on Software Application, Conflict Resolution and Related Skills

Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 18

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## **HVAC Technician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of HVAC Technician is done for the purpose/s of installing, repairing, maintaining, monitoring, and upgrading refrigeration, heating, ventilation, and air conditioning systems and equipment; assisting other skilled trades; ensuring that tools and materials are available at job site; and performing a variety of other related functions to support the Facilities department.

This job reports to Maintenance Manager or Designee.

### **Essential Functions**

- Repairs refrigeration, heating, ventilation and air conditioning systems and/or integral components (e.g. pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Monitors and installs R/HVAC systems and their components (e.g. heating units, building exhaust fans, filters, ventilation units, etc.) for the purpose of diagnosing condition, identifying and performing all necessary repairs.
- Performs electrical, pneumatic, and mechanical diagnostic testing of equipment for the purpose of ensuring various R/HVAC equipment and systems operate effectively, efficiently, and safely.
- Performs preventive and predictive R/HVAC maintenance for the purpose of following the maintenance schedule to ensure work is completed safely.
- Cleans air conditioning and heating units (e.g. filters, coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Installs refrigeration, heating, ventilation, and air conditioning equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Maintains adequate inventory of various types of parts, supplies, power and hand tools, and equipment on assigned vehicles or shops for the purpose of ensuring availability of inventory in safe operating condition.
- Works from sketches, plans, drawings, blueprints, and specifications for the purpose of developing specifications, installing, repairing, testing, and monitoring various HVAC systems.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Provides work direction and guidance to maintenance personnel for the purpose of ensuring work is completed effectively, efficiently, and safely.
- Estimate time, materials, and equipment required for assigned jobs for the purpose of completing projects effectively, efficiently, and safely.

- Operates various equipment and machinery (e.g. power and hand tools, meters, diagnostic equipment and testing devices, pressure gauges, pumps and hand tools, etc.) for the purpose of installing, repairing, testing, and monitoring HVAC equipment and systems.
- Uses mechanical connector such as power press-type tools and performs brazing, soldering, and welding for the purpose of repairing, fabricating, installing parts of HVAC systems.
- Requests equipment and supplies for the purpose of maintaining adequate inventory and ensuring availability of items required to complete the necessary installation and/or repair without undue delay.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Observes and complies with Federal, State, and local electrical, gas, and safety codes and regulations for the purpose of ensuring all work is completed safely and effectively.
- Responds to after-hour emergencies regarding HVAC system repairs for the purpose of addressing immediate safety concerns.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.
- Prepares written materials and records (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information, including software or cloud-based methods.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance & Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair, and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent federal, state, and local laws, codes, and regulations; indoor air monitoring equipment and interpreting resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and practicing proper safety practices; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduate from high school or evidence of equivalent education, supplemented by college level course work in HVAC equipment maintenance and repair or a related field; and/or completion of a related apprenticeship program. Three (3) years of increasingly responsible HVAC equipment maintenance and repair experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Refrigerant Transition and Recovery Usage Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Realtd Skills

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 23.5

**Revised Date**

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## **Irrigation Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Irrigation Specialist is done for the purpose/s of maintaining, installing, and repairing automated and manual irrigation systems; performing backflow prevention device testing; performing technical duties associated with irrigation systems; and performing a variety of other functions to support the Facilities Grounds department.

This job reports to Grounds Services Manager or Designee.

### **Essential Functions**

- Maintains and repairs irrigation control level with automated battery, sprinkler outlets, valves, and broken systems for the purpose of ensuring irrigation systems and components operate effectively and efficiently.
- Designs and installs irrigation systems for proper and adequate operation for the purpose of ensuring school grounds are sufficiently watered per the need of the plants, trees and grasses.
- Diagnoses, troubleshoots and repairs leaking pipes, valves, outlets, damaged wires, solenoids and wire decoders for the purpose of ensuring irrigation systems are properly repaired and operationally efficiently.
- Audits irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are the correct or specified types and in proper working order.
- Operates various power and hand operated tools and equipment used in the repair and maintenance of irrigation systems for the purpose of completing grounds maintenance projects safely and effectively.
- Works on backflow prevention systems (e.g. installation of system and devices, repair of back-flow devices, test of system, etc.) for the purpose of ensuring backflow prevention systems comply with mandated rules and regulations, and operate effectively and efficiently.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Observes and implement appropriate safety practices for the purpose of ensuring irrigation projects are safely completed.
- Responds to emergency calls for the purpose of responding to urgent needs for irrigation systems repairs and addressing immediate safety concerns.
- Reads blueprints, sketches, as-builts and other documents for the purpose of designing, installing, diagnosing, maintaining and repairing an effective operating and efficient irrigation system.
- Orders and maintains inventory of parts, supplies, and equipments for the purpose of ensuring the availability of required items and documenting utilization of inventory at each site location.
- Operates various district vehicles and ground equipments (e.g. trucks, tractors, dump trucks, power and hand tools, etc.) for the purpose of completing irrigation and ground maintenance projects on district grounds as assigned.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Prepares and maintains records and reports utilizing the Oxnard SD computerized work order system and irrigation and grounds maintenance computerized system and related software for the purpose of logging work activities, supplies and material used, and expenses.

- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.

**Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Facilities, Maintenance and Operations.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Operating irrigation specific tools, equipment, and vehicles; keeping records; tracing and locating irrigation pipes and wires; and designing, installing, and repairing irrigation systems.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: tools, techniques, and methods of irrigation systems; laws, codes, safety practices and procedures; blueprints; and sketches.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; communicating with diverse groups; and problem solving.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency, supplemented by college courses in water use management in a landscape environment, or specialized training in irrigation system maintenance and repair or a related field. Three (3) years of increasingly responsible irrigation system maintenance and repair experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Backflow Device Tester's Certificate/License within six months following date of employment  
Forklift Certificate

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training  
Mandated Training on Software Application, Conflict  
Resolution and Related Skills

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 22

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## Lead Custodian

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Lead Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an aesthetically pleasing, sanitary, and safe environment for students, staff, and visitors; performing a variety of cleaning operations; overseeing the preparation of facilities for school, classroom, and campus activities and events; overseeing and supporting assigned custodians in the performance of their assignments; coordinating activities between day and evening shift personnel; and ensuring that assignments are completed in accordance with district standards and expectations and timely manner.

This job reports to Principal or designee.

### **Essential Functions**

- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Provides day, evening and overnight work directions to assigned custodial personnel for the purpose of ensuring the assignments are performed in compliance with site requirements and established district cleaning standards.
- Plans, leads, and participates in trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Trains assigned custodial personnel on applicable work procedures and appropriate use and application of cleaning supplies and disinfectants for the purpose of developing professional trade and safety awareness skills.
- Performs site-based maintenance, repair, and graffiti removal activities for the purpose of ensuring assigned crew perform efficiently during day and night shifts in compliance with site requirements and established standards.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, unlocking doors, turning off alarm, unlocking boys and girls bathrooms, checking for damages, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Conducts comprehensive cleaning and sanitizing of the assigned facilities, grounds, and/or schools during breaks (e.g. walls, windows, floors, cafeteria, school grounds, drinking fountains, floors, stairs, hallways, graffiti, etc.) for the purpose of maintaining an attractive and safe environment for students and staff.
- Confers with site administrator or designee prior to accepting assignments for the custodial crew for the purpose of ensuring the assignments are performed timely, orderly and meeting the standards.
- Prepares and cleans cafeteria and student meal areas for daily operations before and after breakfast and lunch (e.g. lowering benches, rearranging tables for spacing, preparing trash/recycle cans, mopping buckets, wiping and disinfecting tables and benches, dumping trash, sweeping, scrubbing, disinfecting floor, etc.) for the purpose of maintaining a clean and safe environment for student and meeting district health regulations.



- Receives calls from the school office or administrator (e.g. unlock door for teachers, deliver boxes or supplies, adjust desks, clean after student incidents, etc.) for the purpose of providing support to the needs of school personnel.
- Orders and maintains an inventory of various custodial supplies and materials for assigned sites (e.g. cleaning solutions, disinfectant spray, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required in storage locations to properly maintain facilities.
- Prepares and maintains accurate and complete written records (e.g. supply requisitions, work orders, check lists, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Assists, as directed, with a variety of drills with students and staff (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Performs minor maintenance on building ad equipment, classroom furniture and fixtures (e.g. changing vacuum cleaner bags, adjusting student desks, assembling and arranging furniture, etc.) for the purpose of supporting job functions and the school operation.
- Empties, cleans and disinfects waste and dumpster receptacles for the purpose of ensuring that the receptacles are suitable for safe use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action, and/or directing to appropriate personnel.
- Monitors and replenishes classroom and rest room supplies as needed (e.g. paper towels, soap, disinfectant, etc.) for the purpose of ensuring adequate quantities for daily use.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records; and organizing, training, leading, and reviewing the work of custodial staff.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes and regulations on chemicals and disinfectants; methods of industrial cleaning including floor and carpet; basic tools for minor repairs; health and safety regulations and procedures; and methods of storing and maintaining supplies and equipment.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; communicating with diverse groups; maintaining confidentiality; setting priorities; establishing and maintaining effective working relationships; using tact, and courtesy; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** High school diploma or equivalent.
- Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Four (4) years of experience in the cleaning and maintenance of school buildings or in a comparable environment, with at least one (1) year in a lead capacity.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 19.5

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## **Locksmith**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Locksmith is done for the purpose/s of repairing, altering, installing, and keying of locks on buildings, equipment, lockers and vehicles; resolving immediate operational and/or safety concerns; assisting other skilled trades; ensuring that tools and materials are available at job site; and performing a variety of locksmith-related job functions to support the Facilities department.

This job reports to Maintenance Manager or Designee.

### **Essential Functions**

- Installs locking system (e.g. doors, door hardware, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining a safe and secure facility.
- Repairs a variety of items, systems, and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, exist hardware, etc.) for the purpose of ensuring a safe working condition.
- Fabricates unique locks and locking devices for the purpose of meeting specialty needs and/or replacing unavailable parts as assigned.
- Re-keys locks and changes combinations for the purpose of ensuring security.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing district with a master key system and ensuring security of its facilities as assigned.
- Diagnoses causes of problems and/or failures in security systems, including software or cloud based system for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Reads and interprets sketches, drawings, and blueprints as built, specifications, submittal for the purpose of developing specifications, completing projects safely, effectively, and efficiently.
- Operates various equipment, tools, and machines for the purpose of completing work projects safely, efficiently, and effectively.
- Monitors facility locks, security systems, and their components for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance as assigned.
- Requests equipment and supplies for the purpose of maintaining truck and shop inventory and ensuring availability of items required to complete the necessary installation and/or repair without undue delay.
- Provides work direction and guidance to other maintenance personnel for the purpose of ensuring work is completed timely and safely.
- Informs manager or designee regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions; taking appropriate action; and/or complying with building and safety regulations.
- Responds to after-hour emergencies regarding lock system malfunctions for the purpose of addressing immediate locksmith repair needs and safety concerns.

- Maintains vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in trades, power, and hand tools, etc.; adhering to safety practices; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, materials and equipment used in locks; types and uses of available locks; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and displaying mechanical aptitude.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Completion of a recognized locksmith apprenticeship program, plus one (1) year experience in repairing, maintaining, and replacing locks, keys, and related equipment; OR Two (2) years of recent full-time experience as a journey-level locksmith; OR four (4) years of recent full-time experience in repairing, maintaining and replacing locks, keys and related equipment.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict  
Resolution and Related Skills

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 23

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## Plumber

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Plumber is done for the purpose/s of installing, maintaining, repairing, and/or upgrading plumbing systems; ensuring compliance with accessibility, health, and safety codes; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other skilled trades; ensuring that tools and materials are available at job site; and performing a variety of other job functions to support the Facilities department.

This job reports to Maintenance Manager or Designee.

### **Essential Functions**

- Services, replaces and repairs sink faucets, drains, diagnostic water fixtures or equipment, drinking fountains, flush valves and plumbing system for the purpose of returning them to proper operations.
- Performs skilled preventive and predictive plumbing maintenance for the purpose of following the maintenance schedule to ensure work is completed safely.
- Installs, maintains, tests, and services backflow prevention devices and plumbing systems and fixtures (e.g. hot water heaters, drinking fountains, etc.) for the purpose of providing enhanced and/or upgraded capabilities required by AHJ.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs, and completing repairs as assigned.
- Diagnoses causes of problems and/or failures in plumbing/irrigation systems for the purpose of identifying repair and/or replacement needs.
- Clears drains and obstructions in water and sewer systems and related fixtures for the purpose of ensuring all systems are flowing effectively and efficiently.
- Performs various brazing, crimping, soldering, and welding duties for the purpose of repairing pipes; and fabricating, removing or installing plumbing parts and mechanical connections.
- Operates hand and power tools and equipment of the plumbing trade for the purpose of completing jobs safely, effectively, and efficiently.
- Analyzes blue prints, schematics, and drawings as built, submittal of plumbing systems for the purpose of developing specifications, determining the efficient installation of new or upgraded systems.
- Provides work direction and guidance to maintenance workers for the purpose of completing jobs safely, effectively, and efficiently.
- Estimates time, material, and equipment required for assigned jobs for the purpose of completing plumbing projects on time and correctly; and/or obtaining materials and assigning tasks to ensure job completion.
- Requests all needed parts and materials, in a timely manner for the purpose of ensuring everything needed for projects are available.
- Responds to emergency calls regarding plumbing system repairs for the purpose of addressing immediate safety concerns.
- Maintains various types of vehicles, power and hand tools, and equipment for the purpose of ensuring availability in safe operating condition.

- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair without undue delay.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Prepares written materials, including software and cloud-based system (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in plumbing; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and practicing proper safety practices; adapting to changing work priorities; communicating with diverse groups; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduate from high school or evidence of equivalent education, supplemented by specialized training in plumbing maintenance or a related field, or successfully completed an approved apprenticeship. Three (3) years of increasingly responsible plumbing

maintenance and repair experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Backflow License continued credits  
Mandated Reporter Training  
Mandated Training on Software Application, Conflict  
Resolution and Related Skills

**Certificates and Licenses**

Backflow License  
Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 23.5

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## **Security/Maintenance Worker**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Security/Maintenance Worker is done for the purpose/s of patrolling or visiting District facilities to assure safety and security; communicating observations and/or incidents to supervisor; performing various emergency maintenance and repair duties; and performing a variety of duties relative to assigned area of responsibility to support the Facilities Department.

This job reports to Maintenance Services Manager or Designee.

### **Essential Functions**

- Responds to emergencies including after hours situations for the purpose of addressing immediate safety concerns.
- Operates a variety of machines and equipment (e.g. two-way radio, power saws, drill press, etc.) for the purpose of supporting the maintenance and facilities departments as needed.
- Reports alarm malfunctions and respond to fire and burglar alarms according to established guidelines for the purpose of taking appropriate action and/or notifying appropriate personnel for resolution.
- Reviews incident reports filed by on-call staff for the purpose of ensuring accuracy, submitting to manager or designee, providing written reference, and/or conveying information.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Performs emergency maintenance and repair work as needed (e.g. reprograms alarm control panels, etc.) for the purpose of maintaining building and equipment in good working condition.
- Prepares and maintains a variety of documents and records for the purpose of documenting activities, events and security issues; and/or conveying information.
- Drives and maintains district vehicle for the purpose of patrolling district facilities, recording and reporting incidents, inspecting and adjusting security and fire alarms, and assuring safety and security.
- Utilizes Computerized Maintenance Management System and software application programs for the purpose of enhancing the efficiency of the Facilities Department functions.
- Performs general clean up at job site, semi-skilled to skilled maintenance repair, and construction work in the basic trades for the purpose of aiding in various other areas of maintenance as required.
- Operates and performs operator's maintenance on District's vehicles as necessary for the purpose of ensuring vehicles function properly.

### **Other Functions**

- Attends training and/or workshops for the purpose of increasing skills in special areas and maintaining and updating knowledge.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Facilities, Maintenance and Operations and district.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing building security duties; adhering to safety practices; preparing clear and concise reports; learning to interpret, apply and explain rules, regulations, policies, and procedures; interpreting and applying building and emergency guidelines; communicate clearly and concisely, both orally and in writing; and operating maintenance equipment and vehicle.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent Federal, State, and local laws, codes, and regulations; basic principles and practices of building security; operational characteristics of alarm systems and radio equipment; methods, equipment, and materials used in basic maintenance and repair work; emergency procedures as they relate to building security; health and safety regulations; principles and procedures of record keeping.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: observing and practicing proper safety practices; understanding and following oral and written instructions; establishing and maintaining effective working relationships; working independently with limited supervision; analyzing situations accurately and adopting an effective course of action; planning and organizing work to meet schedules and timelines; and adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. One (1) year of building security and building maintenance experience.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

### **Clearances**

Criminal Background Clearance  
Drug Test Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

4/27/2023

### **Salary Grade**

CSEA - 18.5

### **Revised Date**

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of twelve job description revisions for Instructional Support**

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All nineteen classified job classifications in the Instructional Support Series have been reviewed and recommended to consolidate into twelve job classifications.

For the efficient operation of instructional support for Special Education as well as ease on recruitment and with the recommendation of EMS study, the following seven job classifications, which have been performing overlapping and similar instructional assistance duties, are being recommended to consolidate into Paraeducator – Special Education, with proposed salary reallocation to Range 17, at the same pay range for Paraeducator – Special Education:

- Instructional Assistant, RSP (Range 15.5)
- Instructional Assistant, RSP (Bilingual) (Range 15.5)
- Instructional Assistant, SH/B (Range 16.5)
- Instructional Assistant, SH/B (Range 16.5)
- Instructional Physical Handicapped Assistant (Range 15.5)
- Paraeducator II (Range 16)
- Paraeducator III (Range 16.5)

The following job title has been changed:

- FROM Health Care Technician TO Licensed Vocational Nurse, with no salary range recommendation.

All other eleven job descriptions are revisions only, with no job title or salary range changes.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve to consolidate nineteen job classifications in the Instructional Support Series into twelve job classifications along with one title change and proposed salary range alignments on CSEA Salary Schedule.

### **ADDITIONAL MATERIALS:**

- Attached:** [Adaptive Technology Specialist.pdf](#)  
[Infant Program Assistant.pdf](#)  
[Licensed Vocational Nurse.pdf](#)  
[Paraeducator - General Education.pdf](#)  
[Paraeducator - Special Education.pdf](#)  
[Paraeducator, Hearing Impaired \(Oral Speech\).pdf](#)

[Paraeducator, Hearing Impaired \(Sign Language\).pdf](#)  
[Preschool Assistant \(Spanish Bilingual\).pdf](#)  
[Preschool Teacher \(Spanish Bilingual\).pdf](#)  
[Registered Behavior Technician.pdf](#)  
[School Occupational Therapist.pdf](#)  
[Speech Language Pathology Assistant.pdf](#)

## **Adaptive Technology Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Adaptive Technology Specialist is done for the purpose/s of interfacing with teachers to facilitate the integration of knowledge into teaching and learning by developing and conducting training classes on application software products; prepares classroom materials for instruction of blind and visually impaired students; maintaining training facility resources and equipment; translating material from print to Braille and from Braille to print; providing input and recommendations regarding software purchases for both site and district technology plans; and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

This job reports to Manager, Special Education or Designee.

### **Essential Functions**

- Installs instructional software applications and computer apps (e.g. Braille copier, Braille writers, magnifiers, tape records, talking calculators, etc.) for the purpose of providing operational computer technology and instructional materials.
- Develops computerized solutions (e.g. customizing and/or designing electronic documents, creating and/or updating user databases, specialized queries, etc.) for the purpose of providing users with information customized to their specific needs.
- Participates in developing and monitoring district wide software standards (e.g. SPED meetings, Title II and III meetings, etc.) for the purpose of minimizing costs and ensuring data compatibility.
- Oversees assigned projects and/or program components (e.g. grant tracking, training facility inventory, electronic lesson plan database, teacher survey, etc.) for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Prepares documentation (e.g. a variety of adaptive learning reports, instructions, memos, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Recommends computer hardware and software application acquisitions (e.g. collaborating with SPED, and technology professionals, etc.) for the purpose of assisting with the design and implementation of the district master plan for technology.
- Assists students in academic subjects and study activities (e.g. IEP plan, 504 plan, daily lesson plans, etc.) for the purpose of providing professional assistance for student learning.
- Maintains department websites and databases for the purpose of delivering service in compliance with established guidelines.
- Trains certificated staff in the use of Instructional and District standard software products for the purpose of improving work efficiency and effectiveness by enhancing the ability of certificated staff to use new and existing adaptive technology software.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, etc.) for the purpose of documenting activities, providing written, and complying with mandated requirements.
- Trains new employees on district data & communicating protocols and acceptable use policies for the purpose of ensuring professional implementation of District technology in compliance with District policies.

- Participates in meetings, workshops and trainings (e.g. teacher lesson preparation; student groups working with Braille; field trips preparation, etc.) for the purpose of conveying and gathering information required to implement adaptive technology.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of instruction of blind and visually impaired students.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications including web page editing programs and web development using server-side scripting in PHP and MySQL; preparing and maintaining accurate records; planning and managing projects; strong writing ability; and instructional design skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); Title 1 protocols, educational and classroom management software.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; communicating effectively; solving problems and working as part of a team.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** job related experience is required, with increasing level of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED and two (2) years of experience working with elementary school-age children in an organized educational, health, child care, or other structured setting including experience in Braille translation or working with visually impaired children. One year of full-time experience in Braille translation. Possession of Literary Braille Transcribing certification from the National Library Service of the Library of Congress may be substituted for the required experience.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).  
Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic

assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

CPR/First Aid Certificate

Literary Braille Transcribing Certification from NLS

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 17.5

**Revised Date**

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## **Infant Program Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Infant Program Assistant is done for the purpose/s of providing a variety of specialized and routine processes in support of the infant program; interpreting and translating into English and designated second language as needed; communicating information to staff, agencies, and families; maintaining complete and accurate records; and implementing a variety of clerical and instructional support and functions relative to the infant program.

This job reports to Manager, Special Education, Site Administrator or Designee.

### **Essential Functions**

- Translates a variety of written materials (e.g. parent communication, reports, infant Family Service Plans (IFSP), instructional materials, informational materials, questionnaires, forms, etc.) for the purpose of ensuring accuracy and clarity of information provided to families of infants and toddlers with disabilities.
- Promotes and maintains a safe and clean learning environment by conducting general clean-up and assisting with the cleaning and sanitizing of infant classroom materials, toys, other materials, etc. for the purpose of ensuring the health and safety of infants and toddlers with disabilities.
- Provides instructional support for a variety of staff (e.g. learning activities, therapy activities for OT, VT, PT, MO specialist, etc.) for the purpose of providing required instructional facilitation.
- Assists with parent communication, intake, and implementation of Individualized Family Service Plan for infants and toddlers who have needs for early childhood services for the purpose of ensuring the reinforcement of developmental goals.
- Schedules and confirms appointments, group instruction and meetings for the purpose of assisting the service providers (ECSE, DHH, PT, OT, SLP, and MO Specialist etc.) with coordination of services within the special education Early Start Program, generates and post a daily planner and provides home visit forms.
- Creates and prepares instructional materials and educational activities (e.g. booklets, individualized placemats, matching color and shape activities, toys, etc.) for the purpose of providing developmentally appropriate activities and informational materials for instruction and parent training.
- Prepares a variety of correspondence, resources, instructional materials, and educational activities under the direction of the infant specialist for the purpose of providing developmentally appropriate activities and informational materials for instruction and parent training.
- Travels to and interprets for non-English speaking parents and service providers (ECSE, DHH, OT, VT, PT, SLP, MO Specialist, etc.) on various meetings, intakes, Individualized Family Service Plans (IFSP), assessments, home visits for the purpose of facilitating direct communication and support between district service providers and families of infants and toddlers with disabilities.
- Provides communication processes (e.g. parent-teacher conferences, making telephone calls, translating necessary materials, etc.) for the purpose of ensuring accurate proper and accurate communication.
- Promotes health and safety by following all health and safety procedures such as cleaning and sanitizing the Infant Program's equipment and materials for the purpose of ensuring a clean and safe environment infants and toddlers with disabilities.

- Coordinates with other services providers, agencies and medical facilities for the purpose of obtaining educational informational and materials (parent kits, books, toothbrush, pamphlets) for the purpose of connecting families with resources, parent training, in support infant/toddler development with special needs.
- Maintains inventory of supplies, materials, and equipment (e.g. assessment protocols, forms, office supplies, etc.) for the purpose of providing for the service provider's use.
- Organizes and maintains manual and electronic documents and records including infant active/inactive files (e.g. medical records, outside and district reports, IFSPs, evaluations, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of infant program.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations, and/or laws; preparing and maintaining accurate records; operating standard office equipment including pertinent software applications; adhering to safety practices and procedures; administering first aid and/or prescribed medications; and analyzing data.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic principles and practices of child development and child guidance; strategies utilized with infants experiencing special learning needs; age-appropriate activities/behaviors; assessment instruments and techniques; health standards; knowledge of community resources; methods of instruction and training; school safety and security practices; stages of child development; laws, codes, and regulations at District, State, and federal level.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; planning and organizing a complex schedule for infant specialist; assessing problems and providing solutions; supporting infant specialist's learning processes; providing emotional support to families; demonstrating empathy; translating oral and written materials accurately; and communicating with other professionals and families.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking,

30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED and two (2) years of increasingly responsible clerical or office support experience in an educational setting or a setting providing support services to infants or young children.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 16

**Revised Date**

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## **Licensed Vocational Nurse**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Licensed Vocational Nurse is done for the purpose/s of overseeing the individual health needs of students; implementing health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile, and/or injured students; performing specialized health care services to children with exceptional needs; serving as a health care resource to teachers, staff, and administrators; and identifying health problems for referral to appropriate parties for proper follow up treatment.

This job reports to Director of Pupil Services or Designee.

### **Essential Functions**

- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Inspects for communicable diseases and/or parasites; as instructed, advises parents, students, and teachers of presence of communicable disease and/or parasites, treatment procedures, quarantine requirements and re-admittance procedures for the purpose of providing factual information to parents and teachers relative to community health resources.
- Supports age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Implements health procedures (e.g. monitoring safe storage, administration of medications, etc.) for the purpose of administering prescribed medications in accordance with District policy and school site rules.
- Administers first aid procedures and CPR, medication, and specialized medical treatments (e.g. taking/recording temperature, applying bandages and ice packs, oral suctioning, catheterization, g-tube feeding, etc.) for the purpose of providing appropriate care for ill, medically fragile, and/or injured children according to physician instructions.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc. and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
- Performs a variety of clerical/technical duties involved in the maintenance of health records, referrals, and reports; ordering health supplies; processing immunizations; and assists other clerical personnel as required for the purpose of providing or verifying information as appropriate and supporting students, parents, and staff.
- Performs specialized physical health care services as assigned which are necessary during the school day (e.g. monitoring, administering, and supervising student insulin, insulin pump, other insulin devices, catheterization, suctioning, seizure disorders/procedures, breath inhalation therapy, oxygen administration, flow monitoring, glucose monitoring injections, emergency care,) etc.) for the purpose of enabling children to attend school as prescribed by the child's licensed physician, and providing other health care related duties as assigned after training and monitoring by a certificated school nurse.
- Maintains contact with parents/guardians for the purpose of advising of changes in student health and recommending further medical and therapeutic intervention.

- Prepares a wide variety of written materials (e.g. quantity reports, student services, correspondence, internal audits, core plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Establishes and maintains a variety of confidential health related records and files keeping related to health, with assistance from other office staff as needed (e.g. cumulative student health records and files, immunization, medication, illnesses, emergencies, medical records, etc.) for the purpose of providing required information and/or documentation.
- Participates in a variety of meetings, workshops, and seminars, (e.g. interdisciplinary teams, etc.) for the purpose of gathering, conveying, and sharing information on students health needs, service delivery, and educational program.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and District Health Care.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating specialized medical equipment; planning and managing projects; operating standard office equipment including computers and pertinent software applications; administering first and prescribed medications; analyzing data; classifying data and/or information; comparing results; facilitating meetings; and providing needed health care support to school sites, students, and families.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health office and related medical practices, terminology, procedures and equipment; licensed vocational nursing skills, practices and procedures; identification, treatment and resolution of health problems; diagnostic methods for illnesses, injuries and medical emergencies; health standards and hazards; codes/laws/rules/regulations/policies; community resources; recordkeeping and record retention practices; school safety and security practices; stages of child development; District policies for standard health program; and procedures for promoting health, hygiene, and physical well being.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: performing licensed vocational nursing activities and assessments in support of student health services; calculating appropriate drug dosage amounts; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; assessing health care issues for school sites and individual students; solving problems; and training students and caregivers.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent: Graduation from high school or equivalency. Six months working in acute care, or two (2) year of experience providing health related services, working with community health service organizations or experience providing health care services to school-aged children. Must be currently licensed as a Vocational Nurse or Registered Nurse in California.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

CPR/First Aid Certificate  
LVN License  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 22

**Revised Date**

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## **Paraeducator - General Education**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Paraeducator - General Education is done for the purpose/s of assisting in providing instruction to individual or small groups of students in a classroom or an instructional resource setting under immediate supervision; preparing instructional materials; providing services to students with specialized needs; assisting students who require personal and health care to meet requirements necessary for attending classes; and providing assistance with personal hygiene and other needs as required by the individual student.

This job reports to Assigned Administrator

### **Essential Functions**

- Prepares materials for classroom and instructional use; administers, corrects, and records test results; maintain student profiles and other records of students as requested; and performs a variety of clerical duties for the purpose of supporting teachers in the instructional process at various grade levels throughout the school day.
- Provides appropriate learning environment for the purpose of ensuring student learning.
- Provides children with an appropriate learning environment for the purpose of students developing skills and knowledge; setting appropriate limits for behavior; and applying positive behavior techniques as directed.
- Assists children in and out of buses; accompany or assist children to and from school buses, for the purpose of moving to and from activities on the school site.
- Assists physically handicapped children with emergency care and other related forms of personal health care as needed, after proper training for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Assists in the supervision of students with specialized needs in the classroom, outdoor playground, cafeteria, and other District School location areas for the purpose of ensuring students' safety.
- Reinforces instruction to individuals or small groups of students as directed by teacher for the purpose of practicing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists children in dressing and undressing, bathing, and grooming as needed for the purpose of providing necessary physical assistance.
- Assists in positioning pupils and in rendering various forms of personal care, such as toileting and diapering for the purpose of providing necessary physical assistance and appropriate care for children as assigned.
- Assists teacher in establishing and maintaining a safe and sanitary environment; and may pick up lunches and assist with the feeding of child for the purpose of ensuring students needs are met in a safe and clean environment.
- Assists in lifting pupils in and out of wheelchairs, braces, and other orthopedic equipment for the purpose of ensuring students' needs are met in a safe and clean environment.

- Observes and control behavior of assigned child in individual and group settings and reports any concerns to teacher or site for the purpose of communicating information to appropriate instructional and administrative personnel.
- Confers, as needed, with teacher or site administrator on special issues of assigned child for the purpose of resolving immediate safety concerns and directing to appropriate personnel for resolution.
- Translates a variety of written materials from English to a second language and from that language into English; interpret and facilitate communication between staff and non-English speaking students and parents for the purpose of supporting communication. (For positions designated bilingual).

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.; adhering to safety practices and procedures; and working independently and communicating clearly.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; age-appropriate activities and behaviors; knowledge of community resources; methods of instruction and training; school safety and security practices; and general needs, behavior, and physical limitations of special needs of children.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; providing student learning with dexterity; writing observations and documenting student behavior; and establishing and maintaining effective working relationships.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.



**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED and some experience working with school-age children in an organized educational, health, child care, or other structured setting is highly desirable.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 15

**Revised Date**

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## **Paraeducator - Special Education**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Paraeducator - Special Education is done for the purpose/s of providing instruction and tutoring individual and small groups of students, in general education subject-matter areas to reinforce lessons to special education students; assisting speech therapists in assessing and providing services; providing services to students with specialized behavioral and health needs; providing assistance with personal hygiene; monitoring and recording student behavior and performance; working one-on-one, if assigned, with student with learning, emotional, physical, and behavioral disabilities; may support small group or whole group instruction in collaboration with instructor; completing assigned paperwork and creating classroom materials as needed for instruction and behavioral support; monitoring and recording student performance and behavior; performing administrative functions in support of classroom activities; working one on one, if assigned; assisting in the implementation of a behavior modification program; monitoring and reporting student behavior and performance; and performing a variety of support duties as assigned.

This job reports to Principal or assigned designee.

### **Essential Functions**

- Provides assistance to teachers and students in use of instructional software and related peripherals for the purpose of providing necessary student learning support.
- Prepares basic instructional materials (e.g. handouts, individual student learning materials, etc.) for the purpose of implementing student learning according to individual learning goals.
- Assists teachers in specialized and mainstream education classroom in preparing and presenting a variety of instructional materials for the purpose of presenting and reinforcing learning concepts.
- Oversees student activities such as monitoring student behavior; reporting progress and problems to instructor; supervising students during nutrition breaks and physical education; and accompanying students on field trips and in entering and leaving school bus for the purpose of providing necessary student support.
- Assists in maintaining a clean and orderly learning environment (e.g. classroom cleaning, student hygiene, grooming needs, sanitizing toys, etc.) for the purpose of ensuring health and safety of students.
- Guides special education students in personal interactions and specific student issues (e.g. student discipline and conflict resolution, etc.) for the purpose of developing interpersonal skills and successful problem solving strategies.
- Provides physical assistance to students as needed for accessing self-care and instruction (e.g. lifting pupils in and out of wheelchairs, braces, and other orthopedic equipment; positioning students and rendering various forms of personal care, etc.) for the purpose of ensuring provision of safe assistance.
- Monitors students' performance, under the direction of assigned classroom teacher (e.g. assessing student learning needs; assisting teachers in evaluating progress of student, etc.) for the purpose of providing feedback to students, teachers, and others involved in the provision of student learning processes, in accordance with IEPs.
- Works one-on-one, if assigned, (e.g. moderately to severely emotionally, mentally and physically disabled students, etc.) for the purpose of assisting student in meeting their IEP goals; interacting in a classroom setting; and implementing student behavior plans.

- Documents observations of student performance in academic and school activities (e.g. social skills, behavior, assignments, etc.) for the purpose of providing written records and complying with mandated special education requirements.
- Communicates with teachers regarding assigned students' progress for the purpose of participating in needs assessments and assisting in evaluating progress.
- Works closely with professional staff (e.g. teachers, psychologists, therapists, administrators, etc.) for the purpose of ensuring that student academic and emotional needs are met.
- Provides translation and interpretation for the purpose of facilitating communication between staff and non-English speaking students and parents.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: handling hazardous materials; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records; skills in instruction of children; implementing learning and hygiene processes; handling all equipment utilized by students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; instructional materials and techniques used in Special Education; safe practices in classroom and other activities; record keeping techniques; age appropriate activities/behaviors; health standards; methods of instruction and training; school safety and security practices; stages of child development.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interactions, and appearance; applying behavior modification techniques developed for classroom use; writing observations and documenting student behavior; intervening positively and diffusing potential confrontations among students; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with children and adults; reading, interpreting, and following rules, regulations, policies, and procedures; providing translation and interpretation; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED. One (1) year of experience working with school-age children in an organized educational, health, child care, or other structured setting. Experience working with children with special needs is highly desirable.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 17

**Revised Date**

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## **Paraeducator, Hearing Impaired (Oral Speech)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Paraeducator, Hearing Impaired (Oral Speech) is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care and instruction of special education students who are in a oral speech program across all educational settings; assisting in implementing plans for instruction and accommodations; monitoring student use of hearing assistive technology; providing information to appropriate school personnel, and attending IEP meeting if needed.

This job reports to Director, Special Education or Designee.

### **Essential Functions**

- Adapts classroom activities, assignments, and/or materials under the direction of the supervising teacher and may use (e.g. Listening Spoken Language (LSL) strategies and techniques, etc.) for the purpose of supporting and reinforcing classroom objectives.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. speech, reading, writing, gestures, pictures, LSL strategies and techniques, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; integrating students into the educational program of the classroom.
- Assists in the monitoring of assistive technology daily usage for the purpose of ensuring equipment availability for students, including trouble shooting of malfunctioning assistive technology.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides teacher support by setting up work areas; operating various educational equipment for the purpose of ensuring enhanced learning through adaptive processes.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and implementing IEP objectives.
- Provides physical assistance to students as needed for accessing self-care and instruction (e.g. lifting pupils in and out of wheelchairs, braces, and other orthopedic equipment, positioning students and rendering various forms of personal care, etc.) for the purpose of ensuring provision of safe assistance.
- Assists teachers in specialized and mainstream education classroom in preparing and presenting a variety of instructional materials for the purpose of presenting and reinforcing learning concept.
- Maintains instructional materials and/or manual and electronic files/ records for the purpose of ensuring availability of items; providing written reference; and meeting mandated requirements.
- Oversees a variety of student activities (e.g. monitoring student behavior, reporting progress and problem to instructor, supervising students during nutrition breaks and physical education, accompanying students on field trip, entering and leaving school bus, etc.) for the purpose of providing necessary student support.
- Assists in maintaining a clean and orderly learning environment (e.g. classroom cleaning, student hygiene, grooming needs, sanitizing toys, etc.) for the purpose of ensuring health and safety of students.
- Assists in maintaining a clean and orderly learning environment for kids as needed (e.g. student hygiene, diapering, grooming needs, sanitizing, etc.) for the purpose of ensuring health and safety of students.

- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, adaptive communication and learning., etc.) for the purpose of acquiring and conveying information relative to hearing impaired students.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and skill in accepting understanding, and responding to needs of students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age-appropriate student activities; safety practices and procedures; conflict resolution; stages of child development/ behavior; assessment instruments and techniques; health standards; knowledge of community resources; methods of instruction and training; school safety and security practices; Listening and Spoken Language strategies or ASL techniques for communication with the hearing impaired; knowledge of SPED processes; hearing loss devices; and hearing assistive technology.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; providing assistance to parents; communicating clearly and effectively; analyzing issues and providing recommendations/solutions; establishing and maintaining effective working relationships.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED. Two (2) years of experience working with hearing impaired students in a school, health services, or other instructional environment.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).

Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 17.5

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## **Paraeducator, Hearing Impaired (Sign Language)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Paraeducator, Hearing Impaired (Sign Language) is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care and instruction of special education students who are deaf and/or hearing impaired across all educational settings and not in oral speech program; assisting in implementing plans for instruction and accommodations; monitoring student use of hearing assistive technology; providing information to appropriate school personnel; and attending IEP meeting if needed for ASL support.

This job reports to Director, Special Education or Designee.

### **Essential Functions**

- Adapts classroom activities, assignments, and/or materials under the direction of the supervising teacher and may use (e.g. American Sign Language (ASL), Pidgin Signed English (PSE), Signed Exact English(SEE), Listening Spoken Language (LSL) strategies and techniques, etc.) for the purpose of supporting and reinforcing classroom objectives.
- Provides sign to voice and voice to sign interpreting of communications between students and teachers for the purpose of facilitating the communication between teachers and students.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. sign to voice and voice to sign; sign language, finger spelling, speech, reading, writing, gestures, pictures, LSL strategies and techniques, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; integrating students into the educational program of the classroom.
- Assists in maintaining a clean and orderly learning environment for kids as needed (e.g. student hygiene, diapering, grooming needs, sanitizing, etc.) for the purpose of ensuring health and safety of students.
- Assists in the monitoring of assistive technology daily usage for the purpose of ensuring equipment availability for students, including trouble shooting of malfunctioning assistive technology.
- Oversees a variety of student activities (e.g. monitoring student behavior, reporting progress and problem to instructor, supervising students during nutrition breaks and physical education, accompanying students on field trip, entering and leaving school bus, etc.) for the purpose of providing necessary student support.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides physical assistance to students as needed for accessing self-care and instruction (e.g. lifting pupils in and out of wheelchairs, braces, and other orthopedic equipment, positioning students and rendering various forms of personal care, etc.) for the purpose of ensuring provision of safe assistance.
- Provides teacher support by setting up work areas; operating various educational equipment for the purpose of ensuring enhanced learning through adaptive processes.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and implementing IEP objectives.
- Assists in maintaining a clean and orderly learning environment (e.g. classroom cleaning, student hygiene, grooming needs, sanitizing toys, etc.) for the purpose of ensuring health and safety of students.



- Assists teachers in specialized and mainstream education classroom in preparing and presenting a variety of instructional materials for the purpose of presenting and reinforcing learning concept.
- Maintains instructional materials and/or manual and electronic files/ records for the purpose of ensuring availability of items; providing written reference; and meeting mandated requirements.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, adaptive communication and learning., etc.) for the purpose of acquiring and conveying information relative to hearing impaired students.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and skill in accepting understanding, and responding to needs of students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age-appropriate student activities; safety practices and procedures; conflict resolution; stages of child development/ behavior; assessment instruments and techniques; health standards; knowledge of community resources; methods of instruction and training; school safety and security practices; Listening and Spoken Language strategies or ASL techniques for communication with the hearing impaired; knowledge of SPED processes; hearing loss devices; and hearing assistive technology.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; providing assistance to parents; communicating clearly and effectively; analyzing issues and providing recommendations/solutions; establishing and maintaining effective working relationships.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED. Two (2) years of experience working with hearing impaired students in a school, health services, or other instructional environment.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 22.5

**Revised Date**

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## **Preschool Assistant (Spanish Bilingual)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Preschool Assistant (Spanish Bilingual) is done for the purpose/s of providing support to the instructional program as instructed by the teachers; organizing and delivering age-appropriate activities for preschool age students; serving snacks; providing assistance with classroom work; assisting in supervising and monitoring children's activities; and assisting in maintaining a clean and safe learning environment for students.

This job reports to Principal or Designee.

### **Essential Functions**

- Assists the Preschool Teacher with lesson planning and/or age-appropriate activities by working with individual or small groups of children (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and reinforcing learning concepts.
- Transfers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting the District requirements.
- Prepares documents as directed by pre-school teachers (e.g. newsletters, lesson plans, holiday programs, supply lists, etc.) for the purpose of providing written documentation and conveying information.
- Organizes quiet or active age-appropriate indoor and/or outdoor activities for the purpose of actively participating in learning activities for children.
- Monitors individual and/or groups of students in a variety of settings (e.g. snack time, group or individual games, playground activities, quiet time, field trips, classroom, etc.) for the purpose of providing a safe and positive learning environment.
- Distributes instructional and/or play materials for the purpose of providing access of learning materials.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items and providing a safe learning environment.
- Participates in the implementation of parent education program under the direction of a Preschool Teacher (e.g. instructional and nutritional needs, health protocols, etc.) for the purpose of providing support and training.
- Organizes food snacks (e.g. working with parent volunteers, cleaning up, etc.) for the purpose of coordinating daily preschool meal program.
- Provides bilingual translation and interpretation for the purpose of facilitating accurate communication.

### **Other Functions**

- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent policies, regulations and/or laws; preparing and maintaining accurate records; operating standard office equipment including pertinent software applications; adhering to safety practices and procedures; administering first aid and/or prescribed medications; facilitating learning with preschool students; providing bilingual translation and interpretation.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; stages of child development; health standards; knowledge of community resources; and school safety and security practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; adapting to changing work priorities; maintaining confidentiality; providing support to children, parents, other staff; working flexible hours; dealing with frequent interruptions; meeting deadlines and schedules; and working as part of a team.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent with an emphasis in additional six semester units of early childhood education or child development course work.

**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED plus six semester units of early childhood education or child development course work. Some experience working with school-age children in an organized educational, health, child care, or other structured setting is highly desirable.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

### **Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training

### **Certificates and Licenses**

Child Development Assistant Permit  
CPR/First Aid Certificate

### **Clearances**

Criminal Background Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
4/27/2023  
**Revised Date**

**Salary Grade**  
CSEA - 15

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## **Preschool Teacher (Spanish Bilingual)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Preschool Teacher (Spanish Bilingual) is done for the purpose/s of engaging and supporting all students in learning; planning, implementing, and supervising instructional activities for preschool children; promoting the development of cognitive, language, social-emotional, and motor skills; assisting in providing parent education and promoting parent involvement; utilizing bilingual skills to facilitate classroom learning; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, professional staff, and administrators in addressing instructional and classroom issues; and responding to inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Principal or Designee.

### **Essential Functions**

- Plans and implements instructional activities using district adopted instructional programs, strategies, and curriculum (e.g. social-emotional development, math, language, science, art, music, self-esteem activities, gross and fine motor skill development, self-help skill development, etc.) for the purpose of providing students with instruction that address student learning and development.
- Directs student teachers, instructional assistants, paraprofessionals, volunteers and/or student workers for the purpose of providing an effective classroom program that addresses the individual needs of each student.
- Facilitates preschool student learning by working daily with instructional lesson plans for the purpose of improving student academic success and preparedness for transition to elementary school.
- Establishes developmentally appropriate classroom procedures and creates an effective learning environment (e.g. implementing classroom activities, maintaining discipline, coordinating learning with instructional assistants, parent volunteers, etc.) for the purpose of maintaining positive and safe classroom environment conducive for learning.
- Collaborates with instructional staff, school personnel, parents, and a variety of community resources (e.g. field trips, speakers, special activities, projects, etc.) for the purpose of improving the overall quality of student learning and achieving established classroom objectives.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Manages pre-school processes (e.g. preparing reports, providing bi-lingual translation, conducting observations, etc.) for the purpose of ensuring student learning and completion of administrative reporting.
- Administers developmental specific assessments and testing in assessing the level of students' competencies for the purpose of monitoring student learning; setting goals to plan, differentiate, and modify individual instruction to meet needs of all students.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations and student's achievements; developing methods for improvement; and reinforcing classroom goals in the home environment.
- Models conversation, manners, clean-up activities, and listening skills for the purpose of demonstrating appropriate social and interpersonal behavior for students.

- Assesses student progress towards objectives, expectations, and goals for the purpose of providing feedback to students, parents, and administration about the child's development and growth.
- Establishes health standards and implements procedures for preventing the spread of infectious diseases, disaster preparedness, emergency procedures, and training parents for the purpose of ensuring a safe and effective program.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and directing to appropriate personnel for resolution.
- Serves as community liaison (e.g. coordinating communication and activities with District departments, parents, governmental and private community agencies, etc.) for the purpose of maintaining optimal services for pre-school students and families.
- Responds to inquires from a variety of sources (e.g. other teachers, parents, administrators, community resources, etc.) for the purpose of resolving issues, providing information, and direction.
- Participates in professional development activities for the purpose of reflecting on teaching practice in support of student learning; engaging in continuous and purposeful professional growth and development; and demonstrating professional responsibility, integrity, and ethical conduct.
- Participates in a variety of meetings (e.g. parent, IEP, etc.) for the purpose of conveying and gathering information required for preschool learning and activities.

### **Other Functions**

- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; administering first aid and/or prescribed medications; analyzing data; applying curriculum and instructional techniques; conducting meetings; estimating required resources; physical restraint practices; and promoting activities and events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; California Preschool Learning Foundations; appropriate activities; lesson plan development and requirements; stages of child development; behavioral management strategies; assessment instruments and techniques; health standards; instructional media/equipment; methods of instruction and training; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working as part of a team; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours.; meeting deadlines and schedules; assessing issues; critical thinking, conflict resolution; implementing solutions; and working collaboratively with a variety of stakeholders.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's

services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: Associate degree majoring in education, child development or related area. One (1) year of responsible experience teaching in a licensed facility.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

Child Development Teacher Permit  
CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 23.5

**Revised Date**

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## **Registered Behavior Technician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Registered Behavior Technician is done for the purpose/s of assisting in implementing behavior intervention plans; providing consultation and training to staff regarding assessing behavioral functioning and needs of students; supporting implementation of instructional and behavioral strategies; evaluation of student progress through data collection techniques for regular education teachers, special education teachers, site personnel and others working with students with disabilities; and providing services in accordance with the Disabilities Education Act.

This job reports to Manager, Special Education or Designee.

### **Essential Functions**

- Implements behavior treatment programs for the purpose of supporting student improvement and ensuring that program operations are in compliance with established guidelines.
- Provides modeling, training, and mentoring to paraeducators and teachers who provide instruction to students for the purpose of supporting the development of students.
- Provides program input, demonstrate program procedures, and implement program recommendations for the purpose of ensuring accurate dissemination of information pertaining to student procedures and programs.
- Collaborates with special education teachers, general education teachers, administrators, service providers, school psychologists, as well as community agency for the purpose of communicating information, resolving issues, and providing services in compliance with established guidelines.
- Utilizes positive restraint techniques, assistive technology, electronic IEP, and data collection systems for the purpose of following prescribed IEP processes.
- Confers with teachers, administrators, and site staff for the purpose of complying with IEP mandated requirements.
- Documents student progress (e.g. maintaining objectives, preparing charts, records, graphs, etc.) for the purpose of assessing behavior plans.
- Travels between school sites within the Oxnard School District for the purpose of providing services as needed.
- Participates in a variety of meetings and workshops (e.g. IEP meetings, Nonviolent Conflict Intervention training, etc.) for the purpose of conveying, gathering, and presenting information required to provide services and remaining knowledgeable with program guidelines.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; classifying data and/or information; comparing results; facilitating meetings; utilizing IEP

processes; student behavior management; applying ABA and other behavioral principles and techniques; conducting observations and review student records; operating standard office equipment including pertinent computer software; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age-appropriate activities/behaviors; codes/laws/rules/regulations/policies; behavior intervention strategies and techniques; non-violent Crisis Interventions (NCI) techniques and principles; classroom procedures and appropriate student conduct; health standards; knowledge of community resources; recordkeeping and record retention practices; school safety and security practices; and stages of child development; IEP regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing and maintaining effective interpersonal relations; interacting successfully with students, supervisors school staff, and community agencies; using patience and tact; communicating effectively; and making independent decisions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: graduation from secondary school or equivalent GED. Two (2) years of experience working with school-age children in an organized educational, health, child care, or other structured setting, including experience in behavioral intervention and working with children with special needs.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training

### **Certificates and Licenses**

CPR/First Aid Certificate  
Registered Behavior Technician (RBT) certification  
Valid Driver's License & Evidence of Insurability

### **Clearances**

Criminal Background Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
4/27/2023  
**Revised Date**

**Salary Grade**  
CSEA - 17.5

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## **School Occupational Therapist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of School Occupational Therapist is done for the purpose/s of providing educational related occupational therapy services to students with various disabilities, according to the student IEP; participating as a member the individualized education team; developing goals and objectives for consideration in IEP meetings and intervention plans; documenting student progress; assessing students' functional physical development level; planning and implementing appropriate treatment to meet individual student objectives; identifying architectural barriers; providing recommendations for accessibility, program development, and student placement; and providing direction to Certified Occupational Therapy Assistants.

This job reports to Director of Special Education or Designee

### **Essential Functions**

- Develops treatment plans, interventions, and educational materials (e.g. collaboration with school nurses and school personnel, etc.) for the purpose of re-medicating students' motor skill deficits and ensuring compliance with regulatory requirements.
- Consults with teachers, parents, other personnel, and/or outside professionals (e.g. District wide consultation, collaboration at multiple school sites, etc.) for the purpose of providing requested information, developing plans for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Attends and participates in IEP meetings for the purpose of conveying and/or receiving information.
- Identifies structural issues such as assessing student physical ability in an educational environment for the purpose of removing barriers for students with physical limitations and/or identifying appropriate assistive technology.
- Administers occupational therapy procedures and modalities for the purpose of achieving student program objectives as detailed in IEP.
- Interprets medical reports concerning student progress (e.g. parents, school site personnel, etc.) for the purpose of providing information and ensuring that treatment/intervention plans are appropriate.
- Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for treatment, appropriate assistive support devices, and/or school placement.
- Implements direct on-site supervision to COTA's (e.g. training, consulting, IEPs, team meetings, etc.) for the purpose of of conveying and gathering information; serving as a resource; providing guidance; and ensuring that program objectives are achieved.
- Demonstrates appropriate activities for students to program staff for the purpose of ensuring professional implementation of treatment, direct therapy interventions, and assistance as required.
- Collaborates with a variety of groups and individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues, and providing services in compliance with established guidelines.
- Provides staff training and support regarding student needs for the purpose of achieving District goals and objectives.

- Manages student reassessments (e.g. activity logs, treatment plans, etc.) for the purpose of focusing on areas of need at intervals determined to be educationally relevant.
- Maintains files and records (e.g. progress reports, activity logs, billing information, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Provides reports (e.g. IEP, IFSP, etc.) for the purpose of sharing information during meetings on medical/behavioral attributes, use of assistive devices, and/or implementing plans for remediation of functional limitations.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; preparing and maintaining accurate records; assisting and interpreting student progress.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; abnormal development and medical diagnoses related to special Education funding categories; current OT treatment interventions; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; solving problems; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** job related experience is required, with increasing level of responsibility is desired.

**Education:** Bachelors Degree in related field.

**Education (Preferred):** Master's degree in occupational therapy.

**Equivalency:** Any combination equivalent to: Bachelor's Degree in occupational therapy or graduation from an accredited occupational therapy educational program. A Master's Degree in Occupational Therapy is highly desirable. Two (2) years of supervised experience in occupational therapy, or one (1) year experience in planning and providing occupational therapy services to youth with a variety of disabilities in education setting and/or pediatric environment is desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

California Board of Occupational Therapy (CBOT License  
CPR/First Aid Certificate  
National Board of Occupational Therapy (NBCOT) Certification

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 34.5

**Revised Date**

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## **Speech Language Pathology Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Speech Language Pathology Assistant is done for the purpose/s of providing speech therapy assessment processes in accordance with the Individualized Education Program (IEP) goals; providing speech therapy to specialized needs; working in assigned sites with a variety of grade levels; working under the direction of a credentialed Speech Language Pathologist; providing speech/language bilingual support as needed; providing a variety of services for individual students, working with parents to assist in the students' functional development level; and providing recommendations for program development and student placement.

This job reports to Director of Special Education or Designee.

### **Essential Functions**

- Provides speech therapy for the purpose of implementing improved learning outcomes for assigned students.
- Creates and implements therapeutic activities and instructions to special education students for the purpose of providing speech therapy services and supporting the student's IEP plan.
- Assists in providing speech therapy for the purpose of implementing IEP goals and treatment plans developed by a Speech Language Pathologist.
- Provides assistance through participation as a case management team member for the purpose of providing consultation, training, and group activities with SLP supervision.
- Consults with Speech Language Pathologist for the purpose of providing requested information to teachers, paraeducators and others service providers when reviewing/revising students therapy goals/objectives; developing plans for services; and making recommendations.
- Teaches physical strategies for word and and breathing development (e.g. strengthening of tongue, jaw, face muscles, breathing, etc.) for the purpose of ensuring development oral articulation.
- Performs site visits at multiple work sites for the purpose of providing therapy and assistance as required.
- Provides training and instruction to teachers on the use of assistive devices for the purpose of ensuring such devices are used safely and optimal benefits are achieved with Speech Language Pathologist supervision.
- Implements speech and language treatment plans for the purpose of ensuring the Speech Language Pathologist assessments and recommendations of Psychologists are implemented.
- Adapts equipment (e.g. seating, tables, desks, computer hardware, etc.) for the purpose of providing optimal positioning and increased independence through inclusive practices for special education students, and providing instruction in the use of argumentative and alternative communication devices.
- Implements behavior management programs for students for the purpose of following the plan as designed by certificated staff.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.

- Maintains files and/or records (e.g. progress reports, activity logs, student progress notes, therapy notes, service minutes, etc.) for the purpose of documenting activities and ensuring an up-to-date trail for compliance records.
- Attends meetings and workshops (e.g. training, team meetings, meetings with outside agencies, etc.) for the purpose of conveying and receiving information.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments; operating equipment used in occupational therapy; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; recall skills; and implementation of child guidance, development, and interaction.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: student behavior management skills; adaptive equipment; and speech therapy models, practices, and theories; normal speech, language, and hearing development; language disorders and rehabilitation; articulation disorders and rehabilitation; clinical methods and procedures; learning patterns in children; child behavior and behavior modification; codes/laws/rules/regulations/policies; current and emerging technology; knowledge of community resources; recordkeeping and record retention practices; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; working as part of a team; displaying tact and courtesy; being empathetic and non-judgmental; using appropriate student behavior management; interacting successfully with parents, students, certified pathology staff; and establishing and maintaining effective relationships, especially with students.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Education (Preferred):** Bachelors Degree

**Equivalency:** Any combination equivalent to: Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program; OR proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology. Six months of experience working with individuals with speech and language



disabilities in a structured environment.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training

**Certificates and Licenses**

Speech-Language Pathology Assistant License

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 26

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

**Approval of job description revisions for Campus Assistant.**

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-Campus Assistant

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the newly revised job classifications, while maintaining the current CSEA Salary Schedule.

### **ADDITIONAL MATERIALS:**

**Attached:** [Campus Assistant.pdf](#)

## **Campus Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Campus Assistant is done for the purpose/s of supervising students in designated campus; providing support to safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquires; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

This job reports to Principal, Elementary School or Site Administrators.

### **Essential Functions**

- Monitors student behavior before, during, and between classroom periods and at student events (e.g. cafeteria, restrooms, playground, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Assists children to across intersections, and to accompany them between campus areas for the purpose of providing safe access to and from assigned locations.
- Assists students in the cafeteria during and after assigned meal periods (e.g. cleaning breakfast and lunch areas; wiping down lunch table tops and seats; cleaning up small table spills, etc.) for the purpose of enhancing the services of meals to students in an efficient and orderly manner.
- Reports conflicts between students to assigned supervisor for mediation (e.g. Nonviolent Crisis Prevention Intervention, etc.) for the purpose of resolving issues that could impede student's success.
- Assembles students in an orderly manner for class when the bell rings for the purpose of ensuring student participation in classroom learning activities on time.
- Communicates safety and security policies and enforcement procedures to students and refers questions from staff and visitors to main office for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Collects equipment left behind in playground areas (e.g. balls, jump ropes, etc.) for the purpose of ensuring safe keeping and the availability of equipment.
- Responds to and reports to administrators on all inquiries from students and parents regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Administers immediate first aid and medical assistance (e.g. CPR, etc.) for the purpose of meeting immediate health care needs.
- Assists in the patrolling of school facilities (e.g. grounds, buildings, adjacent areas, etc.) for the purpose of providing visibility, maintaining security, and deterring criminal activities.
- Provides incident reports to assist in the preparation of written materials (e.g. incident reports, activity logs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information in English.

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

**Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities, and ensuring the efficient and effective functioning of the assigned work site.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; preparing and maintaining accurate records; administer first aid; critical observation; enforcing discipline policies; and enforcing rules and regulations.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; age appropriate activities/behaviors; school safety and security practices; District's policies for working with children; and human relations skills.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating in English with diverse groups; maintaining confidentiality; working as part of a team; setting priorities; working with frequent and sustained interruptions; accuracy and attention to detail; and diffuse argumentative behavior.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 75% walking, 10% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is not required.

**Education:** Completion of the Eighth Grade is desired.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 13.5

**Revised Date**

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of job description revisions for Human Resources**

---

All four newly revised job description for Human Resources Services have been reviewed

- Credential Technician
- Human Resources Assistant
- Human Resources Technician
- Risk Management Specialist

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the four newly revised job classification for Human Resources Services, while maintain the current CSEA Salary Schedule.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Human Resources Assistant.pdf](#)  
[Human Resources Technician.pdf](#)  
[Risk Management Specialist.pdf](#)  
[Credential Technician.pdf](#)

## **Human Resources Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Human Resources Assistant is done for the purpose/s of supporting human resource services department; performing technical and clerical duties related to certificated and/or classified human resources; providing information to applicants and employees; maintaining records; and completing assigned projects and tasks.

This job reports to Director, Certificated HR or Director, Classified HR

### **Essential Functions**

- Greets visitors to human resource department and answers or initiates phone calls (e.g. screens calls, takes messages, routes calls as needed, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate individual in accordance with established building security procedures.
- Receives and processes employment applications, employment verifications, and absence affidavits for the purpose of providing information and ensuring accuracy.
- Supports testing processes (e.g. prepares testing materials, schedules candidates' interviews, proctors examinations, etc.) for the purpose of providing support to the testing operations.
- Conducts the fingerprinting system process as requested for the purpose of ensuring compliance with federal, state, and district laws and regulations.
- Manages and updates the substitute pool and reports complaints to supervisor for the purpose of maintaining a pool of appropriate substitutes.
- Contacts and assigns certificated substitutes, substitute floaters, and classified employees to school sites for the purpose of ensuring coverage in the absence of teachers or other employees.
- Assigns appropriate systems password/access and resolves related issues for the purpose of meeting the needs of the users.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and assistance in regards to District and department regulations, policies, and procedures.
- Processes documents and materials and provides orientation to employment candidates selected for hire and volunteers (e.g. applications, fingerprinting process, etc.) for the purpose of ensuring completion of documents and requirements.
- Performs record keeping and clerical functions related to recruitment and employment processes for certificated or classified personnel (e.g. scheduling, duplicating materials, filing, data entry, date stamping, logging documents received, opening and routing mail, etc.) for the purpose of supporting department functions.
- Communicates with universities, other school districts, County Office of Education, and private and public sector employees for the purpose of verifying previous employment, transcripts, credentials, etc.
- Maintains a variety of employment files and records and inputs information (e.g. attendance, termination, credentials, leaves of absence, professional growth, payroll, fingerprint clearances, TB clearances, promotions, transfers, resignations, etc.) for the purpose of ensuring accuracy of employee's information, notifying employees of documentation in need of updating, and complying with mandated requirements.

- Prepares a variety of materials, reports, and related documents (e.g. lists, agendas, forms, requisitions, correspondence, bulletins, notices, teacher contracts, employment verification, etc.) for the purpose of providing documentation and information.
- Supports the maintenance of inventory of office supplies and material (e.g. requisitions, receives, stores, distributes, etc.) for the purpose of ensuring availability as needed.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively both orally and in writing; preparing and maintaining accurate records and reports; compiling information and data; understanding, interpreting, explaining, and applying technical information, laws, rules, regulations, policies, and guidelines; and excellent customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent rules, regulations, policies, and procedures; District Personnel Commission rules, and labor contracts; principles and practices of human resource administration; concepts of grammar and punctuation; database management and operation; principles and practices of record keeping; standard office software and data base management; office methods and procedures; and business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality of privileged information; and understanding and following oral and written directions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.



**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Training or coursework in human resources or public administration is desirable. Two (2) years of clerical experience, preferably with one (1) year of experience working in human resources.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 19.5

**Revised Date**

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## **Human Resources Technician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Human Resources Technician is done for the purpose/s of performing specialized technical duties for the delivery of certificated and classified human resource services; assisting recruitment and selection activities; attending job fairs; processing new employees; coordinating placement of substitute employees; developing and maintaining employee files; maintaining human resource record management systems and databases; processing personnel transactions; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Director, Classifie HR; Director, Certificated HR; or designee.

### **Essential Functions**

- Processes and provides orientation to new employees, substitutes, and volunteers (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes; notifying payroll; and reviewing hiring packets with new employees.
- Coordinates employment process and develops documents as needed (e.g. job announcements, supplemental applications and application packages, processing applications, preparing screening criteria, scheduling interviews, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines; notifying applicants and hiring managers of next steps; and ensuring all paperwork and material are completed.
- Organizes and processes a variety of human resources practices (e.g. preparing new hire packages, conducting pre-employment background checks, screening applications, administering exams, scheduling candidates for medical examinations as applicable, scheduling new employees for benefits orientation, etc.) for the purpose of ensuring that objectives of human resource programs are achieved and conforming to district policies and regulations.
- Greets visitors to human resource department and answers or initiates phone calls (e.g. screens calls, takes messages, routes calls as needed, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Communicates with/and qualifies substitutes or temporary certificated, classified, certificated employees (e.g. notify candidates not selected, set-up dates for candidate livescan, etc.) for the purpose of providing information and assistance concerning employment.
- Interprets, explains, and applies Personnel Commission rules and/or District policies, State and Federal laws, and Education Code and procedures for the purpose of providing information and ensuring compliance with regulatory requirements.
- Evaluates employee records for the purpose of determining employee eligibility for salary adjustments,s, probationary periods, and service credits.
- Places new substitutes and permanent employees on Frontline System(s) for the purpose of ensuring adequate staff coverage by using the calling system to request and reply to substitute and site/district needs.
- Conducts the fingerprinting system process as requested (e.g. regular employees, substitutes, Spanish speaking parent volunteers, etc.) for the purpose of ensuring compliance with federal, state, and district laws and regulations.

- Enters personnel transactions to add employees in the system or to inactivate substitutes and permanent employees for the purpose of providing information for approval and updating or archiving files.
- Organizes testing processes (e.g. prepares testing materials, schedules candidates' interviews, proctors examinations, administers oral bilingual examinations parts as needed, scores tests materials, etc.) for the purpose of providing support to the testing operations as directed.
- Serves as primary resource and responds to written and verbal inquiries from a variety of internal and external sources (e.g. verification for unemployment claims, employment verification, employee inquiries, health agencies, absence and leave, return-to-work, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues.
- Translates a variety of verbal and written communication(s) as needed (e.g. meetings, staff to non-english speaking individuals, document, tests, etc.) for the purpose of facilitating communication; ensuring accuracy and clarity in translating English to a second language; and translating from a designated second language to English.
- Reconciles and inputs a variety of personnel records (e.g. attendance, retirement, termination, credentials, leaves of absence, professional growth, payroll, fingerprint clearances, TB clearances, promotions, transfers, resignations, benefits, etc.) for the purpose of providing accurate information on Frontline and to employees, payroll, and others in compliance with established guidelines.
- Researches information required to manage assignments including reviewing relevant policies and current practices (e.g. employment history, records, etc.) for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning, resolving problems, and/or responding to requests.
- Monitors and updates a variety of processes and documents (e.g. absence management systems, Vector Solutions, employee profile from onboarding, district employee seniority, medical re-certifications, vaccinations, eligibility lists, assignment changes, etc.) for the purpose of ensuring accurate and updated information.
- Communicates with universities, other school districts, County Office of Education, and private and public sector employees for the purpose of verifying previous employment, transcripts, credentials, etc.
- Administers, monitors and updates absence and leave management systems for employees; creates and maintains employee profiles from onboarding, changes in assignments, and end of employment; determines eligibility follow up for all aspects of job-protected leaves (e.g. Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Family Sick Leave (FSL) and Pregnancy Disability Leave (PDL), etc.) for the purpose of ensuring accurate data, approving decision, and in compliance with the rules and laws.
- May serve as FMLA/leave of absence resource person for the purpose of providing guidance to supervisors on leave procedures and policy and training on legal requirements and district procedures.
- Participates in meetings, workshops, seminars, job fairs, and recruitment activities for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications (such as, but not limited to Escape, Neogov, Datalink, Frontline, Edjoin, Armatus/Presidium Academy, Microsoft Suite, etc.); communicating

effectively both orally and in writing; preparing and maintaining accurate records and reports; and note taking and preparation of minutes.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: CSEA contract, California Education Code, Personnel Commission Rules and Regulations, employment law, and internal policies and procedures; principles, techniques, and methods of employee recruitment, selection, classification, compensation, and processing; bargaining union contracts and salary schedules; examination construction and validation techniques; classified personnel bargaining agreement; database management and operation; complex research and analysis of in the area of personnel administration.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality of privileged information; working independently and exercising initiative and good judgment; understanding and following oral and written directions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Training or coursework in human resources or public administration is desirable. Two (2) years of technical-clerical or human resources experience including analyzing data and creating reports.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 21

**Revised Date**

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## **Risk Management Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Risk Management Specialist is done for the purpose/s of coordinating and implementing the district's health and welfare programs; serving as the district's resource person for health and welfare benefits; assisting in the coordination, processing, and resolution of workers' compensation claims; resolving insurance benefit, retirement, reporting, and reconciliation; providing information to new and current employees, providers, and/or administrators; ensuring employee proof of coverage and accurate billing; and serving as backup team member administering health insurance benefits.

This job reports to Risk Manager or Designee.

### **Essential Functions**

- Administers employee benefit and worker's compensation program (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, filing claims, HRA changes, life insurance changes, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications and determining benefits eligibility and premium contributions according to bargaining unit agreements, district policy, insurance company, or trust rules and regulations and state and federal law.
- Conducts annual open enrollment for the purpose of enrolling and deleting individuals on benefits plans; changing benefits status of employees, retirees, dependents, and terminated workers; and calculating cost associated with benefit changes and creates summary reports of changes and associated cost.
- Processes Worker's Compensation and assists injured employees with initiating and filing claim; receives and processes salary continuation payment for disabled employees; and verifies industrial accident leave on employee timesheet for payroll information (e.g. Essential Job Function Analysis, accommodation letters, forms, reports, wage statement, subpoenas, loss report, etc.) for the purpose of monitoring and keeping employee, supervisor, and administration current concerning claim status and progress; assisting in facilitating the return-to-work program; and gathering information.
- Receives and maintains record of payments received for disabled employees, integrates with payroll and accounting for the purpose of providing reimbursement information on time loss cases; Liability and Tort Claims filling or loss report; managing loss; processing work orders, POs, reimbursement etc.
- Reviews and analyzes proposed changes in laws that impact health benefit programs and make recommendations for action based on that review and analysis for the purpose of implementing procedures to maintain compliance with regulatory requirements.
- Provides routine and specialized employee benefits information and responds to inquiries from employees, retirees, beneficiaries, insurance companies, and agents for the purpose of providing information regarding benefits coverage, enrollment options eligibility, claims procedures, work-related injuries, liability/property claims, and disability status as appropriate.
- Participates in urgent functions related to COVID-19 and/or similar epidemic situations (e.g. Member of Response Team, follow up on COVID-19 exposure, update leaves, process SPSL, temperature station supplies, COVID-19 poster/flyers, vaccination data entry, etc.) for the purpose of conveying and gathering information and complying with federal, state, and district regulations.

- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, health benefit bill, life insurance bill, etc.) for the purpose of ensuring accurate eligibility and payment information; completing enrollment/changes within program guidelines; and complying with contract provisions.
- Manages inventory of various benefit brochures and forms, emergency operations, and department materials (e.g. water barrels, first aid supplies, lock down kits, vests, radios, safety forms, liability and health benefits forms, AED Units, student insurance forms, etc.) for the purpose of ensuring availability of supplies, sending forms to appropriate sites, and reordering emergency supplies and department forms.
- Conducts audits (e.g. open worker's compensation claims, county reports, benefits, WC, liabilities, monthly billing and premiums, etc.) for the purpose of verifying medical authorization, ensuring district safety credit expenditures, and complying with established guidelines.
- Organizes and coordinates workshops, training, and health and benefits related events (e.g. Medicare 101, influenza vaccines, EAP, EOP, AED Units, COVID-19 clinic, new hire orientation, retirees, district health benefits fair, annual open enrollment, in-person employee trainings, etc.) for the purpose of ensuring employees receive appropriate information; explaining benefits plans, enrollment options, and coverage; filling of claims; and collecting premiums as necessary.
- Serves as liaison between claims administrators, associated firms, insurance company, and district for the purpose of conveying and/or receiving information; resolving claim problems, issues, and contract compliance; and managing claims.
- Manages Risk Management information (e.g. webpage, newsletter, daily informational flyers, etc.) for the purpose of providing written support and/or conveying information.
- Compiles statistical data and reports required in the administration of the various fringe benefit programs for the purpose of monitoring carrier compliance with contract provisions and district policies; providing information; and completing state benefits surveys.
- Maintains a variety of benefit information, files, and records pertaining to program participation (e.g. provider contracts, claim files, employee records, CAL/OSHA logs, worker compensation cases correspondence, status, enrollment, eligibility, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Prepares and distributes a variety of reports and written materials (e.g. compensation carrier reports, CAL/OSHA, data summaries, reports, memos, forms, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and completing annual Department of Labor Reports as required.
- Participates in meetings, workshops, and committees; (e.g. preps agenda packets, takes notes, etc.) for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Human Resources department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively both orally and in writing; preparing and maintaining accurate records and reports; compiling information and data; understanding, interpreting, explaining, and applying technical information, laws, rules, regulations, policies, and guidelines; and independently preparing and responding to correspondence and memoranda.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: applicable state and federal laws, rules, and regulations related to employee benefits, COBRA and

Family Medical Leave Act regulations; principles of benefits administration; concepts of grammar and punctuation; database management and operation; practices and procedures of worker's compensation claims processing and resolution; techniques for balancing and reconciling claims, payment, deductions for benefits; and principles and practices of record keeping.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality of privileged information; working independently and exercising initiative and good judgment; and understanding and following oral and written directions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduation from high school supplemented by college-level coursework in business administration, human resources, accounting, benefits, insurance, or a closely related field. Two (2) years of experience in benefits administration, workers' compensation, or a closely related area of human resources.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 23

**Revised Date**

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## **Credential Technician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Credential Technician is done for the purpose/s of coordinating the credential functions and processing certificated personnel transactions; performing technical and complex clerical duties related to the employment and personnel control processes and procedures; assisting in the development and maintenance of manual and automated personnel record managements, storage, and research systems; and assisting administrative staff with comprehensive personnel activities and programs.

This job reports to Director of Certificated Human Resources or Designee.

### **Essential Functions**

- Performs technical duties in the interpretation, maintenance, and support of the district's certificated personnel program and activities for the purpose of ensuring department/program outcomes are achieved.
- Screens and processes certificated applications for employment (e.g. transcripts, reference letter, resume, letter of statement, etc.) for the purpose of analyzing and verifying teaching experience and transcripts and making appropriate recommendations for interviewing certificated staff.
- Schedules new hires for pre-employment, fingerprints, and TB as applicable for the purpose of collecting and ensuring appropriate on-boarding procedures for new employees.
- Evaluates and processes credential information; evaluates and interprets applicants' coursework, transcripts, and personal data on credential applications (e.g. ., etc.) for the purpose of determining if applicants meet State requirements for credentials; and submitting credential applications on behalf of certificated employees.
- Processes personnel transactions required for temporary and permanent employment (e.g. retirement, termination, resignation, separations, pay changes, leaves of absence change of assignment, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Communicates with and provide information to external agencies (e.g. City of Oxnard, State, ABCOE, Ventura County Office of Education's Credentials Office, etc.) for the purpose of providing and receiving information related to credentials for certificated personnel.
- Provides job permits, Ed Code, timeline for certification, emergency credentials, regular credentials, etc for the purpose of ensuring the appropriate information is collected for action items to be presented at board meetings.
- Creates assignment for new employees; determines the type of employment contract to be issued to certificated employees; and prepares employment contracts for employee signature (e.g. records salary, stipend, proper placement, valid certification, etc.) for the purpose of ensuring new employees receive required and accurate information and documentation.
- Conducts periodic audits (e.g. CALSAS, CALPADS, EEOC, etc.), etc.) for the purpose of ensuring compliance of subjects taught with appropriate credentials and complying with state regulations.

- Creates and maintains detailed permanent records and files on certificated employees (e.g. name and address changes, credentials, credential expiration dates, job location, job assignment, career step and class, semester units, degrees, salary data, additional salary compensations, outstanding items, etc.) for the purpose of maintaining accurate employee records as needed and complying with policies and regulations.
- Responds to inquiries regarding personnel functions from a variety of internal and external sources (e.g. salaries, district policies, procedures, rules, regulations, credentials, etc.) for the purpose of providing information and/or direction as assigned.
- Communicates with universities, other school districts, County Office of Education, and private and public sector employees for the purpose of verifying previous employment, transcripts, credentials, etc.
- Compiles and inputs a variety of materials and data (e.g. lists, reports, agendas, forms, requisitions, correspondence, bulletins, notices, teacher contracts, employment verification, statistical data, surveys, etc.) for the purpose of complying with legal and/or administrative requirements, policies, and procedures.
- Supports and monitors the implementation of annual mandated training including the tracking of non-compliant employees for the purpose of meeting the state requirements.
- Prepares a variety of reports and related documents independently or by supervisor request for the purpose of reviewing and analyzing information and providing assistance and information to district employees and the public regarding district personnel regulations, policies, and procedures.
- Assists in the planning, development, implementation, and maintenance of the automated personnel record management system for the purpose of supporting personnel functions related to credentialing.
- Attends meetings and workshops for the purpose of remaining current of legislation related to California credentials and providing and/or conveying information.

#### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Human Resources.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively both orally and in writing; preparing and maintaining accurate records and reports; compiling information and data; understanding, interpreting, explaining, and applying technical information, laws, rules, regulations, policies, and guidelines; and independently preparing and responding to correspondence and memoranda.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: applicable state and federal laws, rules, policies, and regulations related to credential and personnel functions; California Commission on teacher credentialing requirements; principles and practices of personnel management system; methods and techniques pertaining to personnel records, management, storage, and retrieval systems; concepts of grammar and punctuation; database management and operation; practices and procedures of worker's compensation claims processing and resolution; and principles and practices of record keeping.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent

interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality of privileged information; working independently and exercising initiative and good judgment; and understanding and following oral and written directions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** job related experience is required, with increasing level of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Two (2) years of increasingly responsible clerical experience with at least one (1) year experience in human resources.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 24

**Revised Date**

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of five job description revisions for Community Relations**

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All five classified job descriptions in the Community Relations Series have been reviewed, with one title change:

- FROM Parent Support Liaison TO District Parent Support Liaison

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve these five newly revised job classifications in the Community Relations Series with one title change, while maintain the current CSEA Salary Schedule.

#### **ADDITIONAL MATERIALS:**

- Attached:** [District Community Liaison.pdf](#)  
[District Parent Support Liaison.pdf](#)  
[Interpreter-Community Support Liaison - Trilingual \(Mixteco, Spanish, English\).pdf](#)  
[Outreach Specialist \(Spanish Bilingual\).pdf](#)  
[Special Education Services Coordinator.pdf](#)

## **District Community Liaison**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of District Community Liaison is done for the purpose/s of assisting schools in supporting Foster Youth, homeless, migrant, and other students at risk of not meeting academic and social goals or leaving school; collaborating with Outreach Specialists, school counselors, case managing Foster Youth and homeless, and migrant students, to ensure District compliance with legislative requirements AB 490 (Ed Code 48850-48859).

This job reports to Director of Pupil Services or Designee.

### **Essential Functions**

- Serves as student /family advocate for the purpose of supporting academic and social success for targeted at-risk students.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.
- Supports enrollment center with the enrollment of foster, migrant, and homeless students for the purpose of providing information and supporting the enrollment process.
- Collaborates with a variety of District and community personnel (e.g. outreach specialists, school counselors, principals, etc.) for the purpose of exploring special issues of assigned students and ensuring that students are receiving appropriate special services.
- Interacts with community (e.g. business, social services, etc.) for the purpose of developing opportunities for targeted student groups.
- Coordinates meetings for the purpose of providing support for families of targeted students.
- Implements communication processes with all involved stakeholders for the purpose of ensuring participation of individuals who can offer significant intervention.
- Locates students of targeted groups (e.g. Foster Youth, homeless, migrant youth, etc.) for the purpose of providing necessary support and guidance and referral.
- Provides training to school support staff for the purpose of facilitating understanding of Foster Youth rights as stated in AB-490.
- Monitors attendance among targeted students and works in coordination with attendance technicians for the purpose of working with schools to identify and address causes of individual student truancy, tardiness, and absenteeism; and locating missing students.
- Establishes working relationships with (e.g. outreach specialists, school counselors, special education staff, etc.) for the purpose of ensuring that social services, counseling services, and family service associations interactions are being provided to students and their families and providing support to foster youth, homeless students and migrant students as needed.
- Distributes clothing, food, and supplies for the purpose of providing items to disadvantaged students and their families.
- Supports parents with referral for prenatal to five years old children to community services as needed for the purpose of ensuring the compliance with legislative requirements.

- Develops student records and maintaining and updating list of students and families needing services for the purpose of developing case management processes.
- Responds to inquiries from a variety of internal and external sources and to emergency situations (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required and providing necessary support and solutions.
- Translates a variety of written materials, and provides verbal interpretation for the purpose of facilitating communication between staff and non-English speaking members of the public.
- Prepares a variety of documents, reports, and written materials (e.g. registrations, homeless lists, activity logs, phone logs, etc.) for the purpose of communicating information to stakeholders; providing written support, developing recommendations, and conveying information.
- Serves as a member of the Student Attendance Review Board and the Administrative Hearing Panel for the purpose of providing support for families as needed and ensuring district is in compliance with legislative AB 490 requirements.
- Participates in a variety of meetings, workshops, and committees for the purpose of conveying and gathering information required to ensure professional support for targeted student population.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; utilizing standard office equipment including utilizing pertinent software applications; recognizing the need to provide privacy and dignity; demonstrating an understanding, patient, and receptive attitude.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources; theory, research, methodology and effective practices in identification of students at risk of failing or leaving school permanently; resources supporting child and youth services; intervention methods; programs and services for at-risk students; basic emergency procedures; age-appropriate activities/behaviors; health standards; pertinent federal, state and local laws, codes and regulations.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with stakeholders and special student population; maintaining confidentiality; setting priorities; ability to translate as needed; and working flexible hours.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, social work, sociology, psychology, or other closely related field. One (1) year of experience in public schools, public agencies, or community-based organizations such as church groups, community advisory groups, parent/teacher associations, scouting organizations, etc.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 24

**Revised Date**

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## **District Parent Support Liaison**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of District Parent Support Liaison is done for the purpose/s of providing and implementing a variety of functions related to parent support services; ensuring the availability of the most up to date and current information relating to Educational Services on the District website; coordinating parent support programs; overseeing department communication with parents; working with parents and staff to help resolve conflicts; assisting in the preparation of reports regarding parent support; conveying information regarding school and/or district activities and procedures; facilitating administrative processes; providing information on services available to eligible students and families; and referring families to other agencies.

This job reports to Manager, Equity, Family and Community Engagement or Designee.

### **Essential Functions**

- Acts as a liaison between staff and parents for the purpose of resolving District-student-family conflicts and providing information.
- Establishes and maintains partnership with community agencies for the purpose of facilitating and enhancing support services for students and parents; and providing resources to ORCs and other staff as appropriate.
- Designs activities of parent support programs for the purpose of ensuring easy parent access to a variety of educational support services and strategies to encourage parent participation.
- Disseminates information to parents, students, administrators, and the public (e.g. department website, trainings, workshops, other parent support services, etc.) for the purpose of maintaining relevant District activities for parents.
- Coordinates training needs for parents and communicates with non-English speakers being involved in instructional processes at school and home for the purpose of establishing familiarity with program, services, and required processes.
- Maintains accurate records of parent activities for the purpose of facilitating understanding of parent involvement with the District.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and direction as may be required.
- Provides feedback to Administrators as needed (e.g. reports, memos, letters, etc.) for the purpose of fulfilling District goals and objectives relating to parent involvement and support.
- Provides input and assists in reviewing procedures for implementing parent outreach and training for the purpose of assessing effectiveness of District communications with parents.
- Assists administrators (e.g. in the Educational Services Department, etc.) for the purpose of completing administrative tasks related to the provision of parent support.
- Translates a variety of written materials from English to a designated second language and from that language into English for the purpose of interpreting and facilitation communication between staff and non-English speaking members of the public.
- Participates in a variety of meetings, workshops, and committees (e.g. school governance, educational achievement, etc.) for the purpose of conveying and/or gathering information required to ensure District-parent partnership.



## **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; working with families; adhering to safety practices and procedures; and planning and managing projects and programs.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and practices of community outreach, including parent advocacy; Media communication techniques; basic principles of website design; conflict resolution; case management; stages of child development; community resources; federal and state education programs; district and state initiatives involving DELAC and School Site Councils (SSC); and pertinent Federal, State, and local laws, codes, and regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; communicating effectively; establishing and maintaining effective working relations; analyzing facts and information and drawing accurate conclusions; relating to community agencies and to school personnel; and logically grasping and thinking through issues and problems.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, social work, sociology, psychology, or other closely related field. One (1) year of experience in public schools, public agencies, or community-based organizations such as church groups, community advisory groups, parent/teacher associations, and/or scouting organizations. Proficient in Spanish is preferred.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 24

Working together to achieve the Oxnard School District vision for student success

## **Interpreter-Community Support Liaison - Trilingual (Mixteco, Spanish, English)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Interpreter-Community Support Liaison - Trilingual (Mixteco, Spanish, English) is done for the purpose/s of interpreting a wide variety of spoken communication in Mixteco, Spanish, and English; facilitating communication between school or department staff and non-English speaking students, parents, and members of the community; performing a variety of clerical functions, providing information to the general public; serving as a liaison between District staff and families in establishing positive relationships and cultural awareness; and implementing a variety of processes relative to assigned area of responsibility.

This job reports to Designated Site or Department Administrator.

### **Essential Functions**

- Interprets and translates accurately and concisely documents and other materials from Mixteco to a designated second language for the purpose of providing translation and interpretation for school sites and District-level functions.
- Supports families and students by shadowing and supporting new academy students who only speak Mixteco and conducting home visits for the purpose of managing translation for a variety of school site and District processes and activities.
- Greets students and public at assigned school sites requiring routine information for the purpose of responding to direct inquiries and ensuring accurate communication in a second language.
- Guides families during workshops offered by Educational Services for the purpose of ensuring accurate translation and support services.
- Provides parent and student technical support (e.g. . District Apps and hotspot connections; symptom reporting; pre-enrollment packets for preschool-8th grade, etc.) for the purpose of ensuring clarity, understanding, and implementation.
- Assists social workers (e.g. domestic violence, sexual harassment, physical abuse, etc.) for the purpose of implementing interpretation and translation support.
- Develops and rewrites material in designated second language for the purpose of providing materials in second language to support Mixteco families.
- Interprets for district programs (e.g. migrant, Saturday and summer school support, etc.) for the purpose of ensuring understanding and implementation of processes.
- Serves as interpreter for District community meetings and events (e.g. parent workshops, parent conference, IEP's, family resource fair, etc.) for the purpose of providing simultaneous interpretation.
- Serves as community liaison for the purpose of supporting families with needed services.
- Attends and participates in a variety of meetings for the purpose of sharing and obtaining information.
- Establishes and maintains partnerships with community agencies, District and site staff for the purpose of facilitating and enhancing support services and resources for parents.
- Establishes methods to communicate to all stakeholders involved in assisting students and families for the purpose of ensuring involvement of stakeholders.

- Translates and interprets a wide variety of materials (e.g. newsletters, bulletins, letters, memoranda, questionnaires, instructional materials, Blackboard recordings, audio and video recordings, etc.) for the purpose of ensuring accuracy and clarity when translating within the designated languages.
- Prepares a variety of documents, reports, and written materials for the purpose of communicating information to parents and staff; providing written support; developing recommendations; and/or conveying information.
- Performs a variety of district protocol translations for the purpose of ensuring the efficient and effective implementation of District procedures.
- Maintains accurate records and a variety of files (e.g. logs, records, reports, forms, etc.) for the purpose of providing communication and information for speakers of a designated second language.
- Serves as a resource (e.g. infant and preschool program, suspension and expulsion, Multicultural Festival, intra and inter District transfer, etc.) for the purpose of communicating all necessary information to students and families.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; effective time management; attention to accuracy and detail; and preparing and maintaining accurate records; analyzing data; classifying data and/or information; and conducting meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Special Education terms (legal, medical, educational); Special Education processes and programs; District guidelines for translation and interpretation; protocol in confidential translation/interpretation; codes/laws/rules/regulations/policies; current and emerging technology; knowledge of community resources; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; maintaining confidentiality; reading, speaking, writing fluently and effectively in English and designated second language; establishing and maintaining effective relationships with parents and students; and assessing translation issues and providing solutions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under minimal temperature

variations.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: Graduation from high school or equivalency, plus training or college coursework in interpretation, translation technology, or the designated Spanish and Mixteco languages. One (1) year experience working as a translator with the community providing services in English, Spanish and Mixteco. Experience working in educational settings is desirable.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 24

**Revised Date**

Working together to achieve the Oxnard School District vision for student success



## **Outreach Specialist (Spanish Bilingual)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Outreach Specialist (Spanish Bilingual) is done for the purpose/s of assisting with the early identification of students at risk in meeting academic and social goals; coordinating meetings for appropriate interventions as a member of an intervention team; establishing relationships with local agencies and referring families as needed; serving as a student and parent advocate; supporting families in obtaining services needed for continued student success; guiding and assisting teachers and nursing staff by making home visits; communicating with parents concerning attendance irregularities; acting as a liaison between school and community; providing information on services available to eligible students and families; conveying information regarding school and district activities and procedures.

This job reports to Principal; Director of Pupil Services; Manager, Equity, Family and Community Engagement; or Designee.

### **Essential Functions**

- Coordinates with community leaders and organizations referrals for (e.g. nutrition, vision, dental, housing, citizenship, stress management, mental and physical health, drugs and alcohol, etc.) for the purpose of building resources and ensuring community resource coordination.
- Coordinates Student Success Team and attends Student Success Team meetings (e.g. informing parents of meetings, posting information in cumulative file, keeping detailed databases for all student cases, etc.) for the purpose of ensuring comprehensive information sharing with all related parties.
- Compiles student/family information and reports for a variety of uses (e.g. District use regarding attendance, academic progress, SARB, DA infractions, etc.) for the purpose of providing information to ensure accuracy for student, family, and District processes.
- Provides advocacy for student/family (e.g. community outreach, parent training, continual interaction with student, school site principal, counselor, pupil services, etc.) for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and ensuring necessary student support.
- Coordinates school wide activities throughout the school year (e.g. toy drives, holiday events, social events, clothing closet, school announcements as directed by administrator, etc.) for the purpose of ensuring constant support for students and families.
- Supports District's Family Liaison as needed in providing and assisting with resources to McKinney Vento, migrant and foster youth for the purpose of providing services needed by students and parents.
- Assists with technology support for parents with apps and log-ins etc. for the purpose of providing support for technology understanding; ensuring family involvement in the educational process on a regular basis or as needed.
- Maintains a variety of confidential and non-confidential student information for the purpose of providing an up-to-date reference and audit trail for compliance purpose.
- Analyzes data (e.g. at-risk student populations, etc.) for the purpose of determining necessary processes for students.
- Serves as a member of a variety of District committees, as needed (e.g. Leadership, PBIS, SSC, ELAC, PTA, Safety committee, etc.) for the purpose of conveying and/or gathering information required to provide outreach processes.

- Maintains record keeping for each student being evaluated (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting the teacher, the counselor, the family, the District, and the student in providing necessary records/materials.
- Assists parents on behalf of student and school district (e.g. sharing academic testing data, making home visits, providing interpretation and translation services, sharing attendance reports, organizing seminars, referring to a variety of health officials for health issues, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed, and language and cultural barriers are removed.
- Assists students in a variety of ways (e.g. reviewing attendance, SARB process and submitting referral forms; referring students to the health tech. room; supporting site with safety protocols; providing translation; providing assistance with student basic needs, etc.) for the purpose of providing and information and assistance with academic, attendance, physical, mental health, and other services.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and direction required.
- Receives and follows direction from Director of Pupil Services and Manager EQ Family and Community Engagement on various outreaching activities (e.g. targeted student population, state agencies, District nurse, medical professionals, counselors, foundations, charities, family engagement, coordination of community resources, etc.) for the purpose of ensuring the need of students and families are met.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required (e.g. front office support, COVID processes, etc.) for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and/or school.
- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; effectively communicating with families and students at risk; skill in translating; skill in community resource outreach; and adhering to safety practices; analyzing data.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: theory, research, methodology, effective practices in early identification of students at risk; basic principles and practices of child guidance; general needs and behavior children; pertinent federal, state and local laws, codes and regulations; general knowledge of community resources and principles of a community services program; and school educational programs.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups including those with varying educational levels; maintaining confidentiality; setting priorities; analyzing facts and drawing accurate conclusions; efficiently and effectively reacting to emergencies; assisting students and parents by providing proper examples, emotional support referral, respectful attitude, and successful district and community agency interaction; meeting deadlines and schedules; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, 35% standing. The job is performed in a generally hazard free environment.

**Experience:** job related experience is required, with increasing level of responsibility is desired.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, social work, sociology, psychology, or other closely related field. One (1) year of experience in public schools, public agencies, or community-based organizations such as church groups, community advisory groups, parent/teacher associations, scouting organizations, etc. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 24

**Revised Date**

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## **Special Education Services Coordinator**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Special Education Services Coordinator is done for the purpose/s of coordinating, implementing, and monitoring special education Child Find responsibilities for children, birth to five years of age, who are at risk, or who require early start or special education services; providing case management services for preschool age children referred to the District; collecting and analyzing data; securing support from outside resources; coordinating school resources and activities for students and parents; providing training for parents regarding special education program components and related activities; providing information to others; and implementing and maintaining established guidelines and standards for early start transitions and special education referrals.

This job reports to Director of Special Education or designee.

### **Essential Functions**

- Provides overall coordination for the implementation and monitoring of special education referrals and related activities within the designated Special Education Department for the purpose of assisting parents in becoming full partners in the education of their children.
- Coordinates a variety of processes such as special education observation group schedule; maintenance of student records; and assessing Child Find responsibilities for the purpose of ensuring organization and analysis of Special Education programs.
- Represents the District during infant and preschool special education related meetings and activities for the purpose of facilitating sharing of information regarding Child Find resources.
- Serves as a case coordinator for Tri-Counties Regional Center (TCRC) Early Start Transitions (e.g. attending early start transitions as the District special education representative; receiving and maintaining special education referral records, following up with TCRC special education referrals including parent outreach, etc.) for the purpose of providing support to families who cannot be reached or decline assessment.
- Assists with school attendance for the purpose of creating and maintaining student records until assigned to case manager.
- Organizes parental involvement (e.g. parent meetings, workshops, trainings, etc.) for the purpose of communicating information and/or gaining feedback.
- Contacts and coordinates with Ventura County Office of Education (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.
- Provides oral interpretation at various meetings and events (e.g. parent and community meetings, special education assessment appointments and Individual Education Plan (IEP) meetings, etc.) for the purpose of enhancing the communication process.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.
- Provides written translation (e.g. forms, letters, special education Prio Written Notices (PWN), questionnaires, instructional materials, etc.) for the purpose of parent and community meetings, special education assessment appointments and Individual Education Plan (IEP) meetings.

- Coordinates the assignment of students to service providers and case managers for the purpose of ensuring the access to special education IEP from SST to system CSIRAS, establishing various data collection, and maintaining and providing an up-to-date information data base.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Works directly with families, teachers, school nurses, school psychologists, site administrators, and other professionals for the purpose of assessing children's needs for special services including Special Education services; confers, as needed, with aforementioned individuals on special issues of assigned children.
- Participates in meetings, workshops, staff training sessions, and seminars with Ventura County Office of Education for the purpose of gathering information and affecting the development, planning, coordination and, implementation of site enrichment programs.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring efficient and effective functioning of early childhood and preschool resources, guidelines and activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; preparing and maintaining accurate records; analyzing data; classifying data and/or information; comparing results; conducting interviews; conducting meetings; relating to community agencies and other school personnel; and providing information and assistance to parents.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: theory, research, methodology, and effective practices of special education pupil services; resources supporting special education child services in Ventura County area; problem solving methodology; programs and services for special education children; assessment instruments and techniques; codes/laws/rules/regulations/policies; health standards; knowledge of community resources; methods of instruction and training; and practices of personnel administration.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; reading, writing, speaking Spanish fluently; demonstrating patience and understanding; assessing issues and providing plan of action; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** Bachelors Degree in related field.
- Equivalency:** Any combination equivalent to: A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, public health, social work, sociology, psychology or other closely related field. Two (2) years of experience in social or health services, educational associations/groups, or other directly related field. Medical and special needs experience preferred.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 22.5

**Revised Date**

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of job description revisions for Transportation**

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All seven newly revised job description for Transportation Services have been reviewed.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the seven newly revised job classification for Transportation Services, while maintain the current CSEA Salary Schedule.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Transportation Dispatcher-Scheduling Assistant.pdf](#)  
[Transportation Driver.pdf](#)  
[Transportation Scheduler-Router.pdf](#)  
[Vehicle and Equipment Mechanic.pdf](#)  
[Bus Driver.pdf](#)  
[Bus Driver-Mechanic Assistant.pdf](#)  
[Cover Bus Driver-Office Assistant.pdf](#)

## **Transportation Dispatcher/Scheduling Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Transportation Dispatcher/Scheduling Assistant is done for the purpose/s of assisting in the developing and coordinating of drivers, bus routes, stops, assignments; assigning and dispatching drivers for transportation routes; ensuring the efficient utilization of transportation staff and equipment; serving as the central communication point between parents, in-house, contract transportation staff, school site administrators, drivers, and the Transportation Office.

This job reports to Director of Transportation or Designee.

### **Essential Functions**

- Dispatches transportation personnel (e.g. route changes, breakdown responses, activity transportation requests, accident reports, etc.) for the purpose of processing service requests and ensuring effective resolution of transportation issues.
- Schedules work assignments for the purpose of ensuring completion of transportation routes in a timely manner.
- Monitors live GPS tracking feeds of bus routes in progress for the purpose of identifying and taking action to correct potential scheduling/routing issues, informing drivers and others in need of information of any corrective action taken.
- Logs and assigns curricular and extra-curricular field trips; contacts contracted and charter bus services to assist with pupil transportation as necessary; and establishes and maintains overtime lists for bus drivers in accordance with appropriate labor
- Assists student transportation activities with school officials, department heads, and other interested groups or individuals for the purpose of ensuring that district transportation needs are met.
- Informs school personnel and parents of practices (e.g. rules, regulations, laws, etc.) for the purpose of providing information for their follow-up action.
- Operates two-way radio to give and receive information (e.g. road and traffic conditions, changes in route assignments, transfers, time schedules, etc.) for the purpose of maintaining communication with dispatcher and ensuring services requirements are being met.
- Assists with bus routes (e.g. loading zone safety, road conditions, time requirements, etc.) for the purpose of ensuring that routes can be completed in a safe and efficient manner.
- Assists to determine costs associated with special trip request for the purpose of providing information to requestors in accordance with established guidelines.
- Assigns bus drivers to routes and field trips (e.g. responses to absences, provide coverage, etc.) for the purpose of matching drivers' qualifications with assignment requirements and ensuring optimal utilization of personnel.
- Oversees Durham School Services contract for the purpose of ensuring that the Transportation Services Departmental objectives are achieved.
- Processes a variety of materials (e.g. service orders, route changes, etc.) for the purpose of updating and distributing information; authorizing action; and/or complying with mandated requirements.

- Compiles a variety of data (e.g. incident reports, inspections, student counts, mileage, etc.) for the purpose of developing formal reports; conveying information; and complying with mandated requirements.
- Responds to injuries and/or accidents for the purpose of complying with established policies and regulatory guidelines.
- Recommends policies, procedures, and/or actions (e.g. boundary changes, personnel requirements, etc.) for the purpose of providing information for decision making and for enhancing student transportation services.
- Maintains service-related files and records (e.g. mileage logs, servicing schedules and worksheets, DMV requirements, etc.) for the purpose of prioritizing routine maintenance; minimizing vehicle damage; and/or avoiding service disruptions.
- Responds to inquiries from students, parents, and/or staff (e.g. stop locations, schedule, state regulated policies, etc.) for the purpose of providing the necessary information regarding transportation services.
- Supports Director in various activities (e.g. recommendations regarding equipment purchases, budget, and personnel, etc.) for the purpose of monitoring overall performance of services and ensuring services are provided in an efficiently and timely manner.
- Participates in unit meetings, safety meetings, in-service training, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Transportation department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating two-way radio and county emergency radio; operating standard office equipment including utilizing pertinent software applications; performing standard clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent department policies and procedures; office practices and procedures; concepts of grammar and punctuation; methods, practices and procedures of dispatching; emergency procedures; development of bus routes and schedules; federal, state, and local laws, regulations, guidelines and policies governing student transportation; customer service; and telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; communicate effectively both orally and in writing; dealing with tense situations calmly and pleasantly; establishing and maintaining effective working relationships with co-workers; setting priorities; working with detailed information/data; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalent GED and one (1) of experience driving a bus or school van, and/or scheduling bus routes.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance  
Drug Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 20.5

**Revised Date**

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## **Transportation Driver**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Transportation Driver is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading, and unloading from vans.

The classification of Transportation Driver is restricted to driving District vans or other vehicles not requiring special licensing or certification above a standard California Class C Driver's License; follows designated routes in accordance with time schedules; picks up, discharges, and provides for the safe and efficient transportation of District students; and ensures assigned vehicles are clean and in safe operating condition.

This job reports to Director of Transportation or Designee.

### **Essential Functions**

- Drives school van/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, Vehicle Conductor Report (VCR), ZONAR, child check, turn off alarm, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Cleans assigned vehicles, both interior and exterior (e.g. sweeps, mops, disinfects, wipes, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle after every route.
- Assists students and other passengers and ensures ID is swiped as students get on and off the van for the purpose of providing safe loading and unloading from van during normal transport and emergency situations; and ensuring accommodation guidelines for students are followed.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing policies and maintaining passenger safety.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Provides basic medical care and administers first aid to students for the purpose of promoting needed treatment according to established District procedures and policies.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Monitors two-way radio and receives information (e.g. road and traffic conditions, changes in route assignments, transfers, time schedules, maintaining communication with dispatcher, etc.) for the purpose of ensuring services requirements are being met.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.



- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Informs other school personnel and parents. of events, policies and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of providing information and/or clarification of procedures.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.
- Prepares reports (e.g. incident reports, inspections records, passenger misconduct, mileage logs, student count, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Maintains records and completes necessary paperwork (e.g. vehicle maintenance and needed repairs, miles driven, student conduct, incident, accident reports, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Transportation department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating school vans, fire extinguisher, two-way-radio, and standard office equipment; preparing and maintaining accurate records; adhering to safety practices.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; pertinent codes, policies, regulations, and laws; emergency evacuation techniques; health standards and hazards; area, streets, and location.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; communicating with diverse groups; meeting deadlines and schedules; displaying tact and courtesy; working with frequent interruptions; and ability to read, write and communicate clearly in English.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.  
**Education:** Completion of the Eighth Grade is desired.  
**Equivalency:** Any combination equivalent to: Two (2) years of experience in the operation of a motor vehicle with a continuous good driving record. Experience driving a passenger van and working with school-age children is highly desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
Possession of a First Aid Certificate issued by the American Red Cross

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance  
Drug Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 16

**Revised Date**

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## **Transportation Scheduler/Router**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Transportation Scheduler/Router is done for the purpose/s of scheduling and routing school buses transporting students to and from school and other school activities; monitoring live GPS tracking feeds of routes in progress and addresses any scheduling/routing issues; receiving, logging, and dispatching equipment and drivers for field trips; serving as a point of contact with District and transportation staff; and performing a variety of duties relative to assigned area of responsibility.

This job reports to Director of Transportation or Designee.

### **Essential Functions**

- Informs District and contracted transportation staff, students, and/or parents/guardians on a variety of issues (e.g. route status and changes, staffing issues, schedule variances, etc.) for the purpose of providing information.
- Monitors live GPS tracking feeds of bus routes in progress for the purpose of identifying and taking action to correct potential scheduling/routing issues, informing drivers and others in need of information of any corrective action taken.
- Serves as the primary point of contact between District Transportation Services and contract transportation dispatch for the purpose of maintaining communication with all involved parties.
- Performs a variety of clerical duties as assigned (e.g. receiving, initiating, and responding to calls from parents/guardians, staff, and the public; receiving and routing calls and messages; preparing correspondence, etc.) for the purpose of supporting transportation department functions.
- Updates and maintains Transportation department information, including bus schedules and routes, on District webpage as needed for the purpose of providing written support and/or conveying information.
- Determines costs associated with special trip request for the purpose of providing information to requestors in accordance with established guidelines.
- Drives a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation as required for the purpose of transporting students as needed and in emergency situations If possessing the necessary qualifications.
- Submits and follows up on maintenance and technology work orders and requests for the purpose of documenting activities; providing written reference; and/or conveying information.
- Performs dispatch duties as needed as needed for the purpose of supporting department functions and transportation issues.
- Compiles all necessary information and establishes bus routes, stops, and schedules for regular home-to-school students, special education students, field trips, athletic events, summer school, and other school related activities; reviews bus schedules and routes and adjust as necessary; prepares and updates the Monthly Planner Calendar; updates route book/board as needed for the purpose of ensuring bus routes are in compliance with school safety schedules, policies, and mandated guidelines.
- Assists to log and assign curricular and extra-curricular field trips; contacts contracted and charter bus services to assist with pupil transportation as necessary; and establishes and maintains overtime lists for bus drivers in accordance with appropriate labor contract for the purpose of ensuring student transportation needs are met; providing services within established time frames; and in compliance with related requirements.

## **Other Functions**

- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the transportation department.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing and coordinating all aspects of school bussing program; operating a two-way radio to dispatch information to school bus drivers; reading, interpreting, and following rules, regulations, policies, and procedures; communicating effectively, both orally and in writing; and operating a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, and fax machines.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: board policies and regulations, Education Code, Department of Motor Vehicle Code and Transportation Department procedures pertaining to the transportation of students; methods and techniques of routing school vehicles in an efficient manner; principles and practices of a safe student transportation program including scheduling, routing, and dispatching of equipment and drivers; methods and techniques of coordinating contracted school transportation services; modern office procedures, practices, and equipment; principles and procedures of record keeping; correct English usage, spelling, grammar, punctuation, and vocabulary; principles of good public relations; and proper telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing situations accurately and adopting an effective course of action; providing information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner; maintaining confidentiality of privileged information obtained in the course of work; understanding and following oral and written directions; working effectively within established time schedules and with minimal direction; and establishing and maintain effective working relationships.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalent GED and one (1) of experience driving a bus or school van, and/or scheduling bus routes.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Certificates and Licenses**

Possession of a valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements

DL-51 Medical Examiner's Certificate  
California Special Driver Certificate designated for  
School Bus (with no restrictions for Air Brakes and/or  
Conventional Type-II buses only) issued by the  
California Department of Motor Vehicles  
Possession of a First Aid Certificate issued by the  
American Red Cross or First Aid Certificate issued by  
California Highway Patrol (CHP) in conjunction with the  
Special Driver's Certificate

**Continuing Educ. / Training**

Mandated Reporter Training  
Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance  
Drug Test Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 22.5

**Revised Date**

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## **Vehicle and Equipment Mechanic**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Vehicle and Equipment Mechanic is done for the purpose/s of providing mechanic services with specific responsibility for identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics and ensuring that tools and materials are available at job site.

This job reports to Director of Transportation or Designee.

### **Essential Functions**

- Performs routine vehicle maintenance and fueling as needed during vehicle inspection (e.g. oil change, tire rotation, break check, coolant, oil, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Performs minor body work (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Oversees Mechanic Assistant and other assigned personnel for the purpose of ensuring that assignments are completed in a in compliance within established guidelines.
- Procures supplies and materials (e.g. parts, tires, oils, lubricants, etc.) for the purpose of maintaining an inventory of supplies and ensuring availability of required items and completing jobs efficiently.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Performs general clean up at job site for the purpose of ensuring the availability of tools and equipment and safety within the workspace.
- Interacts with vendors to maintain sound relationships using both interpersonal communication, and fleet/parts software for the purpose of discussing repair procedures and purchasing parts for all district vehicles.

- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Transportation department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; diagnose mechanical, electrical, electronic, pneumatic, and hydraulic defects; read and interpret diagrams and schematics of electrical, mechanical, electronic, and compressed air systems and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; preventative maintenance; methods of storage and removal of hazardous materials; internal combustible engines, hydraulics, and electrical systems; on-board computerized systems (OBD2); automotive electrical systems; drive trains and brake systems used in light and heavy-duty vehicles; Motor Carrier Safety Regulations; District policies/procedures; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; communicate effectively both orally and in writing; gathering analyzing, and interpreting data; and working with interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, 60% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalent GED. Two (2) years of experience as a journey-level mechanic performing a full range of fleet repairs on heavy duty and/or commercial vehicles. Experience servicing school buses is desirable.

### **Required Testing**

### **Certificates and Licenses**

Job-Related Skills Proficiency Test

Journey Level Certificate  
Valid California Class B Commercial Driver's license

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance  
Valid DL-51 Department of Transportation Medical Examination

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 23.5

**Revised Date**

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## **Bus Driver**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Bus Driver is done for the purpose/s of transporting students over scheduled routes and special excursions; ensuring safety of students during transport, loading and unloading from buses; and ensuring bus operation is in safe operating condition.

This job reports to Director of Transportation or Designee.

### **Essential Functions**

- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Monitors two-way radio and receives information (e.g. road and traffic conditions, changes in route assignments, transfers, time schedules, maintaining communication with dispatcher, etc.) for the purpose of ensuring services requirements are being met.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, Vehicle Conductor Report (VCR), ZONAR, child check, turn off alarm, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Assists students and other passengers and ensures ID is swiped as students get on and off the bus (e.g. escorts students across streets and roadways, stopping traffic as required, loads and unloads students in compliance with VC22112, etc.) for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Cleans assigned vehicles, both interior and exterior (e.g. sweeps, mops, disinfects, wipes, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Informs other school personnel and parents. of events, policies and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of providing information and/or clarification of procedures.
- Provides basic medical care and administers first aide to students for the purpose of promoting needed treatment according to established District procedures and policies.

- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.
- Attends unit meetings, safety meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Transportation department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two-way radio communication; and utilizing wheelchairs, tie downs, child safety seats, and lifts.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; and working with constant distractions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** Completion of the Eighth Grade is desired.
- Equivalency:** Experience as a school bus driver is desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver’s License & Evidence of Insurability  
Possession of a First Aid Certificate issued by the American Red Cross or First Aid Certificate issued by California Highway Patrol (CHP) in conjunction with the Special Driver’s Certificate  
Valid California Special Driver Certificate with no restrictions  
Valid California Class B Commercial Driver’s license with “P” and “S” endorsements and air brake certification

**Continuing Educ. / Training**

Mandated Reporter Training  
Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance  
Drug Test Clearance  
Physical Capacities Test Clearance  
Valid DL-51 Department of Transportation Medical Examination

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 19.5

**Revised Date**

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## **Bus Driver/Mechanic Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Bus Driver/Mechanic Assistant is done for the purpose/s of transporting students over scheduled routes and field trips; ensuring vehicle operation is in safe operating condition; ensuring safety of students during transport, loading, and unloading from buses; assisting the Bus Mechanic; and performing maintenance and adjustments on buses as needed.

This job reports to Director of Transportation or Designee.

### **Essential Functions**

- Drives school bus/s over assigned routes in accordance with time schedules for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Performs maintenance and adjustments on buses (e.g. reflectors, light bulbs, seats, repairs, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Fuels assigned vehicle (e.g. oil, water, fuel, coolant, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Monitors two-way radio and receives information (e.g. road and traffic conditions, changes in route assignments, transfers, time schedules, maintaining communication with dispatcher, etc.) for the purpose of ensuring services requirements are being met.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, Vehicle Conductor Report (VCR), ZONAR, child check, turn off alarm, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Drives vehicles to shops for bus repairs when needed, and makes runs to local shops and automotive parts stores for the purpose of picking up parts ordered for bus repairs.
- Advises students and other passengers of appropriate behavior and follows District policy regarding student behavior and contact with parents, school personnel and the public for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Cleans shop and assigned vehicles, both interior and exterior (e.g. sweeps, mops, sanitizes, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.
- Assists students and other passengers and ensures ID is swiped as students get on and off the bus (e.g. escorts students across streets and roadways, stopping traffic as required, loads and unloads students in compliance with VC22112, etc.) for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.

- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Maintains records of repairs, costs, vehicle warranties for the purpose of documenting required information and meeting regulatory requirements.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Organizes shop paperwork, color codes files, and organizes parts (e.g. maintenance log on each bus, purchases, labeling, separating, stocking, etc.) for the purpose of documenting activities, providing written reference, and maintaining an organized system.
- Attends safety meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Transportation department.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and using child safety seats.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.  
**Education:** Completion of the Eighth Grade is desired.  
**Equivalency:** Experience as a school bus driver and/or with vehicle repairs is desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Bus Driver's Certificate  
 Valid California Special Driver Certificate with no restrictions  
 Valid California Class B Commercial Driver's license with "P" and "S" endorsements and air brake certification  
 Possession of a First Aid Certificate issued by the American Red Cross or First Aid Certificate issued by California Highway Patrol (CHP) in conjunction with the Special Driver's Certificate

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance  
 Drug Test Clearance  
 Physical Capacities Test Clearance  
 Valid DL-51 Department of Transportation Medical Examination

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 20

**Revised Date**

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## **Cover Bus Driver/Office Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Cover Bus Driver/Office Assistant is done for the purpose/s of providing coverage for District bus drivers during absences; transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses; and to perform routine clerical functions in support of the Transportation Department.

This job reports to Director of Transportation or designee.

### **Essential Functions**

- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Assists students and other passengers (e.g. escorts students across streets and roadways, stopping traffic as required, loads and unloads students in compliance with VC22112, etc.) for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, clean appearance, and sanitation of vehicle.
- Communicates with drivers, attendants, district personnel, others (e.g. answer the telephone, take messages, make phone calls, provide or verify information as directed, etc.) for the purpose of ensuring service requirements are being met.
- Dispatches transportation personnel (e.g. route changes, breakdown responses, activity transportation request, accident reports, etc.) for the purpose of processing service requests and ensuring effective resolution of transportation issue.
- Monitors two-way radio and receives information (e.g. road and traffic conditions, changes in route assignments, transfers, time schedules, maintaining communication with dispatcher, etc.) for the purpose of ensuring services requirements are being met.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.

- Informs other school personnel and parents. of events, policies and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of providing information and/or clarification of procedures.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.
- Performs program specific clerical functions (e.g. copying, faxing, filing, data-entry, etc.) for the purpose of providing support to the transportation operations and assigned personnel.
- Maintains manual and electronic documents, files, and records (e.g. daily logs for driver, bus route mileage, time audit, fuel reports, transportation requests, pupil injury reports, etc.) for the purpose of providing to- date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares reports (e.g. field trip reports, incident reports, inspection records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Attends unit meetings, safety meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Transportation department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and utilizing wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment).

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands:



occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** Completion of the Eighth Grade is desired.

**Equivalency:** Any combination equivalent to: One (1) year of experience in operating a school transportation vehicle, with experience working in general office.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
Possession of a First Aid Certificate issued by the American Red Cross or First Aid Certificate issued by California Highway Patrol (CHP) in conjunction with the Special Driver's Certificate  
Valid California Special Driver Certificate with no restrictions  
Valid California Class B Commercial Driver's license with "P" and "S" endorsements and air brake certification

**Continuing Educ. / Training**

Mandated Reporter Training  
Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance  
Valid DL-51 Department of Transportation Medical Examination

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 19.5

**Revised Date**

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of twenty-one job description revisions for Clerical Support**

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As part of the comprehensive classification and compensation study conducted by Educational Management Solutions (EMS), staff has been bringing forward suggested title changes, revision on job descriptions, as well as reclassification recommendations, for your approval. At our last regular meeting on April 13th, you approved nineteen job description revisions, with seven job title updates to better reflect the class concept and approved two related reclassification requests

At tonight's special meeting, staff will present to you recommended revision on XX job descriptions in X job families/series, plus X reclassifications. These will be done in the following seven action items.

The recommended salary range allocation will come in future meeting, after district administration and classified human resources office complete the review of the recommendations submitted by EMS.

A classification/compensation appeal process and timeline will be announced and implemented, after you have approved all classified job description revisions and recommended revised salary schedule tables and allocations. This appeal process will allow any classified employees opportunities to voice concerns if they disagree with their job description revisions, job title updates, and/or new salary range allocation.

#### **FOR CLERICAL SUPPORT SERIES:**

All twenty-one classified job descriptions in the Clerical Support Series have been reviewed, with the following twelve title changes:

- FROM Attendance Accounting Specialist I TO Student Attendance Specialist
- FROM Attendance Accounting Specialist II TO Data and Attendance Support Specialist
- FROM Attendance Accounting Technician TO Student Attendance/Record Technician
- FROM District Testing and Assessment Coordinator TO Coordinator of District Testing and Assessment
- FROM District Textbook Coordinator TO Coordinator of District Textbook
- FROM District Translator TO District Translator/Interpreter
- FROM Facilities Technician (Bilingual) TO Facilities Office Technician (Bilingual)
- FROM Intermediate School Secretary TO School Secretary
- FROM Office Assistant II TO Office Assistant
- FROM Office Assistant III TO Office Technician
- FROM Record Assistant TO Records Mail Room Technician

- FROM School Office Manager TO School Office Coordinator

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the twenty-one newly revised job classifications in the Clerical Support Series with twelve title changes, while maintain the current CSEA Salary Schedule.

**ADDITIONAL MATERIALS:**

- Attached:** [Coordinator of District Textbook.pdf](#)  
[Data and Attendance Support Specialist.pdf](#)  
[District Office Receptionist.pdf](#)  
[District Translator-Interpreter.pdf](#)  
[English Learner Data Technician.pdf](#)  
[Facilities Office Technician \(Spanish Bilingual\).pdf](#)  
[Facilities Support Services Specialist.pdf](#)  
[Interpreter-Community Support Liaison - Trilingual \(Mixteco, Spanish, English\).pdf](#)  
[Language Assessment Technician \(Spanish Bilingual\).pdf](#)  
[Library Media Technician.pdf](#)  
[Office Assistant.pdf](#)  
[Office Technician.pdf](#)  
[Records Mail Room Technician.pdf](#)  
[School Office Coordinator.pdf](#)  
[School Secretary.pdf](#)  
[Secretary.pdf](#)  
[Special Education Services Coordinator.pdf](#)  
[Student Attendance Specialist.pdf](#)  
[Student Attendance-Record Technician.pdf](#)  
[Administrative Assistant.pdf](#)  
[Coordinator of District Testing and Assessment.pdf](#)

## **Coordinator of District Textbook**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Coordinator of District Textbook is done for the purpose/s of coordinating purchases; receiving and distributing textbooks and other related educational resources and materials; managing the book barn and book depository; maintaining, updating, and monitoring textbook shipping, purchasing, budgets, records, and reports; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director of School Performance & Student Outcomes or Designee.

### **Essential Functions**

- Oversees and maintains the Book Barn and Central Book Depository warehouses for the purpose of maintaining adequate inventory levels of all state adoptions in Book Barn.
- Monitors textbook and related educational resources and materials inventories for the purpose of verifying stock and identifying needs; providing information; and complying with regulatory requirements.
- Orders and purchases digital curriculum and resources for entire school district (e.g. SPED department, DLI program, math department, newcomer program, intervention program, Educational Resource Center, etc.) for the purpose of ensuring availability of textbooks, workbooks or resources for students.
- Receives and processes books, textbooks, and other educational resources orders for the purpose of ensuring specifications, quantity, and quality of orders are all correct.
- Prepares purchase orders and determines and assigns accurate account numbers for specific funding sources for the purpose of complying with state and district codes, rules, policies, and procedures; and ensuring vendor compliance with regulatory requirements and established guidelines.
- Assists in developing, implementing, and monitoring textbook order processing, acquisition and distribution systems, practices, and procedures for the purpose of providing information and complying with established guidelines and requirements.
- Acts as textbook resource person (e.g. principals, administrators, teachers, staff, parents, vendors/publishers, etc.) for the purpose of conveying and/or receiving information and coordinating project activities.
- Contacts used textbook vendors, publishers, and schools for the purpose of facilitating purchases of obsolete or excess textbooks; obtaining sample materials; and clarifying unclear textbook requests.
- Provides training and technical support to Library Media Technicians (LMTs) and assigned school staff (e.g. Destiny, library practices, specialized district software, etc.) for the purpose of orienting LMTs and school staff on library functions and responding to software questions.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Confers and works with principals, school staff, and publishers for the purpose of preparing textbook and educational materials.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. support tickets from LMTs, Destiny software, vendors, teachers, administrators, etc.) for the purpose of identifying and resolving problems, providing information, and/or referring to appropriate personnel.

- Supports the Williams Act process for the purpose of ensuring every student has access to textbooks and required instructional materials.
- Maintains and updates a variety of manual and electronic files and/or records (e.g. textbook shipping, purchasing, deliveries, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Performs routine maintenance and repairs to Educational Resource Center equipment and checks in/out resource materials (e.g. laminators, chart makers, die machines, paper cutters, etc.) for the purpose of ensuring availability of equipment for use.
- Participates in meetings as requested (e.g. textbook adoptions, library meetings, curriculum meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; adhering to safety practices; communicating effectively both orally and in writing; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: state funding regulations, guidelines, and codes; pertinent federal, state, local laws, regulations, and court decisions (Williams Act); state adopted textbooks for curricula; publishers, vendors, materials, and resources; concepts of grammar and punctuation; principles and practices of business communication; sources and types of media instructional materials used by school districts; basic purchasing and budgeting principles, terminology, practices; packaging, shipping, receiving and storing practices, methods, and techniques; and recordkeeping practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working independently and exercising initiative and good judgement; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; being attentive to detail; and working under time constraints.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** job related experience is required, with increasing level of responsibility is desired.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduation from high school or G.E.D. equivalent, with some college-level course work in education or another relevant field is highly desirable. Three (3) years of progressively responsible experience involving the purchasing of instructional materials for a moderate to large school district.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 22

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## **Data and Attendance Support Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Data and Attendance Support Specialist is done for the purpose/s of planning, coordinating, and processing the district's student attendance and enrollment data; ensuring proper data entry of attendance information; compiling and accounting for complex attendance reports for submission to the State of California; proposing new and revised office and attendance procedures; and performing a variety of tasks relative to assigned area of responsibility.

This job reports to Chief Information Officer or Designee

### **Essential Functions**

- Oversees school site attendance and works closely with attendance accounting technicians and other school personnel for the purpose of providing accurate and timely attendance data and reports.
- Coordinates and processes the district's student attendance and enrollment data; and compiles and accounts for complex attendance reports for the purpose of submitting reports to the County Office of Education and the State of California.
- Receives and audits daily attendance reports from district schools; corrects inconsistencies; visits school sites as needed; and coordinates and processes attendance and enrollment data for the purpose of preparing district attendance accounting reports and ensuring accuracy.
- Provides technical assistance and training to school attendance personnel (e.g. attendance procedures, policies, guidelines, system access, software, peripheral equipment usage, etc.) for the purpose of ensuring efficient use of attendance related software and equipment in compliance within district policy and established regulatory guidelines.
- Performs internal audits; reviews computer printouts and other sources of data; assists auditors with district attendance records; and reports as assigned for the purpose of ensuring accuracy; identifying and correcting errors; and reconciling source of data and output reporting accuracy.
- Collaborates with a variety of district and school site personnel for the purpose of helping to maintain the Student Information system for data integrity and ensuring school sites keep clean data.
- Assists school sites with master scheduling, staffing placements, enrollment, and report card for the purpose of solving issues in the Student Information system.
- Creates and modifies existing programs and various computer reports; and format a variety of documents (e.g. schedules, class information, district and state reports, attendance operations and activities, demographic studies, student or enrollment data, etc.) for the purpose of compiling and analyzing information and providing accurate data in compliance with applicable laws, rules, and regulations.
- Reviews user needs; recommends and implements procedures to meet the needs; responds to user requests by formatting and generating standardized and specialized reports; compiles and distributes reports; and assists in conferring with individual users for the purpose of determining potential utilization of the specific computer system and available software.
- Sets-up a wide variety of templates in the system (e.g. new year calendar, schedules, instructional minutes, truancy timelines, SARB, etc.) for the purpose of providing required documentation and/or support.

- Develops and implements new attendance forms and procedures as needed; advises school attendance personnel and administrators of requirements, regulations and changes to procedures and form for the purpose of developing procedures and conforming to established attendance practices and regulatory requirements.
- Designs, programs, and process a variety of reports (e.g. enrollment, attendance, grading, health, student directories, statistical information, etc.) for the purpose of providing supporting documentation and/or information related to student information and attendance accounting.
- Responds to inquiries from a variety of sources (e.g. district employees, auditors, etc.) for the purpose of facilitating communication and/or providing information and/or referral for addressing inquiry.
- Maintains a variety of files and records (e.g. district and state reports, student or enrollment data, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Interprets and explain a variety of district, state and county codes, policies and regulations pertaining to attendance for the purpose of ensuring proper use of attendance accounting methods in compliance with state and federal guidelines for funding purposes.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Information Technology.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing and troubleshooting software problems or potential problems; identifying computer capabilities in relation to specific user requests; designing and producing reports according to user specifications; revising and implementing new office and attendance procedures; compiling, analyzing, and preparing information and data; reading, interpreting, applying, and explaining rules, regulations, policies and procedures; and operating standard computer and peripheral equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: state education code sections relevant to attendance; procedures, policies and terminology used in accounting for student attendance and enrollment; technical aspects of attendance office operations; pertinent computer software specifications and its applicability to specific computer systems; principles and practices of training; office procedures, methods or materials and equipment; English usage, spelling, grammar and punctuation; principles and procedures of complex record keeping; and report writing techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working independently with minimal direction; maintaining confidentiality of privileged information; communicating clearly and concisely, both orally and in writing; understanding and following oral and written directions; establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; and using tact, patience, and courtesy.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.



**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: completion of the twelfth grade supplemented by coursework in computer applications; and three (3) years of increasingly responsible general clerical experience preferably working with automated accounting/data reporting systems.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 23

**Revised Date**

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## **District Office Receptionist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of District Office Receptionist is done for the purpose/s of greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; operating a PBX console to receive and direct incoming District phone calls; and providing general clerical support as needed.

This job reports to Executive Assistant to the Superintendent, Superintendent, or designee.

### **Essential Functions**

- Cordially greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Answers telephone calls and programs telephone system (e.g. voice prompts, call trees, etc.) for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Responds to inquiries from a variety of internal and external parties (e.g. requests, complaints, and questions, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Translates verbal and written communication(s) for the purpose of assisting the public, students, teachers, and parents in communicating.
- Maintains logs, files, and records (e.g. compile information and generate reports, and lists, etc.) for the purpose of providing reference information.
- Receives and distributes a variety of items (e.g. mail, special deliveries, overnight mail/packages, messages, application packets, supplies, etc.) for the purpose of distributing materials to appropriate parties and ensuring receipt to addressee.
- Operates a variety of equipment and machines (e.g. copier, fax machine, calculator, typewriter, a computer and assigned software, etc.) for the purpose of ensuring jobs are completed in a timely manner and meet established guidelines.
- Responds to emergency calls/e-mails for the purpose of notifying appropriate parties to address immediate safety and/or security issues.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; basic terminology, processes, and operations of office environment; and maintaining cooperative and effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; correct oral and written usage of English and a designated second language; basic record-keeping and filing techniques; oral and written communication skills; and interpersonal skills using tact, and patience and courtesy.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; basic terminology, processes, and operations of office environment; and maintaining cooperative and effective working relationships.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Education (Preferred):** Community College Degree or Courses

**Equivalency:** Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge and abilities listed above. Typically, this would be gained through the completion of the twelfth grade supplemented by college level course work in business administration or a related field; and three (3) years of increasingly responsible clerical/secretarial experience.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 19

**Revised Date**

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## **District Translator/Interpreter**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of District Translator/Interpreter is done for the purpose/s of translating and interpreting a wide variety of difficult and complex written and spoken District-wide communications in English and a designated second language: Spanish; translating materials and matters of a highly sensitive nature and with a high consequence of error; facilitating communication between District staff and non-English speaking students, parents, and other members of the community; providing administrative support with daily office procedures; and supporting the special education program.

This job reports to Associate Superintendent of Educational Services, or Designee.

### **Essential Functions**

- Provides translation and interpretation for assigned department activities (e.g. providing direction, answering telephone inquiries, taking messages, etc.) for the purpose of providing accurate information in a designated second language.
- Accurately and concisely translates documents and other materials from English to Spanish and Spanish to English (e.g. board policies, I.E.P. plans, instructional materials, memoranda notices, press releases, safety plans, special education reports, etc.) for the purpose of providing translation and interpretation for school and District-level/community functions.
- Trains and assists staff and families in using necessary technological tools for the purpose of accessing interpretation at virtual meetings.
- Assists staff (e.g. psychologists, speech therapists, other District staff, etc.) for the purpose of ensuring accuracy of translation of bilingual documents intended for wide distribution.
- Provides interpretation and translation of technical terminology (e.g. psychologists, speech therapists school nurses, lawyers, other District personnel, etc.) for the purpose of facilitating communications, promoting understanding, and developing rapport with speakers of a second language.
- Translates/Interprets routine information from brief instructions (e.g. meeting agendas, newsletters, notices, police reports, press releases, etc.) for the purpose of enhancing communication District and Community wide.
- Proofreads documents in designated second language created by other District staff and third parties for the purpose of ensuring accuracy of documents intended for wide distribution.
- Evaluates and scores bilingual assessments (e.g. scoring exams for classified positions, etc.) for the purpose of providing accurate review of bilingual testing.
- Participates and prepares for litigious and high-profile meetings which will require the review and gathering of various documents and terms for information and an accurate comprehension for the purpose of accomplishing an efficient and effective translation and/or interpretation.
- Trains staff (e.g. teachers, psychologists, bi-lingual para educators, clerical staff, etc.) for the purpose of ensuring accurate use of all District interpretation processes.
- Reviews translations done by third party and/or outside agency for accuracy for the purpose of distributing to staff and families.
- Supports other new District translators/interpreters for the purpose of providing tools and resources; providing shadowing and support during interpretations; and ensuring faster adaptation to the job.

- Attends various meetings either virtually or in person (e.g. conferences, hearings, in-services, interviews, other work-related events, IEPs, etc.) for the purpose of serving as an interpreter and providing consecutive and/or simultaneous translation and training and assisting staff and families in using the technological tools necessary for accessing interpretation at virtual meetings.

**Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring effective and efficient communication.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; using 2 headphones, background noise, etc.; applying curriculum and instructional techniques; classifying data and/or information; conducting meetings; providing accuracy in multilingual translation.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: English and designated second language usage including proper grammar, structure, spelling, pronunciation, punctuation, vocabulary, and comprehension; codes/laws/rules/regulations/policies; Special Education processes; District translation protocols; District wide and school site translation priorities; multiple District translation activities; knowledge of community resources; and recordkeeping and record retention practices;

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: speaking, reading, writing, and translating fluently and effectively in English and designated second language; communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; maintaining confidentiality; assessing issues; and solving translation problems.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. The job is performed in a generally hazard free environment.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: Graduation from high school or equivalency, with some additional training or college coursework in interpretation and translation or the designated second language. Two (2) years of experience composing, editing, and translating materials in English and the designated second language and providing consecutive or simultaneous oral interpretations during group meetings and in one-to-one situations.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 20

**Revised Date**

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## English Learner Data Technician

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of English Learner Data Technician is done for the purpose/s of implementing a variety of processes related to student information systems; auditing, verifying and ensuring accuracy of student records related to English Learner state assessment, Pre-Identification (Pre-ID), and California longitudinal Pupil Achievement Data Systems (CALPADS); providing support and training to staff; preparing reports for State and federal agencies; providing a variety of secretarial support to assigned administrator and department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports to District departments.

This job reports to Manager, Equity, Family and Community Engagement or Designee.

### **Essential Functions**

- Supports the facilitation of enrollment process by providing program options information to parents at the conclusion of assessments (e.g. verification of EL status, program placement, etc.) for the purpose of ensuring parents are well informed.
- Audits student data records, compilation, and analysis of database systems for the purpose of preparing State mandated educational information reports, including, but not limited to, ELP, Pre-ID, and CALPADS.
- Conducts assessments activities and trainings for the purpose of providing necessary English Learner Services.
- Verifies testing input into student database for the purpose of documenting input accuracy.
- Coordinates yearly calendar for ELD testing (e.g. August-July testing, graphic orders, Kinder activities, RFEP updates, test orders, testing schedules, Kinder HUBs, facilities requests, etc.) for the purpose of implementing accurately and effectively all English Learner District processes and activities.
- Confers with vendors (e.g. educational information system software vendors, etc.) for the purpose of ensuring that systems allows for accessible, collectable, and formatted data to meet District needs and is compliant with State mandated reporting.
- Provides technical work assistance (e.g. English Language Proficiency, assessment personnel, etc.) for the purpose of ensuring development of professional competence regarding assessment procedures and processes.
- Creates English Learner Services reports for a variety of school sites (e.g. customizing data, providing student reclassification status, serving as liaison to Educational Services personnel, etc.) for the purpose of ensuring implementation and availability of ELS reports as needed.
- Supports Educational Services Department with activities related to EL reclassification such as inputting EL language status in query for the purpose of documenting the data accurately.
- Researches assigned topics (e.g. current practices, policies, education codes, Assessment compliance, etc.) for the purpose of providing information that address English learner data processes.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, etc.) for the purpose of ensuring accurate historical documentation.



- Compiles and distributes data, assessment materials, and supplies to test administrators (e.g. providing, tracking, receiving, storing, distributing, etc.) for the purpose of ensuring scoring accurately of ELP writing assessments.
- Translates a variety of written materials from English to a second language and from that language into English for the purpose of interpreting and facilitating communication between staff and non-English speaking students and parents.
- Attends meetings and trainings for the purpose of conveying and gathering information required for ELP processes.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of data technology and conducting ELP.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; record keeping; utilization of electronic database structures, terms, practices, and procedures; preparing and maintaining accurate records; obtaining sources of information for accurate data; analyzing data; classifying data and/or information; conducting meetings; and customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: rules and regulations related to State reporting, mandates, and compliance standards for English Learner related data and reports; electronic database structures, terms, practices, and procedures; codes/laws/rules/regulations/policies; recordkeeping and record retention practices; and translation and interpretation necessities.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working in multiple locations (by assignment); analyzing situations and adopting effective courses of action; using computer on-line retrieval from student databases; establishing and maintaining effective working relationships; translating and interpreting; maintaining accuracy and attention to detail; adapting to changing work priorities; dealing with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: Two (2) years of college-level coursework including coursework in

data processing, computer science or a closely related field. Two (2) years of computer operations experience performing duties related to the maintenance of computer software systems and databases, troubleshooting, user support, and data processing. Experience working with student database or student assessment systems software is desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 21

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## **Facilities Office Technician (Spanish Bilingual)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Facilities Office Technician (Spanish Bilingual) is done for the purpose/s of performing a variety of complex clerical duties; communicating information to staff and the public; maintaining accurate records; operating district civic system and scheduling the Civic Center; translating oral and written materials in both English and the second language; and performing a variety of tasks to support the Facilities Department.

This job reports to Director of Facilities or designee.

### **Essential Functions**

- Performs a variety of technical clerical tasks (e.g. typing reports, schedules, lists, forms or other materials from straight copy or rough draft, utilizing computer and computerized work order system, district software, etc.) for the purpose of supporting of the Facilities Department functions.
- Provides routine information, directs inquiries to the appropriate person or office and keeping assigned supervisor apprised of all related activities (e.g. answering phone, taking messages, etc.) for the purpose of screening calls, transferring calls, responding to inquiries; and requesting, providing, or verifying information as directed.
- Operates current district facilities and grounds reservation system through the coordination with facilities department and site personnel for the purpose of ensuring efficient and effective events and activities occur.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Prepares standardized documents (e.g. form letters, memos, calendars, bulletins, etc.) for the purpose of communicating information to other parties.
- Distributes materials (e.g. mail, checks, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Maintains key bank and checks-out and checks-in keys to various groups of employees (e.g. contractors, custodians, group crew, maintenance, civic center users on-call security, etc.) for the purpose of ensuring the security of various facilities.
- Maintains various manual and electronic documents, files, and records (e.g. records, forms, reports, logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Processes documents, copies forms and material, assists in mailings for the purpose of disseminating information to appropriate parties.
- Translates a wide variety of written materials for the purpose of ensuring accuracy and clarity in translating English to a second language and translating from a designated second language to English.

## **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the department, public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and Facilities, Maintenance and Operations.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including effectively using pertinent software applications; preparing and maintaining accurate records; analyzing data; and providing customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; office methods and practices; business telephone etiquette; codes/laws/rules/regulations/policies; grammar, spelling, and punctuation; office practices; recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; accuracy and attention to detail; dealing with frequent interruptions; diffusing argumentative behavior; meeting deadlines and schedules; organizing tasks; and working as part of a team.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent: Graduation from high school or evidence of equivalent educational proficiency. One (1) year of responsible clerical office experience.

### **Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application

### **Certificates and Licenses**

None Specified

### **Clearances**

Criminal Background Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
4/27/2023  
**Revised Date**

**Salary Grade**  
CSEA - 19.5

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## **Facilities Support Services Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Facilities Support Services Specialist is done for the purpose/s of performing a variety of budgetary, purchasing, account payable and clerical duties; communicating information to staff and the public; maintaining accurate records; translating oral and written materials in both English and Spanish; and performing a variety of tasks to support the Facilities Department.

This job reports to Director of Facilities or designee.

### **Essential Functions**

- Processes requisitions from facilities staff (e.g. entering information into Escape; processing quote, estimate and/or proposal; adding budget codes; creating and finalizing purchase orders; verifying receipts and statements, etc.) for the purpose of preparing for the submission for approval and sending to accounts payable.
- Reconciles a variety of facilities budget and financial data (e.g. invoices, fees, payments, etc.) for the purpose of maintaining accurate financial processes and ensuring compliance with established accounting practices.
- Prepares invoices; collects and verifies a variety of payments and fees; and contacts parties to follow-up on pending invoices for the purpose of ensuring accurate and timely receipt of funds to the Facilities Department.
- Procures supplies and materials; receives packing slips and receipts from staff and documenting the purpose on purchase orders. for the purpose of
- Serves as the assistant budget person for the facilities department (e.g. processing and tracking multiple budget codes, answering purchasing and budget inquiries; monitoring end-of-year closing, etc.) for the purpose of maintaining adequate services for the Facilities Department.
- Performs a variety of technical clerical tasks (e.g. typing reports, schedules, lists, forms or other materials from straight copy or rough draft, utilizing Computerized Maintenance Management System and software application programs, etc.) for the purpose of enhancing the efficiency of the Facilities Department functions.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Prepares standardized documents, e.g., form letters, memos, calendars, bulletins; receives and documents invoices for the purpose of communicating information to other parties.
- Organizes, runs, and maintains manual and electronic documents, files, and Escape system (e.g. weekly budget reports, W-9 tax form for vendors, records, forms, logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, administration, etc.) for the purpose of facilitating communication and providing guidance among several parties; providing information and referral for addressing inquiry.
- Translates a wide variety of written materials for the purpose of ensuring accuracy and clarity in translating English to Spanish and translating from Spanish to English.

- Attends budget, department and/or in-service meetings for the purpose of gathering information required to perform duties.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site and Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing accounting procedures; operating standard office equipment including effectively using pertinent software applications; preparing and maintaining accurate records; analyzing data; and providing customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: financial analyses and/or budget analyses; principles and objectives of budget preparation; financial record keeping methods; district organization and administration; and laws, rules, and regulations governing public agency and school district purchasing policies and procedures, accounting and budgeting operations; office methods and practices; business telephone etiquette; grammar, spelling, and punctuation; office practices; recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with detailed information/data; making arithmetic calculations quickly and accurately; preparing clear and comprehensive budget reports; adapting to changing work priorities; accuracy and attention to detail; dealing with frequent interruptions; diffusing argumentative behavior; meeting deadlines and schedules; organizing tasks; and working as part of a team.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent: Graduation from high school or evidence of equivalent educational proficiency. Two (2) year of responsible clerical office experience, with one (1) of the years working with financial and/or clerical accounting assignments.

### **Required Testing**

### **Certificates and Licenses**

Job-Related Skills Proficiency Test  
Spanish Language Proficiency Test

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/13/2023

**Revised Date**

**Salary Grade**

CSEA - 20.5

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## **Interpreter-Community Support Liaison - Trilingual (Mixteco, Spanish, English)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Interpreter-Community Support Liaison - Trilingual (Mixteco, Spanish, English) is done for the purpose/s of interpreting a wide variety of spoken communication in Mixteco, Spanish, and English; facilitating communication between school or department staff and non-English speaking students, parents, and members of the community; performing a variety of clerical functions, providing information to the general public; serving as a liaison between District staff and families in establishing positive relationships and cultural awareness; and implementing a variety of processes relative to assigned area of responsibility.

This job reports to Designated Site or Department Administrator.

### **Essential Functions**

- Interprets and translates accurately and concisely documents and other materials from Mixteco to a designated second language for the purpose of providing translation and interpretation for school sites and District-level functions.
- Supports families and students by shadowing and supporting new academy students who only speak Mixteco and conducting home visits for the purpose of managing translation for a variety of school site and District processes and activities.
- Greets students and public at assigned school sites requiring routine information for the purpose of responding to direct inquiries and ensuring accurate communication in a second language.
- Guides families during workshops offered by Educational Services for the purpose of ensuring accurate translation and support services.
- Provides parent and student technical support (e.g. . District Apps and hotspot connections; symptom reporting; pre-enrollment packets for preschool-8th grade, etc.) for the purpose of ensuring clarity, understanding, and implementation.
- Assists social workers (e.g. domestic violence, sexual harassment, physical abuse, etc.) for the purpose of implementing interpretation and translation support.
- Develops and rewrites material in designated second language for the purpose of providing materials in second language to support Mixteco families.
- Interprets for district programs (e.g. migrant, Saturday and summer school support, etc.) for the purpose of ensuring understanding and implementation of processes.
- Serves as interpreter for District community meetings and events (e.g. parent workshops, parent conference, IEP's, family resource fair, etc.) for the purpose of providing simultaneous interpretation.
- Serves as community liaison for the purpose of supporting families with needed services.
- Attends and participates in a variety of meetings for the purpose of sharing and obtaining information.
- Establishes and maintains partnerships with community agencies, District and site staff for the purpose of facilitating and enhancing support services and resources for parents.
- Establishes methods to communicate to all stakeholders involved in assisting students and families for the purpose of ensuring involvement of stakeholders.

- Translates and interprets a wide variety of materials (e.g. newsletters, bulletins, letters, memoranda, questionnaires, instructional materials, Blackboard recordings, audio and video recordings, etc.) for the purpose of ensuring accuracy and clarity when translating within the designated languages.
- Prepares a variety of documents, reports, and written materials for the purpose of communicating information to parents and staff; providing written support; developing recommendations; and/or conveying information.
- Performs a variety of district protocol translations for the purpose of ensuring the efficient and effective implementation of District procedures.
- Maintains accurate records and a variety of files (e.g. logs, records, reports, forms, etc.) for the purpose of providing communication and information for speakers of a designated second language.
- Serves as a resource (e.g. infant and preschool program, suspension and expulsion, Multicultural Festival, intra and inter District transfer, etc.) for the purpose of communicating all necessary information to students and families.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; effective time management; attention to accuracy and detail; and preparing and maintaining accurate records; analyzing data; classifying data and/or information; and conducting meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Special Education terms (legal, medical, educational); Special Education processes and programs; District guidelines for translation and interpretation; protocol in confidential translation/interpretation; codes/laws/rules/regulations/policies; current and emerging technology; knowledge of community resources; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; maintaining confidentiality; reading, speaking, writing fluently and effectively in English and designated second language; establishing and maintaining effective relationships with parents and students; and assessing translation issues and providing solutions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under minimal temperature

variations.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: Graduation from high school or equivalency, plus training or college coursework in interpretation, translation technology, or the designated Spanish and Mixteco languages. One (1) year experience working as a translator with the community providing services in English, Spanish and Mixteco. Experience working in educational settings is desirable.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 24

**Revised Date**

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## **Language Assessment Technician (Spanish Bilingual)**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Language Assessment Technician (Spanish Bilingual) is done for the purpose/s of coordinating English Language Proficiency (ELP) assessments for both initial and annual assessment of English learners; planning assessment activities; training and supervising temporary personnel; assisting District personnel in administration and scoring of English Language Proficiency assessments; translating oral and written materials accurately and fluently in both English and a second language; providing a variety of secretarial support to assigned administrator and department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of materials and reports.

This job reports to Manager, Enrollment Center or Designee, with oversight by Director of School Program and Student Outcomes.

### **Essential Functions**

- Performs and responsible for a complex variety of processes (e.g. reports, lists, files, office equipment operation, peripheral equipment operation, Spanish translation and interpretation, records and information communication to staff and public, etc.) for the purpose of implementing necessary testing and compliance processes and serving as an information resource.
- Administers English Language proficiency assessments and proctors for initial and annual assessment of English Learner students for the purpose of ensuring accurate historical documentation.
- Provides assistance to site-based personnel (e.g. current practices, policies, education codes, assessment activities, etc.) for the purpose of supporting ELP testing activities.
- Translates a variety of written materials from English to a second language and second language to English for the purpose of facilitating communication between staff and non-English speaking students, parents, guardians.
- Responds to inquiries from a variety of internal and external parties regarding ELP and language assessments (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties, and providing direction.
- Compiles English Learner student data (e.g. inputting, updating, maintaining, collecting, and investigating special education documents, etc.) for the purpose of verifying student EL status for state reporting.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments; arrangements for conferences, meetings, travel requirements, personnel; proctoring all assessments, etc.) for the purpose of completing activities and delivering services in a timely fashion.
- Creates and maintains logs, records, and files (e.g. forms, office supplies, etc.) for the purpose of ensuring the availability of required items and distributing to various personnel.
- Maintains and distributes a variety of logs, records, and files to parents/guardians for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines, local, state and Federal laws.
- Assists with Title 3 funding processes (e.g. language surveys, state reports, etc.) for the purpose of collecting and disseminating information in compliance with established administrative guidelines.

- Navigates and researches local and state programs and software (e.g. Q, LHPADS, TOMS, etc.) for the purpose of enhancing the services and supporting the testing process.
- Provides program option information to parents at the conclusion of assessment (e.g. verification of EL status, program placement, etc.) for the purpose of supporting facilitator of the enrollment process.
- Supervises temporary staff and provides input in the hiring process for the purpose of supporting the services provided by Enrollment Center.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; analyzing data; classifying data and/or information; conducting meetings; and using desktop publishing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: assessment principles and procedures; principles and practices of child development and child guidance; subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading; codes/laws/rules/regulations/policies; office practices; practices of personnel administration; recordkeeping and record retention practices; assessment principles and procedures; school safety and security practices; telephone etiquette; English and a designated second language use.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: assisting students by providing proper examples, emotional support, friendly attitude, and general guidance; demonstrating an understanding, patient, and receptive attitude toward children; maintaining confidentiality; communicating effectively in both English and Spanish orally and in writing; meeting deadlines and schedules; working with detailed information/data; working in multiple locations (by assignment); providing information and assistance to parents; assisting students; assessing issues; implementing effective solutions; establishing and maintaining effective working relationships; and using tact, patience, and courtesy.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalent education proficiency and one (1) year of experience working with school-age children in an organized educational, health, child care, or other structured setting including. Experience in the administration of

individual assessments of English and Spanish fluency is desirable.

**Required Testing**

Job-Related Skills Proficiency Test  
Spanish Language Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 17

**Revised Date**

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## **Library Media Technician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Library Media Technician is done for the purpose/s of planning, coordinating, and providing library services in schools; organizing and performing a variety of technical and clerical duties related to the acquisition, circulation, and recovery of library books and textbooks and instructional material including those that are technology-based; maintaining a variety of records and files related to library operations and inventory; maintaining the library collections at school sites; identifying age appropriate resources for students and teachers; utilizing library resources; and selecting appropriate items in support of classroom instruction.

This job reports to Principal or Designee with oversight by the Director of School Performance and Student Outcomes

### **Essential Functions**

- Provides and collects textbooks, resource and instructional materials to/from teachers, students, and administrator; creates textbooks and material orders needed for the purpose of ensuring resource and instructional materials are available for classroom use.
- Processes library books and periodicals by utilizing library management software such as Destiny (e.g. logging into master files; barcoding, shelving, producing required reports, etc.) for the purpose of providing optimal organization of required materials for students and staff.
- Maintains materials inventory (e.g. library books, book barcoding, textbook related instructional materials, etc.) for the purpose of providing up-to-date reference and ensuring the availability of materials when required.
- Establishes procedures to ensure proper library use by students by grade level for the purpose of maintaining a safe environment conducive to learning.
- Processes notices of missing, damaged, or overdue books, and textbooks for the purpose of providing and maintaining access to library resources and securing reimbursement for losses.
- Promotes an interest in reading by employing visual displays in the library, conducting class read alouds, and curating the library collection for the purpose of ensuring student engagement.
- Manages circulation activities (e.g. item check-in and check-out, circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location, and availability of items in the collection and instructional materials.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, weeding of books and/or periodicals, dealing with book vendors, etc.) for the purpose of ensuring the availability of books and library materials and meeting the needs of the students/staff.
- Facilitates the William's Act process for the purpose of ensuring that every student has access to textbooks and required instructional materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and direction as required.

- Prepares electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others, maintaining library collection, and ensuring availability of instructional materials.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to ensure optimal library operation and instructional material management.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned school site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; adhering to safety practices and procedures; analyzing data; planning and coordinating literacy experiences activities; using tact, patience, and courtesy; and maintaining student discipline under the prevue of the teacher.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and practices of modern library services; computer and Internet operations; principles and practices of Library software processes; Dewey Decimal system; knowledge of library resources; methods of instruction and training; school safety and security practices; stages of child development; and grammar, spelling, and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; planning coordinating daily library processes; working independently; communicating with a variety of school personnel and students; relating to the needs and requests of students and teachers; meeting deadlines and schedules; setting priorities; and working with multiple projects, and frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. One (1) year of library experience or experience in a closely related field including cataloging, materials processing, and reference work. Some experience working with students is desirable.



**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 18.5

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## Office Assistant

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Office Assistant is done for the purpose/s of providing clerical support to assigned school site and/or departmental personnel; communicating information to staff and the public; providing complete and accurate records; providing information and/or direction as may be requested; and supporting health office as necessary.

This job reports to Assigned Administrator or Designee.

### **Essential Functions**

- Greets individuals entering the school or district office (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Assists with processing of documents, forms, mailings, and materials (e.g. attendance, enrollments, student records, etc.) for the purpose of reviewing and disseminating information to appropriate parties.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries, and/or taking messages.
- Prepares various standardized documents (e.g. custom reports, form letters and memos, calendars, bulletins, records requests, etc.) for the purpose of communicating information to other parties and meeting the request from other staff.
- Supports students' health, wellness, and behavioral needs as needed for the purpose of ensuring their wellbeing and safety.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, student records, etc.) for the purpose of filing and providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Distributes materials (e.g. mail, checks, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Works collaboratively with other departments and outside agencies, to review and maintain student records and information for the purpose of monitoring and ensuring compliance as related to federal and state educational regulations.
- Requests and reviews various documents for the purpose of monitoring and ensuring compliance as related to federal and state educational regulations.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.

## **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; office methods and practices; business telephone etiquette; and computer software including Microsoft and Google platforms.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: learning and working with student information database and systems; being attentive to detail; adapting to changing work priorities; maintaining confidentiality; working as part of a team; communicating with diverse groups; working with detailed information/data; meeting deadlines and schedules; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. One (1) year of clerical experience.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Continuing Educ. / Training**

None Specified

### **Certificates and Licenses**

None Specified

### **Clearances**

Criminal Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

**Revised Date**

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## Office Technician

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Office Technician is done for the purpose/s of providing clerical support to assigned personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Director, Special Education or Designee.

### **Essential Functions**

- Greets individuals entering the school or district office (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Purchases and distributes district-wide assessment materials, supplies, digital program and services, responds to purchasing inquiries from external and internal sources for the purpose of meeting the needs of all special education service providers and ensuring inventory control.
- Serves as the district 's primary contact between parents, teachers, administrators, District and County transportation Services for the purpose of providing transportation to all students in a special education class.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries, and/or taking messages.
- Oversees and maintains district-wide special education online scoring programs (e.g. Pearson Clinical, Riverside Insights, MHS, WPS, PariConnetc, ProEd, etc.) for the purpose of meeting the needs of service providers.
- Runs custom queries from large data sets, database or combination of tables to provide custom reports and student data as requested for the purpose of ensuring special education students receive the level of services recommended as part of their IEPs.
- Compiles data from a wide variety of sources and using various processes (e.g. importing, scanning, exporting, uploading, etc.) for the purpose of providing files to agencies requesting records, preparing reports, and/or preparing information for assigned administrator.
- Prepares a variety of correspondence, reports, and other materials (e.g. custom reports, forms, letters, memos, calendars, bulletins, records requests, etc.) for the purpose of communicating information to other parties.
- Schedules and coordinates appointments, meetings, workshops, and conferences for the purpose of making necessary arrangements for assigned administrator and/or department.
- Submits and follows up on assigned work orders, requisitions, purchases, and personnel requisitions for the purpose of documenting activities; providing written reference; and/or conveying information.
- Provides technical information and support concerning department or site policies and procedures; responds to inquiries for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Assists with processing of documents, forms, mailings, materials and records (e.g. attendance, enrollments, student records, etc.) for the purpose of disseminating information to appropriate parties.

- Requests and reviews various documents for the purpose of monitoring and ensuring compliance as related to federal and state educational regulations.
- Works collaboratively with other departments and outside agencies, to review and maintain student records and information for the purpose of monitoring and ensuring compliance as related to federal and state educational regulations.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Translates a variety of written materials for the purpose of ensuring accuracy and clarity in translating English to a second language and translating from a designated second language to English.
- Attends department and/or in-service meetings for the purpose of gathering and/or providing information required to perform functions.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; screening telephone calls; planning and managing projects; train and provide work direction to clerical staff; compose correspondence, memoranda, reports; communicate effectively, both orally and in writing; and math calculations with speed and accuracy.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; recordkeeping and record retention practices; office methods and practices; correct English usage, grammar, spelling, punctuation, and vocabulary; public relations techniques; interpersonal skills using tact, patience, and courtesy; and pertinent Federal, State, and local laws, codes, and regulations.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: learning and working with student information databases and systems; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities working as part of a team; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some

lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Two (2) years of clerical experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 19.5

**Revised Date**

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## **Records Mail Room Technician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Records Mail Room Technician is done for the purpose/s of establishing and maintaining district records; coordinating assigned projects; and compiling and distributing a wide variety of records and reports.

This job reports to Director of Purchasing or Designee.

### **Essential Functions**

- Processes district wide US mail; sorts US and internal district mail; and ensures postage meter is accurate and has adequate funds downloaded at all times for the purpose of ensuring prompt distribution to appropriate parties.
- Maintains and scans student and district records for the purpose of archiving for future reference.
- Sorts and distributes District, VCOE, and US mail; posts US mail for courier service; and orders supplies for postage meter needed for the purpose of ensuring delivery to addressee.
- Examines records delivered to the archives (e.g. classify files by subject matter and contents, sort by department, subject and date, etc.) for the purpose of arranging stored records to assure efficient use of space.
- Labels records/documents to be scanned for permanent retention (e.g. store microfilm records in alphabetical and chronological order, maintain lists of microfilmed records, etc.) for the purpose of following policy, state retention policies, and district directives.
- Provide assistance to District departments and personnel in searching, identifying, and retrieving requested records for the purpose of ensuring delivery to requesting parties.
- Determines retention period of records in accordance with District policies and State handbook; lists records to be destroyed; makes recommendations for approval of the destruction of specific records and files as appropriate for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Maintains a variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of correspondence, reports, and other materials (e.g. letters, memorandums, charts, etc.) for the purpose of providing written reference and/or conveying information.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**



**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; organizing and maintaining a variety of filing systems; sorting and alphabetizing information; multitasking; and file and retrieve documents rapidly and accurately.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: records retention program; principles/procedures of record keeping; maintenance, storage, and retrieval of records; oral and written communication skills; methods of basic research; and pertinent Federal, State and local laws, codes, and regulations.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; using tact and courtesy; and providing customer services.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, 33% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. One (1) of responsible clerical or records retention experience.

**Required Testing**

Job-Related Skills Proficiency Test  
Spanish/English Bilingual

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 16.5

**Revised Date**

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## **School Office Coordinator**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of School Office Coordinator is done for the purpose/s of providing complex secretarial and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; coordinating assigned projects and site activities; serving as a lead clerical worker and provides primary secretarial support for an elementary or intermediate school.

This job reports to Principal or Designee.

### **Essential Functions**

- Oversees the work activities within the assigned school office for the purpose of organizing assignments, monitoring progress; ensuring completion within established guidelines; and providing necessary training.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account and providing information.
- Orders supplies and materials for the purpose of maintaining availability of required items.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Processes a wide variety of documents and materials (e.g. iPad payments, ASB, student registration, time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

- Compiles data from a wide variety of sources (e.g. student information, time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Prepares a wide variety of reports, documents, and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping and record keeping; administer first aid and/or prescribed medications; customer service; preparing and maintaining accurate records; and screening telephone calls.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; common office machines; office practices; and recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the

organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 55% sitting, 27% walking, 18% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency and one year (24 semester or 36 quarter units) of college-level coursework in secretarial science, office management, business administration, public administration, or a closely related field. Two (2) years of clerical experience, preferable in educational settings..

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

CPR/First Aid Certificate

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 21.5

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## **School Secretary**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of School Secretary is done for the purpose/s of providing secretarial support to school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to Principal or Designee.

### **Essential Functions**

- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, personnel to proctor all exit assessments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Schedules activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Maintains a variety of manual and electronic documents files and records (e.g. school finances, grades, student attendance, emergency drill reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Assists in maintaining and organizing the activities in school main office and health office at a school site for the purpose of coordinating the flow of communications and relieving intermediate school administrators of administrative detail.
- Prepares a variety of correspondence, reports, and other materials (e.g. letters, memorandums, minutes, charts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Secures substitutes and/or class coverage for the purpose of ensuring uninterrupted instruction for students.
- Compiles data (e.g. student information, calendars, expenditures/budget, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Maintains and orders inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring the availability of required items and distributing to various personnel.
- Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.
- Supports students' health, wellness, and behavioral needs as needed for the purpose of ensuring their wellbeing and safety.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions/purchase orders, lunch fee deposits, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Collects payments for a variety of events (e.g. fines, fees, fund raisers, student store, student body funds, etc.) for the purpose of completing transactions and/or securing funds.

- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, general public, public agencies, district staff, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned school site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping and record keeping; administering first aid and/or prescribed medications; customer service; preparing and maintaining accurate records; and screening telephone calls.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; common office machines; office practices; recordkeeping and record retention practices; and computer software including Microsoft and Google platforms.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; working with frequent interruptions; and meeting deadlines and schedules.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Two (2) years of

clerical experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 19.5

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## **Secretary**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Secretary is done for the purpose/s of providing a variety of secretarial support to assigned administrator and department; planning and organizing office activities; coordinating flow of communications; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to Manager or Department Administrator.

### **Essential Functions**

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address school operations.
- Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, personnel to proctor all exit assessments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Prepares a variety of correspondence, reports, and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, student, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains a variety of manual and electronic documents files and records (e.g. work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.



## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; screening telephone calls; planning and managing projects; training and providing work direction to clerical staff; composing correspondence, memoranda, reports; and communicating effectively, both orally and in writing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: data organization and management; business telephone etiquette; common office machines; Microsoft Office and Google; concepts of grammar and punctuation; recordkeeping and record retention practices; office methods and practices; correct English usage, grammar, spelling, punctuation, and vocabulary; public relations techniques; and pertinent Federal, State, and local laws, codes, and regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities working as part of a team; working with frequent interruptions; and using tact, patience, and courtesy to provide customer services.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Two (2) years of clerical experience.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Certificates and Licenses**

None Specified

### **Continuing Educ. / Training**

Mandated Reporter Training

### **Clearances**

Criminal Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

4/27/2023

### **Salary Grade**

CSEA - 19.5

### **Revised Date**

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## **Special Education Services Coordinator**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Special Education Services Coordinator is done for the purpose/s of coordinating, implementing, and monitoring special education Child Find responsibilities for children, birth to five years of age, who are at risk, or who require early start or special education services; providing case management services for preschool age children referred to the District; collecting and analyzing data; securing support from outside resources; coordinating school resources and activities for students and parents; providing training for parents regarding special education program components and related activities; providing information to others; and implementing and maintaining established guidelines and standards for early start transitions and special education referrals.

This job reports to Director of Special Education or designee.

### **Essential Functions**

- Provides overall coordination for the implementation and monitoring of special education referrals and related activities within the designated Special Education Department for the purpose of assisting parents in becoming full partners in the education of their children.
- Coordinates a variety of processes such as special education observation group schedule; maintenance of student records; and assessing Child Find responsibilities for the purpose of ensuring organization and analysis of Special Education programs.
- Represents the District during infant and preschool special education related meetings and activities for the purpose of facilitating sharing of information regarding Child Find resources.
- Serves as a case coordinator for Tri-Counties Regional Center (TCRC) Early Start Transitions (e.g. attending early start transitions as the District special education representative; receiving and maintaining special education referral records, following up with TCRC special education referrals including parent outreach, etc.) for the purpose of providing support to families who cannot be reached or decline assessment.
- Assists with school attendance for the purpose of creating and maintaining student records until assigned to case manager.
- Organizes parental involvement (e.g. parent meetings, workshops, trainings, etc.) for the purpose of communicating information and/or gaining feedback.
- Contacts and coordinates with Ventura County Office of Education (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.
- Provides oral interpretation at various meetings and events (e.g. parent and community meetings, special education assessment appointments and Individual Education Plan (IEP) meetings, etc.) for the purpose of enhancing the communication process.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.
- Provides written translation (e.g. forms, letters, special education Prio Written Notices (PWN), questionnaires, instructional materials, etc.) for the purpose of parent and community meetings, special education assessment appointments and Individual Education Plan (IEP) meetings.

- Coordinates the assignment of students to service providers and case managers for the purpose of ensuring the access to special education IEP from SST to system CSIRAS, establishing various data collection, and maintaining and providing an up-to-date information data base.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Works directly with families, teachers, school nurses, school psychologists, site administrators, and other professionals for the purpose of assessing children's needs for special services including Special Education services; confers, as needed, with aforementioned individuals on special issues of assigned children.
- Participates in meetings, workshops, staff training sessions, and seminars with Ventura County Office of Education for the purpose of gathering information and affecting the development, planning, coordination and, implementation of site enrichment programs.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring efficient and effective functioning of early childhood and preschool resources, guidelines and activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; preparing and maintaining accurate records; analyzing data; classifying data and/or information; comparing results; conducting interviews; conducting meetings; relating to community agencies and other school personnel; and providing information and assistance to parents.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: theory, research, methodology, and effective practices of special education pupil services; resources supporting special education child services in Ventura County area; problem solving methodology; programs and services for special education children; assessment instruments and techniques; codes/laws/rules/regulations/policies; health standards; knowledge of community resources; methods of instruction and training; and practices of personnel administration.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; reading, writing, speaking Spanish fluently; demonstrating patience and understanding; assessing issues and providing plan of action; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** Bachelors Degree in related field.
- Equivalency:** Any combination equivalent to: A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, public health, social work, sociology, psychology or other closely related field. Two (2) years of experience in social or health services, educational associations/groups, or other directly related field. Medical and special needs experience preferred.

**Required Testing**

Job-Related Skills Proficiency Test  
Second Language Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 22.5

**Revised Date**

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## **Student Attendance Specialist**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Student Attendance Specialist is done for the purpose/s of organizing, processing, and maintaining student attendance data; compiling attendance reports and maintaining records for SARB; auditing and balancing student attendance data; serving as a resource to site attendance staff in relation to student attendance intervention and student information system data inputting; and performing a variety of other job functions relative to assigned area of responsibility.

This job reports to Director of Pupil Services or Designee.

### **Essential Functions**

- Coordinates and processes the district's student attendance and enrollment data; and compiles attendance reports for the purpose of submitting reports to the County Office of Education and the State of California.
- Organizes the preparation of meetings for attendance technicians; attends annual training, department and/or in-service meetings, and online webinars for the purpose of gathering information required to perform job functions.
- Audits school and district attendance reports daily and monthly by reviewing student records, computer printouts and other sources of data for the purpose of ensuring accuracy and identifying and correcting errors.
- Performs duties related to: home-hospital, independent studies, 504 plans, and early entry assessments including scheduling, parent outreach, and support to manager or director as needed for the purpose of supporting office functions, providing customer service, and problem solving issues related to these duties.
- Collaborates with a variety of district and school site personnel for the purpose of ensuring the accuracy of attendance data input and reports.
- Translates a variety of written materials from English to a second language and from that language into English for the purpose of interpreting and facilitating communication between staff and non-English speaking members of the public as needed.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.
- Maintains a variety of files and records (e.g. district and state reports, student or enrollment data, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Responds to questions and provides referrals, information, interpretation, and assistance to a variety of individuals (e.g. attendance technicians, parents, other schools, etc.) for the purpose of communicating information and/or directions with routine attendance or enrollment related inquiries or complaints.
- Serves as resource and a liaison for SARB, provides staff support to district SARB functions (e.g. creating agenda and preparing SARB meetings, translating, keeping records and documentations, preparing reports, communicating with parents, etc.) for the purpose of meeting SARB guidelines and mission in supporting students with serious attendance issues.

- Assists in providing various support regarding health care services (e.g. receiving and filing vision and hearing test results; monitoring immunization results, notifying parents, etc.) for the purpose of meeting health guidelines and legal requirements for all schools.
- Monitors school site attendance, chronic absence, and works closely with attendance accounting technicians and other school personnel for the purpose of providing accurate and timely attendance data and reports.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: compiling, analyzing, and preparing information and data; reading, interpreting, applying, and explaining rules, regulations, policies and procedures; and operating standard computer and peripheral equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: state education code sections relevant to attendance; procedures, policies and terminology used in accounting for student attendance and enrollment; technical aspects of attendance office operations; pertinent computer software specifications and its applicability to specific computer systems; principles and practices of training; office procedures, methods or materials and equipment; English usage, spelling, grammar and punctuation; principles and procedures of complex record keeping; and report writing techniques.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working independently with minimal direction; maintaining confidentiality of privileged information; communicating clearly and concisely, both orally and in writing; understanding and following oral and written directions; establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; and using tact, patience, and courtesy.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: completion of the twelfth grade supplemented by coursework in

computer applications; and two (2) years of increasingly responsible general clerical experience preferably working with automated accounting/data reporting systems.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

CPR/First Aid Certificate

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 20.5

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## **Student Attendance/Record Technician**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Student Attendance/Record Technician is done for the purpose/s of maintaining accurate student attendance records within the District; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to staff, students, parents, and appropriate parties; and providing general clerical support, information and/or direction relative to assigned area of responsibility at school site.

This job reports to Director of Pupil Services or Designee.

### **Essential Functions**

- Identifies and monitors student absences through follow-ups actions with parent notifications and authority contacts (e.g. updating absent reasons and records; reporting delinquent, truancy or irregular attendance; visiting student home with counselor for chronic attendance, issuing readmit slips; assisting in apprehending students, etc.) for the purpose of assisting the reduction in student absences, identifying the problems, documenting in SARB reports, and maintaining a secure learning environment.
- Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.
- Prepares and processes attendance-related reports, documents, verification forms and written materials (e.g. master absence report, class list and schedule, tardiness, truancy, suspension, discipline, letters to parents, passes for students, incoming calls on attendance slips, perfect attendance report, etc.) for the purpose of maintaining accurate student attendance records for follow-up actions.
- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Responds to questions and provides referrals, information, interpretation, and assistance to a variety of individuals (e.g. staff, parents, probation officers, other schools, students, etc.) for the purpose of communicating information and/or directions with routine attendance or enrollment related inquiries or complaints.
- Maintains accurate records in automated student attendance system by documenting, verifying, and posting absences and other attendance related data for the purpose of ensuring accurate tracking and documentation of student attendance in accordance with Average Daily Attendance (ADA) requirements and guidelines.
- Maintains a variety of manual and electronic documents, files, and records as needed (e.g. student records, notification logs, vaccination/immunization records, class roster, medical records, cum records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative, local, state, and federal guidelines.
- Assists the supervision of students in the office as needed (e.g. ordering lunch for students, reminding students to clean up, etc.) for the purpose of ensuring student safety.
- Conducts meetings with students to discuss attendance incentive and improvement plans by working closely with Outreach Specialist for the purpose of improving student attendance.

- Attends annual Pupil Records training, department and/or in-service meetings, and webinars for the purpose of gathering information and direction required to perform student attendance record keeping job functions.
- Schedules a variety of activities (e.g. master schedule, RSP students, etc.) for the purpose of addressing program requirements.
- Supports other staff and teachers in serving visitors, parents and students in various ways (e.g. covering the front office, answering questions and interpreting technical information, arranging transportation request, enrolling new students, walking new student to class, supervising students in the office, etc.) for the purpose of ensuring a smooth learning environment for students.
- Performs customer services and a variety of school office support and clerical duties (e.g. greeting parents and answering questions, providing directions, filing, data entry, duplicating materials, date stamping, logging documents received, opening and routing mail, receiving and storing inventory and supply, creating GATE testing folder, etc.) for the purpose of supporting other office personnel and ensuring the school office is function effectively.
- Assists in providing the health care services, attending to, and arranging for appropriate care for students as needed (e.g. updating emergency cards; setting-up records; administering first aid and dispensing medication per physician guidelines for ill and injured students; recording vision, hearing test results and immunization dates, notifying parents, etc.) for the purpose of addressing the immediate health needs of students, and meeting local, state, and federal guidelines.
- Assists in administering first aid and prescription medications for students (under the direction of a health care professional) as needed for the purpose of supporting Health Technician and meeting immediate health care needs with established guidelines.

#### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student attendance, scheduling, and student records including physicals and immunizations; principles and procedures of district attendance policies, terminology and accounting methods; modern office practices, procedures and equipment; techniques of proper telephone etiquette; health and safety regulations and basic first aid procedures; procedures on record keeping and report preparation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; setting priorities and working under minimal supervision; maintaining

confidentiality; and ability to read, write and communicate clearly in English.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, 60% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency and one (1) year of clerical and office support experience, preferably with detailed computerized record keeping and/or attendance tracking experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

CPR/First Aid Certificate

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CSEA - 19.5

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## **Administrative Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Administrative Assistant is done for the purpose/s of providing a wide variety of complex administrative and secretarial support to assigned administrator; organizing office activities and coordinating the flow of communications for the administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; coordinating assigned projects and site activities; and performing a variety of related duties to support the department assigned.

This job reports to Assigned Administrator.

### **Essential Functions**

- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Coordinates and schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Provides directions to other clerical support staff related to the work activities within the office for the purpose of organizing assignments and projects, monitoring progress, and ensuring completion within established guidelines.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the department assigned.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related hardware and software applications such as DocCameras and iPads, preparing and maintaining accurate records; screening telephone calls; planning and managing projects; composing correspondence, memoranda, reports; and performing math calculations with speed and accuracy.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; recordkeeping and record retention practices; office methods and practices; correct English usage, grammar, spelling, punctuation, and vocabulary; public relations techniques; interpersonal skills using tact, patience, and courtesy; pertinent Federal, State, and local laws, codes, and regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; communicating effectively, both orally and in writing; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency and one year (24 semester or 36 quarter units) of college-level coursework in secretarial science, office management, business administration, public administration, or a closely related field. Two (2) years of clerical experience. One or more years of school district or public agency based clerical experience including a high level of public contact may be substituted for the required college coursework.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver’s License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 21.5

**Revised Date**

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## **Coordinator of District Testing and Assessment**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Coordinator of District Testing and Assessment is done for the purpose/s of coordinating the student testing and evaluation program and related activities; overseeing all testing processes; serving as a resource to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director of School Performance & Student Outcomes and Designee.

### **Essential Functions**

- Prepares and distributes information on District student testing procedures, State student testing requirements, quality control procedures, and use of assessment software and programs for the purpose of providing assessment support to users.
- Provides information to District personnel, educational agency partners, and the public for the purpose of ensuring accurate dissemination of information pertaining to student testing procedures, programs and results.
- Oversees processes (e.g. test distribution, inventory, ordering, test control procedures, etc.) for the purpose of ensuring proper implementation of student testing.
- Collaborates with other district personnel for the purpose of preparing and scheduling test administration trainings.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Assists in preparation for in service meetings (e.g. presenting organization of and steps included in student testing, etc.) for the purpose of providing necessary training for stakeholders.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference, pertaining to student testing.
- Manages a range of software processes (e.g. computer and peripheral equipment, software, modern office machines and equipment, etc.) for the purpose of providing accurate implementation of testing procedures.
- Translates a variety of written materials from English to a designated second language (e.g. attending various meetings to translate and interpret as needed, etc.) for the purpose of interpreting and facilitating communication between staff and non-English speaking members of the public.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; analyzing data; classifying data and/or information; comparing results; conducting meetings; and coordinating and administering student tests.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; District student testing procedures and State student testing requirements; procedures for administering individual and group tests; methods of statistical computations and compiling data; and state, federal and District requirements relating to reporting data and statistics.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working simultaneously on complex information systems; working tactfully and courteously with those contacted; translating and interpreting in a second language, and in English; adapting to changing work priorities; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: Graduation from high school or G.E.D. equivalent, with some college-level course work in education or another relevant field is highly desirable. Three (3) years of progressively responsible clerical experience in school settings and/or experience working with school age students.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CSEA - 22.5

**Revised Date**

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of three job description revisions for Classified Confidential Group**

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All five classified job descriptions in the Classified Confidential Group have been reviewed, with the consolidation of the following three classifications into one job classification: Executive Assistant, without salary reallocation:

- Executive Assistant to the Assistant Superintendent, Human Resources and Support Services
- Executive Assistant – Educational Services
- Executive Assistant – Business Services

Plus, one other job title change:

- FROM Administrative Assistant to the Director, Certificated Human resources TO Administrative Assistant – Human Resources

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve these three newly revised job classifications in the Classified Confidential Group with one title change, while maintain the current CSEA Salary Schedule.

### **ADDITIONAL MATERIALS:**

- Attached:** [Executive Assistant.pdf](#)  
[Human Resources Analyst.pdf](#)  
[Administrative Assistant - Human Resources.pdf](#)

## **Executive Assistant**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Executive Assistant is done for the purpose/s of assisting the Associate or Assistant Superintendent in the daily operations of the office; assisting in the resolution and referral of all external and internal inquiries directed to the Assistant Superintendent; providing information to employees regarding policies and regulations; providing a wide variety of complex and confidential administrative support; analyzing processes and providing recommendations for action; preparing complete and accurate records; providing information and/or direction as may be requested; and overseeing assigned personnel.

This job reports to Associate/Assistant Superintendent or Designee.

### **Essential Functions**

- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, maximizing the efficiency of the office staff, and ensuring compliance within established guidelines.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Maintains the calendar of the Assistant Superintendent for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Schedules a wide variety of activities (e.g. appointments, meetings, workshops, travel reservations/accommodations, facility usage, etc.) for the purpose of assisting in meeting activities needs and requirements.
- Attends required meetings, public hearings, and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution, and/or supporting the needs of attendees.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Coordinates a wide variety of projects, activities, and/or events (e.g. board items, meetings, workshops, travel, etc.) for the purpose of completing activities and/or delivering services in conformance to established guidelines.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Responds to a wide variety of inquiries, calls, e-mails, concerns, and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

- Serves as a liaison to committees and/or organizations on behalf of administrator for the purpose of conveying and/or gathering information required for district operations.
- Procures supplies and equipment as needed for the purpose of maintaining availability of required items.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations, and/or addressing a variety of administrative requirements.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports; preparing information for assigned administrator; and/or presenting information to assigned administrator.
- Supports assigned administrator/s (e.g. different tasks within education, business, or human resources, including training, evaluation, recruitment, etc.) for the purpose of providing assistance with their administrative functions.
- Attends labor negotiation sessions as assigned; takes and transcribes complete and accurate notes and minutes; and maintains records of negotiations, contracts and other related documents and records for the purpose of ensuring files and information are up to date and immediately available regarding labor negotiations.
- Participates in a variety of workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; analyzing budgets; analyzing data; classifying data and/or information; conducting meetings; screening telephone calls; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; business and telephone etiquette; State Education Code and other federal, state, and local laws, rules, and regulations; District policies and regulations; knowledge of community resources; and general practices of public human resources, business/fiscal, and educational services administrations.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; accuracy and attention to detail; setting priorities; organizing tasks; working was part of a team; assessing issues and solving problems; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduate from High School with some college coursework from an accredited college or university in education, human resources, business administration or a related field. Five (5) years of increasingly responsible administrative or secretarial experience, including two (2) of the years in responsible fiscal administration, human resources, or educational services; with one (1) of the years of supervisory or lead responsibility. Graduation from an accredited college with a Bachelor's degree in public administration, human resources management, education, business management, or a related field may be utilized to replace up to two (2) years of required experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CONF - 10

**Revised Date**

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## Human Resources Analyst

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Human Resources Analyst is done for the purpose/s of participating in the planning and organization of work for the Personnel Commission office; providing complex and professional human resource services for classified personnel related to recruitment, examination, selection, employee process, classification, compensation, and professional development; serving as a resource to district employees regarding rules and procedures of the Personnel Commission, board policies, procedures, regulations, and negotiated agreements; preparing, maintaining, and evaluating a variety of manual and automated personnel files, records, and reports; and assisting in ensuring that personnel functions conform with regulations of the Merit System.

This job reports to Director of Classified Human Resources or Designee.

### **Essential Functions**

- Conducts job analysis, test design and classification and compensation analyses (e.g. individual job audits, qualifications requirements, job specifications, interview questions, etc.) for the purpose of ensuring accuracy of classification specifications and compensation.
- Develops and maintains a wide variety of written materials (e.g. job specifications, recruitment sources, interview questions and materials, performance tests, re-employment lists, personnel files, onboarding documents, weekly transfer postings, eligibility lists, applicant tracking, etc.) for the purpose of ensuring compliance with Commission rules and CSEA contract and maintaining back-up files.
- Coordinates all events and functions on behalf of the PC/Classified HR and support the administrative duties related to the PC/Class HR office for the purpose of completing activities and/or delivering services in a timely fashion.
- Serves as the lead for all classified employment services (e.g. conduct investigations, respond to inquiries, probation releases, process leaves of absence, process evaluations and disciplinary measures, position control, process job abandonments, layoffs, etc.) for the purpose of ensuring all information is processed in compliance with established rules and regulations and providing information.
- Collects salary information and compares job descriptions from benchmark school districts for the purpose of gathering and analyzing information to make recommendations on salary schedule placement and ensuring internal equity of positions.
- Maintains current knowledge and understanding of the programs and functions of classified personnel office and its relation to the district operation for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Coordinates employment process (e.g. advertising, processing applications, preparing screening criteria, scheduling interviews, administering/evaluating tests, notifying applicants of examination results, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Collects applications and reviews materials for completeness and accuracy, for the purpose of verifying requirements are met against the minimal qualifications and Commission rules; and notifying applicants of results.
- Prepares and submits personnel actions for board meetings such as classified personnel changes: new hires, substitutes, transfers, leaves of absence, resignations, retirements, etc. and all classified position changes: established positions, abolished positions, and positions with increase or decrease in hours for the purpose of conveying information.

- Assists in the development and implementation of employee training, in-service, and professional development program for the purpose of addressing human resource issues for classified employees in compliance with established guidelines.
- Attends Personnel Commission meetings, designated workshops, professional conferences and seminars, staff and committee meetings (e.g. prepares agenda and related material, prepares minutes, makes presentations, etc.) for the purpose of maintaining current knowledge of personnel trends and practice; and gathering and providing information required to perform functions; and communicating information in compliance with established guidelines.
- Researches confidential information required to manage Commission assignments and/or at the request of district management during negotiation (e.g. reviewing relevant policies and current practices; CalPERS issues, labor/management, Ed Codes, merit rules, union contract, salary information and market data, etc.) for the purpose of assisting the management and ensuring compliance with requirements.
- Coordinates and prepares for disciplinary hearings for the purpose of providing information, coordinating materials distribution and/or supporting the needs of attendees.
- Communicates with employees, departments, administrators, applicants, outside agencies, and the public for the purpose of providing information regarding Merit System rules and regulations; district policies, negotiated agreements, requirements, and procedures.
- Responds to escalated situations as it relates to applicants and recruitment for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
- Conducts the fingerprinting system process as requested for the purpose of ensuring compliance with HR Technicians, federal, state, and district laws and regulations.
- Serves as backup for Director of Classified HR for the purpose of assisting in the performance of the work activities and supporting department operation.

#### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the HR/Classified office.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively both orally and in writing; preparing and maintaining accurate records and reports; and note taking and preparation of minutes.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: CSEA contract, California Education Code, Personnel Commission Rules and Regulations, employment law, and internal policies and procedures; principles, techniques, and methods of employee recruitment, selection, classification, compensation, and processing; job analysis and salary surveys; bargaining union contracts and salary schedules; examination construction and validation techniques; database management and operation; complex research and analysis of in the area of personnel administration.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities;

working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality of privileged information; working independently and exercising initiative and good judgment; understanding and following oral and written directions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Bachelor's degree in business administration, human resources, industrial and organizational psychology, public administration, or related field. Three (3) years of professional human resources experience involving recruitment, selection, test design, or classification. A Master's degree in industrial/organizational psychology may be substituted for two (2) years of the required experience. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CONF - 10

**Revised Date**

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## **Administrative Assistant - Human Resources**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Administrative Assistant - Human Resources is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the Director, Certificated Human Resources; conveying information regarding department functions and procedures; organizing office activities and the flow of communications ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Director of Certificated Human Resources or Desginee

### **Essential Functions**

- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to variety of departments, arrangement for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and ensuring accuracy of HR processes.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Compiles data from a variety of sources (e.g. calendars, expenditures/budget, specialized reports, BOE reports, etc.) for the purpose of preparing reports, making recommendations and/or preparing information for assigned administrator.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Schedules a variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator as well as other OSD employees and/or outside persons as needed.
- Prepares a variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, and manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of documents and materials (e.g. all employment documents, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Maintains an inventory of office supplies and materials (e.g. requisitions, receives, stores, distributes, etc.) for the purpose of ensuring availability as needed.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Maintains a variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Communicates with universities, other school districts, County Office of Education, and private and public sector organizations for the purpose of creating partnerships.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Maintains the calendar of the Director, Certificated Human Resources for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

### **Other Functions**

- Performs reasonably related other job functions and tasks as assigned by the immediate supervisor for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, 50% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent to: Graduation from high school plus two (2) year of college-level coursework in secretarial science, office management, business administration, public

administration, or a closely related field. Three (3) years of clerical experience. Up to two (2) years of school district or public agency based clerical experience including a high level of public contact may be substituted for the required college coursework.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CONF - 7.5

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## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** April 27, 2023

**Agenda Section:** Section C: Action Items

### **Approval of twenty-two job description revisions for Classified Management**

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All twenty-two classified job descriptions in the Classified Management Group have been reviewed and updated, including one senior management job classification: Assistant Superintendent, Business and Fiscal Services.

The following seven job classification have suggested title changes:

- FROM Chief Information Officer TO Chief Technology Information Officer
- FROM District Enrollment Center Manager TO Manager, District Enrollment Center
- FROM Executive to the Superintendent TO executive Assistant to the Superintendent and Board of Trustees
- FROM Grounds Manager TO Grounds Services Manager
- FROM Maintenance Manager TO Maintenance Service Manager
- FROM Risk Manager TO Risk and Benefits Manager
- FROM Senior Manager, Maintenance and Operations TO Senior Manager, Maintenance and Operations Services

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve these twenty-two newly revised job classifications in the Classified Management Group with seven title change, while maintain the current classified management Salary Schedule.

### **ADDITIONAL MATERIALS:**

**Attached:** [Director of Classified Human Resources.pdf](#)  
[Director of Facilities.pdf](#)  
[Director of Network Operations.pdf](#)  
[Director of Purchasing.pdf](#)  
[Director of Transportation.pdf](#)  
[Executive Assistant to the Superintendent and Board of Trustees.pdf](#)  
[Grounds Services Manager.pdf](#)  
[Human Resources Manager.pdf](#)  
[Maintenance Services Manager.pdf](#)  
[Manager, District Enrollment Center.pdf](#)  
[MEP Maintenance and Energy Program Manager.pdf](#)  
[Risk and Benefits Manager.pdf](#)

Senior Human Resources Analyst.pdf  
Senior Manager, Maintenance and Operation Services.pdf  
Warehouse Manager.pdf  
Web Content Analyst.pdf  
Accounting Manager-Internal Auditor.pdf  
Assistant Director of Child Nutrition Services.pdf  
Assistant Superintendent, Business and Fiscal Services.pdf  
Chief Technology Information Officer.pdf  
Custodial Services Manager.pdf  
Director of Child Nutrition Services.pdf

## **Director of Classified Human Resources**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Director of Classified Human Resources is done for the purpose/s of planning, organizing, directing human resource programs and services for classified personnel including employee recruitment and selection, employee assignment, classification, compensation, performance appraisal, retention, staff development, and appeals; administering the Merit System as prescribed in the California Education Code and the Personnel Commission Rules and Regulations; serving as the Secretary to the Personnel Commission; serving as expert professional resource to other administrators, employees, applicants, employee union, the Superintendent, and the Personnel Commission; and directing program operations and activities of Commission employees and complying with established requirements.

This position is paid 100% by, and reports to the Personnel Commission, and works closely with the Assistant Superintendent of HR on non-commission classified duties and functions. The Personnel Commission evaluates the Director of Classified Personnel with input from the School Board, Superintendent and the classified union.

This job reports to Personnel Commission.

### **Essential Functions**

- Directs Personnel Commission office operations, and implements a strategic plan and programs for the purpose of providing services to classified staff within established timeframes and in compliance with merit principals and district goals.
- Oversees and monitors all aspects of classified employment processes (e.g. maintenance of examination records, personnel files, examinations/test validation, recruitment, selection, eligibility list, new employee orientation, etc.) for the purpose of providing guidance and direction, ensuring compliance with all Merit System and Equal Employment Opportunity rules and regulations and generating fair and acceptable means of assessing candidate's abilities to perform in classified functions.
- Serves as Secretary to the Personnel Commission and the resource person on Merit System; and provides advice, orientation and ongoing training to the Personnel Commission, District Administration, classified union leadership and the employees for the purpose of ensuring compliance with the Merit System regulations.
- Develops and prepares the independent annual budget for the Personnel Commission and related classified human resources for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, fiscal practices are followed, and being approved by the County Office of Education and for inclusion in the District's overall budget.
- Provides leadership and guidance while working with staff to develop and retain highly competent, customer service-oriented classified work-force through selection, classification, compensation, training, day-to-day management practices, and activities that promote a positive employee relations environment for the purpose of supporting the District and Personnel Commission objectives and service expectations.
- Acts as advocate for the classified employees covered exclusively by Merit System; audits and monitors Districtwide compliance with the applicable court decisions, Personnel Commissions Rules and Regulations, applicable Education Codes, and union contract for the purpose of ensuring compliance is applicable toward the merit system on the Education Codes.

- Plans and participates in classified recruitment and selection processes in accordance with Ed Code merit system and other regulatory requirements (e.g. job analysis, exam development, in house and external advertising, job fairs, screening of applicants, testing, interview panels and job offer, etc.) for the purpose of following merit system and maintaining a highly qualified staff.
- Administers a wide variety of personnel policies and employment agreements (e.g. Personnel Commission Rules and Regulations, orientation, labor and employment contracts, compensation schedule, etc.) for the purpose of conforming to district and PC policies, relevant laws, contracts and agreements.
- Provides consultation and technical expertise, responds to concerns from administrators, supervisors, union leaders, staff, applicants and others regarding merit rules and regulations and operations, practices and procedures (e.g. classified merit examinations and hiring, rule of three, salary steps, evaluation procedures and disciplinary actions, etc.) for the purpose of providing services within established rules and regulation.
- Certifies the payroll for classified employees and verifies employment for the purpose of ensuring compliance with the Merit System provisions.
- Develops and maintains Personnel Commission policies, procedures, rules, regulations and programs for the purpose of ensuring efficient department operations, continuous improvement of employment processes and procedures, compliance with Federal, State, and district rules, and Merit System regulations and guidelines.
- Oversees and reviews classification, reclassification and compensation requirements (e.g. classification studies, job audits, salary surveys, etc.) for the purpose of maintaining an attractive and sound compensation and fair classification system for the classified services.
- Performs personnel administrative functions (e.g. recruitment, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and complying with the rules and regulations of the Education Code and Merit System.
- Coordinates the maintenance of seniority list and the implementation of layoff for the purpose of ensuring the layoff process is in accordance with the negotiated contracts, commission rules and legal requirements.
- Provides resourceful information and serves as technical expert as needed during contract negotiation to all parties on the contract language as agreed to by the classified unions and district for the purpose of ensuring the intent and interpretation of the merit system laws and commission rules and regulations are followed.
- Prepares a wide variety of written materials and reports (e.g. annual reports, classification analysis, examination job analysis, memos, rules and regulations, training manual, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information in accordance to merit system rules and regulations.
- Facilitates and participates in meetings, workshops, seminars, conferences related to HR and merit system for the purpose of maintaining current knowledge, gathering best practices, identifying issues, developing recommendations, supporting other staff, and serving as a Personnel Commission representative.
- Researches technical and legal information required to manage classified work-force in the district (e.g. best practices in merit districts, relevant policies, current practices, federal and state statutes, industry and workplace trends, staffing requirements, training ideas, etc.) for the purpose of developing efficient programs/services, and ensuring program compliance with established requirements.

#### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Personnel Commission and office of classified human resources.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the

functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Merit System rules and regulations; personnel processes; and pertinent codes, policies, regulations and/or laws; union contracts and contract administration; concepts and methods in recruitment, selection, test design, classification and compensation; planning, organization and direction of the classified personnel program; and principles of administration, supervision, and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: effectively communicating with diverse groups; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; interpreting and applying the provisions of law and rules; analyzing data and arriving at sound conclusions and recommendations; meeting deadlines and schedules; maintaining poise and positivity when dealing with conflict; and training and evaluating employees.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Graduation from a four-year college or university with a degree in industrial or organizational psychology, human resources management, public administration, psychology, or a closely related field; and five (5) years of increasingly responsible human resources management experience, including at least two (2) years of which were in a supervisory/lead capacity. A graduate degree in a related field of study may be substituted for two (2) years of the required experience.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

Completion of CSPCA Merit Academy within one year of appointment  
Mandated Reporter Training

### **Clearances**

Criminal Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

4/27/2023

### **Salary Grade**

CLASS Mgmt - N

### **Revised Date**



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## Director of Facilities

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Director of Facilities is done for the purpose/s of directing maintenance, custodial, and grounds services; managing the district's construction program; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Assistant Superintendent, Business and Fiscal Services or Designee.

### **Essential Functions**

- Directs Facilities' supervisory personnel in planning and managing the maintenance and operations programs of the District for the purpose of providing services within established timeframes and in compliance with related requirements.
- Confers with maintenance, custodial, and grounds keeping personnel regarding methods and procedures of work operational issues, and supply and equipment requirements for the purpose of ensuring the proper and efficient maintenance and repair of District buildings, facilities, and grounds.
- Oversees department operations; the maintenance of services, and the implementation of new programs and/or processes (e.g. approves work requisitions, remodeling, modernization, cost and labor estimates, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, etc.) for the purpose of conforming to established guidelines.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies (e.g. develop cost estimates, facilities planning and site acquisition, etc.) for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and approving inspection reports and payment requests.
- Collaborates with internal and external personnel (e.g. school administrators, building inspectors, public agencies, contractors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Develops new procedures as needed and assures that established procedures are carried out efficiently (e.g. reviews and recommends policy, personnel, procedure changes, etc.) for the purpose of increasing productivity and ensuring organizational objectives are achieved in the most efficient and timely manner.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Monitors budget requests, budget allocations, expenditures, fund balances and related financial activities and prepares operational budget for department for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Prepares a wide variety of written materials and oral reports (e.g. conferring with state, county and local officials, bids; field tests new supplies, tools, and equipment, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts, and maintaining district wide services.

- Facilitates and participates in meetings, seminars, and workshops for the purpose of identifying issues, conveying and/or gathering information, gaining feedback, developing recommendations, supporting other staff, and serving as a District representative.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; observing and implementing proper safety practices; preparing and maintaining accurate records and reports; budgeting and financial management; and monitoring facilities projects.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; OSHA and CALOSHA regulations; personnel processes; standard business practices; operations, services, and activities of a comprehensive school district facilities program; basic concepts and principles of architecture, planning, and engineering; standard construction methods, terminology, materials, equipment, and practices; budget preparation and administration; management skills; program development and administration; surveying, right-of-way and easement requirements; standard drafting practices; and principles of supervision, training, and performance evaluation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; communicate clearly and concisely, both orally and in writing; work independently with limited supervision; and facilitating communication between persons with frequently divergent positions.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Graduation from an accredited four-year college or university with a major in Planning, Public Administration, Engineering, Architecture, Business Administration, or a related discipline. Five (5) years of experience in the construction, maintenance, operations, and repair of large buildings, including at least two (2) years of supervisory experience. Up to two

(2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

3/9/2023

**Salary Grade**

CLASS Mgmt - M

**Revised Date**

Working together to achieve the Oxnard School District vision for student success

## **Director of Network Operations**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Director of Network Operations is done for the purpose/s of directing, designing, and administering systems, networks and subsystems including all servers and networking hardware; managing and automating recurring tasks, resolving server and network operational issues; overseeing the maintenance of server and network hardware, software, and services; providing operational support to District end-users; training and supervising the performance of assigned technical personnel; consulting with staff and customers on information technology issues; supporting the use of information technology by District departments and customers; and evaluating new technology and screening purchases for system compatibility.

This job reports to Chief Technology Information Office or Designee.

### **Essential Functions**

- Directs department operations; the maintenance of services; and the implementation of new programs and/or processes (e.g. infrastructure systems, District Wide Area Network (WAN), Local Area Networks (LAN); Servers, Database Operations, SQL, internet, intranet, security, wireless network, mobile device management, related services and systems, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Provides leadership and technical support for the purpose of designing, developing, and maintaining an efficient, unified, and fully integrated technology system.
- Assists in the design and implementation of short and long term strategic plans of District technology for the purpose of ensuring infrastructure capacity meets existing and future requirements.
- Serves as liaison to software/hardware providers and as CTO in his/her absence for the purpose of conveying and/or receiving information and coordinating district activities.
- Manages the development of the district wide area and local area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, district administrators, and Board members.
- Makes budget recommendations as related to new technology purchasing and projects for the purpose of supporting department functions.
- Responds to issues involving staff and conflicts in policies and regulations; community concerns; and parental requests that may result in some negative impact and/or liability for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones, and security systems (e.g. repairing or replacing parts, testing for correct operations, etc.) for the purpose of resolving operation issues and restoring services.
- Develops liaisons with business sources and school support groups for the purpose of subsidizing the acquisition of new technology by soliciting and obtaining funding, hardware, software, expertise, and/or community support.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.

- Researches topics related to current and emerging technology (e.g. relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information, and/or responding to requests.
- Assists with and participates in the ongoing assessment, modification, and standardization of the District's enterprise network infrastructure and associated configuration management practices for the purpose of creating short and long range plans for programming support to the district.
- Communicates with administrators, District staff, and outside agencies (e.g. exchanging information, coordinating activities, resolving issues, etc.) for the purpose of implementing and/or maintaining services and programs.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of reference, presentation, policy, and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references; and/or meeting compliance requirements.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, enter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

#### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of district information technology services.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and emerging programming languages; LAN/WAN network management systems, networking technologies and network server systems; network management industry best practices; firewall system design and implementation; System Design Life Cycle management, pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: implementing network security practices and procedures; learning new skills and adapting to changes in technology; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate

records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, 34% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Bachelor's degree with major coursework in Computer Information Systems/Computer Science, management information systems or a closely related field. Five (5) years of increasingly responsible experience in the support of LAN/WAN infrastructure, including three (3) years of experience involving independent analysis and evaluation of information technology network operations, preferably in a public agency; at least two (2) years of which were in a lead, supervisory or management capacity. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

Preferred Qualifications: A Cisco Certified Network Professional, or MCSE certification is the equivalent knowledge and competency expected of this classification. Three years operational experience with G Suite Admin, Windows Server, Microsoft System Center, Active Directory, Junos, and mobile device management. Current certifications include Microsoft and VMWare.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - K

**Revised Date**

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## **Director of Purchasing**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Director of Purchasing is done for the purpose/s of directing purchasing and warehousing programs and services, including graphic services and records retention; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Assistant Superintendent, Business and Fiscal Services or Designee.

### **Essential Functions**

- Directs purchasing department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. Purchasing, Warehouse, Graphic Services and Archives (records retention), etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Coordinates activities and functions (e.g. pre-bid conferences, vendor presentations, informational meetings with varied staff, etc.) for the purpose of ensuring best practices in procurement.
- Monitors purchase orders, contracts, bids and budgetary expenditures; expedites delivery for the purpose of ensuring accurate allocation of funds and complying with regulatory requirements and established guidelines.
- Evaluates bids and negotiates with vendors for the purpose of meeting state, district, and department purchasing requirements.
- Authorizes purchase orders, contracts, bids for the purpose of ensuring vendor compliance with regulatory requirements and established guidelines.
- Assists external auditors in providing requested information (e.g. purchasing procedures, contracts, purchase orders, requisitions, etc.) for the purpose of providing information and general support.
- Evaluates requisitions, change orders, bids, etc. used in the acquisition of supplies, equipment and/or services for the purpose of ensuring compliance with bid and/or order documentation ensuring proper use of district funds.
- Initiates bidding process (e.g. prepare specifications, pre-qualify bidders, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Performs personnel functions (e.g. interviewing, evaluating District's purchasing staff and District's warehouse manager, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Contacts vendors for the purpose of verifying information and/or responding to inquiries.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.



- Compiles data from a wide variety of sources (e.g. request for proposals, bids, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components.
- Manages a wide variety of program components (e.g. computerized purchasing and fixed asset inventory systems, computerized inventory of warehouse stock, schedule and supervise physical inventories, etc.) for the purpose of ensuring district compliance with established guidelines.
- Prepares a variety of written materials (e.g. purchase orders, requisitions, change notice, bids, board reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains documents, files and records (e.g. Requests for Proposal, purchase orders, vendor files, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Processes documents and materials (e.g. orders, receipts, deliveries, mail (US Postal Service, UPS Service and Federal Express), invoices, warehouse orders, vendor files, etc.) for the purpose of acquiring resources to support district operation in compliance with established guidelines.
- Participates in meetings, conferences, workshops, etc. (e.g. state procurement regulations, school procurement laws, education classes, etc.) for the purpose of understanding the changes for updating and implementing district procurement procedures.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the purchasing department and business services.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; preparing clear specifications in with established procedure and format; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: governmental and district purchasing, warehousing and record retention principles and practices; accounting/bookkeeping principles; products and materials used in a school setting; pertinent codes, policies, regulations and/or laws; warehouse techniques and strategies; pertinent Federal, State, and local laws, code and regulations; value analysis; construction contracts; principles and practices of budget preparation and administration; pre-qualification and bid processing; principles of supervision, training and performance evaluation of employees; bidding principles, practices, and procedures; and quantity buying techniques.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: testing and evaluating supplies and equipment; supervising, training and evaluating staff; communicating with diverse groups; adhering to State and Federal purchasing guidelines; maintaining confidentiality; preparing and presenting oral and written reports; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, 33% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Graduation from an accredited college or university with a major in business management, public administration, or a related discipline. Five (5) years of experience in business or government purchasing, with at least two years of working as a lead or supervisor. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - J

**Revised Date**

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## **Director of Transportation**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Director of Transportation is done for the purpose/s of directing transportation programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Assistant Superintendent, Business and Fiscal Services or Designee.

### **Essential Functions**

- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. dispatching, operation, inspection, maintenance, repair, and storage of school buses and other vehicles, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Oversees the performance of contract bus drivers and ensures contractor billing is correct and justified each month for the purpose of ensuring accurate information is provided for work performed and drivers' performance meet district expectations.
- Schedules regular inspections of all buses for the purpose of ensuring compliance with required bus driver reviews of their bus.
- Directs the development and adjustment of school bus routes and schedules (e.g. school calendars, address changes, new students, school and student needs, etc.) for the purpose of ensuring that routes can be completed in a safe and efficient manner.
- Develops and administers the department's annual budget for the purpose of providing required guidance and support.
- Coordinates student transportation activities with school officials, department heads, contracted bus service, and other interested groups or individuals (e.g. recommends changes in transportation rules, regulations, and procedures, services as District liaison officer for contracted bus services, etc.) for the purpose of ensuring that district transportation needs are met.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Conducts accident investigations (e.g. reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements and insurance carrier procedures.
- Facilitates planning with each school site to meet transportation needs for each fiscal/school year (e.g. meets and confers with school administrators, contractors, public carrier officials, state and local law enforcement, parents, etc.) for the purpose of implementing and/or maintaining services and programs.
- Provides job related training opportunities for drivers, bus aides, mechanics and/or crossing guards for the purpose of ensuring their job success and compliance with legal mandates.
- Responds to a variety of inquiries and communicates with parents for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue; and/or enforcing/resolving transportation issues.

- Performs personnel administrative functions (e.g. recruiting, interviewing, recommending, training, supervising District employees and employees of contracting bus companies, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Assesses incidents, complaints and/or accidents for the purpose of reaching and/or recommending a resolution.
- Serves as a liaison between the public, school district, transportation contractor, and the Highway Patrol for the purpose of enhancing communications between all parties and solving issues.
- Compiles data from a wide variety of sources (e.g. investigating complaints, transportation budget/expenditures, payroll, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Researches a variety of topics (e.g. new bus routes, bus schedules, new equipment/materials, bus policies, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Prepares a wide variety of materials related to transportation (e.g. maps, transportation budget input, route report, state reporting, etc.) for the purpose of documenting activities and issues; meeting compliance requirements; providing audit references; presenting reports to the board; and/or providing supporting materials for requested actions.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

#### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the transportation department.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; safe working practices and procedures; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: state and federal guidelines related to school transportation; personnel processes; pertinent codes, policies, regulations and/or laws; education code; public relations principles; storm water runoff regulations and underground storage tank regulations; and budget management and accounting.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with parents, school personnel and staff; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; making quick and accurate decisions; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: Graduation from high school or equivalency plus two years of college level coursework in business administration, public administration, or transportation. Five (5) years of experience in transportation services including experience in the development and coordination of bus routes and schedules. At least two (2) years of the experience must have been in a supervisory or lead capacity.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - F

**Revised Date**

Working together to achieve the Oxnard School District vision for student success

## **Executive Assistant to the Superintendent and Board of Trustees**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Executive Assistant to the Superintendent and Board of Trustees is done for the purpose/s of performing a variety of highly complex and responsible duties to relieve the Superintendent of administrative detail; serving as administrative aide and confidential secretary for the Superintendent and the Board of Trustees; coordinating the activities of the employees in the Superintendent's office; coordinating the flow of communications on behalf of the Superintendent; and performing a variety of other duties relative to assigned areas of responsibility.

The incumbent in this classification serves as direct support to the Superintendent and Board of Trustees coordinating activities and ensuring timely and appropriate communication among all parties in order to ensure proper oversight for District programs which directly support student learning and achievement.

This job reports to Superintendent or designee.

### **Essential Functions**

- Coordinates, prioritizes, and supervises the activities of the staff in the Superintendent's Office; oversees the maintenance of confidential files; schedules, assigns, reviews, and evaluates work; oversees timely, proper, and accurate completion of duties of subordinate staff; establishes and implements office procedures; sets priorities and timelines for staff; approves staff time-off for the purpose of maintaining adequate staffing, ensuring necessary department outcomes are achieved, and enhancing personnel productivity.
- Plans, organizes, arranges, and coordinates appointments and meetings at sites in the district office or other locations as required for the purpose of supporting activities from the superintendent's office.
- Maintains assigned budget records and files; monitors budgets and reviews expenditures; assists in gathering and compiling data required by Superintendent for budget development for the purpose of ensuring financial resource for the department and providing up-to-date information and/or historical reference.
- Manages the Board of Trustees agenda preparation in accordance with the Brown Act; informs departments of established timelines for agenda item submissions; obtains, compiles, and coordinates information for Board agendas; creates and generates Board agendas; and ensures appropriate posting of agendas and related materials for the purpose of supporting the Board of Trustees and complying with established requirements and timeline.
- Serves as liaison between sites, departments, and staff members; coordinates requests for repair and services for the District office for the purpose of enhancing communications between all parties and solving issues.
- Communicates with District staff, legislators, city and county offices, parents, community groups, and other school districts for the purpose of obtaining and providing information, resolving problems, and conducting routine business.
- Reviews and accesses confidential information that contributes significantly to the development of management positions with respect to employer-employee relations; assists in the preparation of materials that develop or present management positions with respect to employer-employee relations [Government Code 3513 (f)] for the purpose of ensuring compliance with regulatory requirements and securing information for planning.

- Serves as the District liaison for biennial elections for school board; furnishes prospective candidates with district information and election material; interacts and coordinates filings with County Elections; arranges candidate orientations for the purpose of providing support and ensuring compliance with established guidelines.
- Completes forms, legal documents, and records within the scope of work for the purpose of ensuring accuracy, completeness and conformance to applicable policies, procedures, rules, and regulations.
- Utilizes legal case law database systems as needed for the purpose of obtaining information on legal precedents pertinent to administrative decisions and considerations.
- Ensures facilities are properly setup for scheduled public meetings; attends Board meetings and serves as the recording secretary; takes and transcribe minutes; ensures appropriate dissemination of minutes including safekeeping of official copy of minutes for historical purposes; ensures minutes and related public documents are available for review upon request for the purpose of making necessary arrangements; communicating information in compliance with established guidelines; and completing activities and/or delivering services in a timely fashion.
- Collaborates with Information Technology Services to edit and publish information on the District's website for the purpose of maintaining an updated District website and addressing needs.
- Researches and compiles quantitative and qualitative data for presentation and analysis that may require the use of multiple sources of information, extraction and formatting of data from the district's student information system using queries, or other publicly available databases; develops documents for surveys and collaboration using different technology platforms such as Google docs, Survey Monkey, interactive PDF forms; and may develop complex presentation materials using presentation software from drafts or oral instructions for the purpose of securing information for planning and/or responding to requests.
- Serves as administrative aide and confidential secretary to the Superintendent; receives and appropriately responds to telephone calls, e-mail correspondence, and in-person visitors with wide ranging inquiries and complaints; composes correspondence, reports, and commendations independently or from rough drafts or oral instructions and prepares for Superintendent's signature as needed; reviews, sorts, and routes incoming mail; oversees and monitors travel arrangements including conference registration and reimbursements; responds to routine matters not requiring the Superintendent's attention for the purpose of supporting Superintendent's office functions.
- Represents the Superintendent in meetings as needed for the purpose of conveying and/or gathering information and addressing matters that require immediate attention.
- Establishes methodical systems of office organization, including electronic filing and document storage, ensuring document security, especially as it pertains to confidential student and personnel files; researches and adheres to legal mandates pertaining to document storage for the purpose of ensuring optimum organization and complying with all related requirements.
- Prepares and disseminates annual letters to staff and parents, as required by law for the purpose of communicating information in compliance with established guidelines, assuring appropriate and timely distribution.
- Assists in the coordination of special projects, District-wide events, press conferences, and media availability; prepares related information packets as needed for the purpose of supporting activities and providing appropriate information.
- Assists in maintaining official Board policies and monitoring new laws and legal requirements affecting the District for incorporation into policy, including reviewing CSBA updates on a quarterly basis, drafting, revising and editing policies as assigned; ensures appropriate review by administrators who have jurisdiction over policy areas; processes changes for first reading and adoption by the Board for the purpose of complying with established regulations and laws.

#### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of superintendent's office.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating a variety of standard office machines and equipment; accurately typing/keyboarding or performing data entry at a speed to complete assigned tasks; reading, understanding, interpreting, and following rules, regulations, policies, and procedures; organizing materials and preparing clear and comprehensive reports; composing correspondence, memoranda, commendations, and other materials independently or from oral instructions; proofing and editing documents; establishing and maintaining effective record-keeping and filing systems; supervising, training, directing, motivating, and evaluating staff; communicating effectively, both orally and in writing; understanding and following oral and written directions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent Federal, State, and local laws, codes, and regulations; functions and clerical operations of an administrative office; correct English usage, vocabulary, spelling, grammar and punctuation; District organization, operations, and objectives; District programs, terminology, policies, practices, and procedures; principles and practices of supervision, training, and performance evaluation; preparation of various reports for presentation to Board of Trustees and others; relevant computer operations and software; techniques of proper telephone etiquette; good public relations techniques; modern office practices, procedures, and equipment; principles and procedures of record keeping; principles of business letter and commendation writing and report preparation; and basic statistical and fiscal record-keeping techniques and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: exercising good and sound judgment; resolving public relations matters effectively; establish and maintain effective working relationships; using tact, patience, and courtesy; planning and organizing work; meeting schedules and timelines in an environment with constantly changing priorities an multiple interruptions; working effectively within established time schedules and with minimal direction; providing information and assistance to parents, the general public, and other staff members in a positive, pleasant, professional, helpful, courteous, and timely manner; analyzing situations accurately and adopting an effective course of action; and maintaining confidentiality of privileged information obtained in the course of work.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: Associate degree from an accredited college or university with major course work in business administration, public administration, communications, or a related field. Two (2) additional years of experience beyond that required may be substituted for the required college course work. Experience can be met in one of two ways: (1) Five years of executive-level secretarial/administrative experience with responsibility for providing direct support to an executive-level administrator. Experience in an educational environment is strongly preferred; or (2) Three years of experience in the Oxnard School District in an Administrative Assistant, School Office Manager, or other equal or higher-level clerical/secretarial position.



**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - E

Working together to achieve the Oxnard School District vision for student success

## **Grounds Services Manager**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Grounds Services Manager is done for the purpose/s of managing grounds maintenance and repair services; planning and organizing the groundskeeping and functions of the District; providing technical expertise and assistance in the proper upkeep of District grounds in landscaping, irrigation, pest removal, and basic construction; ensuring compliance with safety practices and procedures; overseeing the assigned personnel; ensuring that assignments are completed in a safe, proper, and timely manner; and performing a variety of other duties relative to assigned area of responsibility in order to support the Facilities Department.

This job reports to Senior Manager, Maintenance and Operation Services or Designee.

### **Essential Functions**

- Oversees all aspects of grounds care (e.g. coordinating work assignments, pesticide/herbicide applications, inspecting and/or evaluating projects, etc.) for the purpose of ensuring that projects are completed in a safe and efficient manner in compliance with regulatory requirements.
- Manages the grounds staff in the preparation of grounds and athletic fields (e.g. fertilizes soil, plants flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Oversees facility maintenance activities and grounds personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Manages grounds staff performing the duties assigned to maintenance staff and in installing small sections and areas of concrete (e.g. pads, sidewalks, driveways, etc.) for the purpose of maintaining campus grounds safe and attractive and in accordance with established standards.
- Inspects finished work for the purpose of ensuring quality standards are met.
- Monitors landscaped areas, playgrounds, sprinkler systems, and grounds (e.g. fields, parking areas, courtyards, etc.) for the purpose of identifying repairs and/or replacement needs and providing an attractive environment.
- Coordinates with custodial, grounds, site administrators, and athletic coaches for the purpose of adjusting irrigation schedules, preparing athletic fields, and ensuring a safe environment for participants.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Procures pesticides, equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Researches trends, products, equipment, supplies for the purpose of recommending procedures and/or purchases.
- Responds to immediate facility safety, repair, and/or operational concerns and emergencies during and after work hours for the purpose of taking all necessary appropriate action or notifying appropriate personnel for resolution.

- Maintains and estimates proper inventory, materials, equipment, and/or staff resources for the purpose of ensuring sufficient quantity and quality in order to timely completion of projects.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Organizes and participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of shrub, tree, and lawn planting and care; herbicides, pesticides, and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; health and safety regulations; supervision practices; and methods of organizing, scheduling, and prioritizing work loads.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, 34% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High School Diploma or Equivalent supplemented with Community College Courses.

**Equivalency:** Any combination equivalent: Graduation from high school or equivalency. Five (5) years of grounds maintenance experience in grounds landscaping and maintenance, irrigation systems, and landscape construction and installation. Two (2) of the years must be in a supervisory or lead capacity. Specialized training in industrial and landscape maintenance, irrigation systems,

horticulture, or a closely related field is desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training  
Mandated Training on Software Application, Conflict  
Resolution and Related Skills

**Certificates and Licenses**

Qualified Applicator License - issued by the  
Department of Pesticide Regulation  
Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - B

Working together to achieve the Oxnard School District vision for student success

## **Human Resources Manager**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Human Resources Manager is done for the purpose/s of leading the delivery of human resource services and activities; providing information regarding policies and regulations to human resources staff and district employees; addressing a variety of issues and providing guidance and specialized support; providing a strategic and centralized focus to managing the District's leave management program; coordinating recruitment including oversight of staffing and position control; overseeing maintenance of records, files, and data bases of personnel actions; ensuring conformity of personnel actions to all applicable regulatory requirements; supervising and evaluating personnel performance; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Director of Certificated Human Resources or Designee.

### **Essential Functions**

- Oversees District compliances (e.g. ADA and FEHA, etc.) for the purpose of ensuring historical documentation of necessary compliance.
- Oversees leave management program for the purpose of developing and monitoring the District's disability management program and transitional early return to work program; ensuring interactive process, reasonable accommodations, policies, and procedures; and assessing efficiency and effectiveness.
- Manages the District Employee Leaves Management System for the purpose of tracking employee leaves under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), Parental Leave and Pregnancy Disability Act (PDA) and compliance with federal and state mandates.
- Oversees all Human Resources processes (e.g. policies, staffing requirements, labor negotiations, laws and codes, legislative actions, etc.) for the purpose of ensuring competent and compliant Human Resources management.
- Coordinates with Payroll Department on leaves (e.g. staffing, VCOE software; position changes, salary schedules, classified and certificated time cards, health insurance changes for employees, retirement, vacations, mileage, extra pay, job codes, etc.) for the purpose of ensuring accuracy and tracking leaves.
- Directs the processing of employee complaints and grievances for the purpose of resolving items in accordance with district policies and procedures.
- Supervises personnel record keeping procedures (e.g. recruiting, hiring, placing and promoting personnel, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Provides consultation (e.g. personnel, administrators, applicants, etc.) for the purpose of providing technical information and guidance concerning standards, regulations, and policies.
- Provides assistance for Professional Development (e.g. organizing, planning, implementing, etc.) for the purpose of maintaining professional staffing; enhancing productivity of personnel; and achieving department objectives within budget.
- Collaborates with other personnel in assessing staff development needs for the purpose of providing professional growth activities.
- Coordinates employee selection from the recruitment through the hiring process for the purpose of filling personnel needs.

- Implements a wide variety of personnel policies and programs (e.g. orientation, contracts, compensation schedule, evaluation processes, etc.) for the purpose of conforming to relevant laws, contracts, and agreements.
- Assists in development of policies, procedures, and programs for the purpose of providing direction and compliance with state and federal law; meeting the district's goals and objectives.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Human Resources.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing budgets; analyzing data; auditing financial reports; classifying data and/or information; comparing results; conducting interviews; conducting meetings; interpreting regulations and policies; communicating in a clear concise manner; supervising and evaluating personnel; and composing clear and comprehensive communications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: State Education Code and other federal, state, and local laws, rules, and regulations; California Workers' Compensation processes; management of HR operations; recruitment processes; human resources principles and practices; labor relations and bargaining; District personnel goals and objectives; assessment instruments and techniques; knowledge of community resources; and practices of personnel administration.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; establishing and maintaining strong and effective working relationships; establishing credibility with personnel; effectively handling sensitive personnel issues and processes; exercising sound judgement; and analyzing situations accurately and adopting effective courses of action.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: A Bachelor's degree or equivalent from an accredited college or university with a major in human resources, public administration, business administration, or other closely related field. Five (5) years of increasingly responsible human resources management experience. Experience with employee leave management is highly preferred. At least One (1) year of the experience must have been in a supervisory capacity. Up to two (2) years of directly related experience in addition to the minimally required experience may be

substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - G

Working together to achieve the Oxnard School District vision for student success

## **Maintenance Services Manager**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Maintenance Services Manager is done for the purpose/s of managing and organizing maintenance and repair services and activities of District buildings, facilities, and equipment; performing skilled work in the maintenance trades as needed to ensure District facilities and equipment are fully operational; utilizing the Computerized Maintenance Management System (CMMS); overseeing assigned personnel and scheduling work assignments within established timeframes and standards; and performing a variety of other duties relative to assigned area of responsibility to support Facilities Department.

This job reports to Senior Manager, Maintenance and Operation Services or Designee.

### **Essential Functions**

- Supervises department functions including hiring/termination recommendations, planning / scheduling/coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.
- Oversees work and workplace safety standards for the purpose of ensuring compliance of current regulatory requirements and district policies.
- Responds to immediate safety and/or operational concerns and emergency situations, during and after work hours, for the purpose of ensuring the district facilities are safe and operational.
- Communicates with Facilities and District administrators, maintenance and operations staff, site personnel, and outside vendors, contractors and organizations regarding work orders, scheduling repairs, and projects and/or maintenance needs for the purpose of coordinating activities, resolving issues and conflicts, and exchanging information.
- Interacts with a variety of personnel, inside and outside the district, relating to safety of facilities (e.g. Fire Marshal, insurance carrier, safety inspectors, and Risk Manager, etc.) for the purpose of ensuring that all safety items related to facilities are corrected and in compliance.
- Approves purchases, and maintains sufficient maintenance inventory of supplies and materials through estimating labor and material costs for replacement, repair, alterations, and improvements to building, building systems, and equipment for the purpose of ensuring the established guidelines are followed.
- Participates in inspection of new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently; specifications are within established guidelines; and approving inspection reports and payment requests.
- Recommends maintenance and facility related policies, project procedures, and/or actions for the purpose of providing direction for meeting the department and district goals and objectives.
- Prepares a variety of written materials (e.g. maintenance reports, logs, inventory, work orders, procedures, manuals, power points, etc.) for the purpose of documenting activities; providing written reference; and/or conveying information.
- Implements and evaluates programs and/or projects for the purpose of carrying out and achieving department and district objectives; and delivering services in compliance with established guidelines.
- Conducts research and participates in learning best practices (especially pertaining to department/site) for the purpose of ensuring a high-functioning department with high-quality workforce.



- Monitors fund balances of assigned maintenance programs for the purpose of ensuring that allocations are accurate; expenses are within budget limits; and/or fiscal practices are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance and Operation/.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; operating a variety of maintenance equipment; planning and managing projects and programs; overseeing program financial activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; operation of security alarms systems; principles and practices of general building inspection; occupational hazards and standard safety practice; principles of budget preparation and control; principles and practices of supervision, training, and performance evaluation; methods, materials, equipment, and tools used in repair and maintenance of buildings and equipment; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; speaking to groups; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: A community college degree or equivalent, with specialized training in one or more of the skilled trades and/or apprenticeship. Five (5) years of experience performing skilled work in general building maintenance and repair. At least two (2) of the years must have been in a supervisory or lead capacity. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict  
Resolution and Related Skills

**Certificates and Licenses**

EPA 608 Universal Type I, II, III Certificate  
Valid Driver’s License & Evidence of Insurability

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - B

Working together to achieve the Oxnard School District vision for student success

## **Manager, District Enrollment Center**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Manager, District Enrollment Center is done for the purpose/s of planning, organizing, directing, and administering the on-going operations of the District Enrollment Center; training, directing, supervising, and evaluating assigned staff; directing the analysis and reporting functions of all enrollment processes; developing efficient enrollment systems; coordinating enrollment programs; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Director of Pupil Services or designee.

### **Essential Functions**

- Directs on going operations of District Enrollment Center (e.g. planning, organizing, administering enrollment processes, etc.) for the purpose of ensuring accurate District student enrollment, complying with all applicable local, state, and federal laws.
- Supervises District Enrollment Center Secretaries, Language Assessment Technicians and English Learner Technicians for the purpose of providing program placement services during enrollment process.
- Establishes enrollment objectives, (e.g. goals, budgets, policies, practices, and actions, etc.) for the purpose of ensuring successful student promotion results consistent with the District's over-all mission, goals, and objectives.
- Oversees transfers, accepts, reviews, and processes inter-district transfers, care giver affidavits, and same address affidavits for the purpose of supporting the Director of Pupil Services with all transfer processes.
- Performs personnel functions on employees assigned to District Enrollment Center (e.g. interviewing, evaluating, training, evaluating, counseling, motivating, etc.) for the purpose of acting as resource, providing feedback, maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Interprets a variety of enrollment processes for the purpose of clarifying enrollment processes and procedures and explaining District, county, and state policies, procedures, and regulations.
- Conducts home visits for the purpose of efficiently supporting enrollment efforts for school sites and the District.
- Coordinates with other District departments for the purpose of providing student services including transportation, special education, language assessment; and facilitating the identification of special student populations.
- Assists in budget development for the purpose of ensuring adequate financial functioning for the District Enrollment Center.
- Monitors enrollment counts from all school sites for the purpose of assigning students to attendance in accordance with Education Code and District policies; and ensuring that classes are not over crowded.
- Develops enrollment models and systems for the purpose of supporting enrollment efforts for school sites and the District; tracking and projecting admission; and adhering to Education Code, District policies, and procedures.

- Provides support for school site attendance staff and participates in the interviewing, selection, and evaluation of District Enrollment center staff for the purpose of ensuring adequate and professional enrollment staffing.
- Supports testing process for Alternate English Language Proficiency Assessments for California (ELPAC) for the purpose of measuring a student's progress in learning English and to identify the student's level of ELP.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and gathering information required to effective student enrollment.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Pupil Services.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; resolving public relations issues; training employees; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district enrollment policies and procedures; issues relating to at-risk youth; assessment instruments and techniques; codes/laws/rules/regulations/policies; health standards; knowledge of community resources; methods of instruction and training; practices of personnel administration; budget development; education code provisions, collective bargaining agreement provisions, Personnel Commission processes.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse student enrollees; setting priorities; building collaborative relationships; assisting parents, the general public, and other staff; maintaining confidentiality; analyzing situations accurately and adopting effective course of action; communicating effectively, both orally and in writing; and working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, social work, sociology, psychology, public policies and administration, or other closely related field. Three (3) years of experience working with data management and reporting in an environment requiring constant interaction with members of the public, along with one (1) year of experience in a supervisory or lead capacity. Experience with student registration, enrollment, attendance, and/or admissions is highly desirable. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - D

Working together to achieve the Oxnard School District vision for student success

## **MEP Maintenance and Energy Program Manager**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of MEP Maintenance and Energy Program Manager is done for the purpose/s of managing all aspects of Mechanical, Electrical, and Plumbing (MEP) Maintenance, Sustainability, Conservation, and Energy Programs for the District; supervising construction, renovations, modernization, maintenance and repair services; providing leadership, supervision, direction, and technical expertise to assigned staff; scheduling work assignments within established timeframes and standards; ensuring compliance with safety practices and procedures and all applicable laws and regulations; Serving as a member of the facilities leadership team and assuming duties of SM, M&O as needed; and performs a variety of related duties to support the Facilities department.

This job reports to Director of Facilities or Designee.

### **Essential Functions**

- Develops, implements, and manages the District's energy and utility conservation programs (e.g. operating efficiency, updating programs and program guidelines, etc.) for the purpose of ensuring efficient use of utilities and maintaining compliance with legal regulations and District policies.
- Oversees and implements the District's deferred maintenance program for the purpose of delivering services in compliance with established guidelines.
- Manages all Mechanical, Electrical, and Plumbing (MEP) Maintenance, Sustainability, Conservation, and Energy Programs for all construction and modernization activities for the District (e.g. reactive, planned, routine, preventative, predictive maintenance, installations, demolition activities, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Implements assigned MEP activities and/or projects for the purpose of delivering services in compliance with established guidelines.
- Manages the design, installation, programming, troubleshooting, maintenance, and repair of the District's energy maintenance system (EMS) and building automation systems (BAS) for the purpose of providing enhanced and/or upgraded energy management services capabilities.
- Supervises work and workplace safety standards and responds to emergency situations for the purpose of addressing immediate safety concerns and ensuring compliance regulatory requirements and district preventive maintenance processes.
- Supervises department functions including hiring/termination recommendations; planning/scheduling/coordinating activities; observing procedures and/or status of work orders; training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.
- Completes grant applications for financial assistance under state and federal conservation programs, including energy related rebate program for the purpose of meeting district and state goals within established budget guidelines.
- Evaluates requisitions, change orders, bids, engineering analyses and proposals, etc. used in the acquisition of supplies, equipment, and/or services for the purpose of ensuring compliance with bid and/or order documentation and proper use of district funds.

- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently; specifications are within established guidelines; and approving inspection reports and payment requests.
- Responds to immediate mechanical, electrical and plumbing facilities safety, repair, and/or operational concerns and emergencies during and after work hours for the purpose of protecting district assets and taking all necessary appropriate action or notifying appropriate personnel for resolution.
- Communicates with administrators, personnel, and outside organizations (e.g. District liaison between architects, contractors, the City of Oxnard, other AHJ, etc.) for the purpose of coordinating activities, resolving issues, and conflicts and exchanging information.
- Presents reports to the Board of Trustees, County, City, District staff, and the public on project status and the District's sustainability and energy conservation program for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Prepares a variety of written materials (e.g. repair status, activity logs, procedures, manuals, documents required for State and Federal funding programs, Division of the State Architect (DSA), City of Oxnard, OPSC, California Energy Commission, various utility companies, Facilities Department and District reports, installation and construction specifications, construction contract documents, State and Federal conservation grants received, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based

competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects and frequent interruptions; changing work priorities; working with detailed information/data; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; supervising the use of funds monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

**Experience:** Job related experience within a specialized field is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: An Associate degree or equivalent from an accredited technical school or college with course work in any MEP trade such as HVAC, electrical, plumbing, etc. or the completion of an accredited MEP trade apprenticeship program. Five (5) years of experience working in an institutional or other large facilities maintenance in MEP operations including experience operating an EMS program and facilities utilities usage and sustainability programs.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Electrician, HVAC/R and/or Plumber journeyman card  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - L

**Revised Date**

Working together to achieve the Oxnard School District vision for student success



## **Risk and Benefits Manager**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Risk and Benefits Manager is done for the purpose/s of planning, coordinating, and supervising risk management and asbestos management services and activities; recommending policies related to area of responsibility; managing employee health and benefits program including self-funded insurance programs; planning and coordinating the District Safety program; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Assistant Superintendent, Human Resources or Designee.

### **Essential Functions**

- Oversees and monitors pandemic management system for the District and updates regulations, guidance, and information for the purpose of providing necessary information for employees and implementing required pandemic protocols.
- Organizes and plans district programs for mandated training system, worker's compensation, employee benefits and wellness, liability insurance, and risks related services for the purpose of assessing the district's insurance liability and ensuring annual compliance.
- Plans and coordinates the District safety program involving disaster preparedness, employee and student safety, public risk factors, and the Injury and Illness Prevention Program for the purpose of completing activities and/or delivering services in conformance to established guidelines.
- Trains assigned personnel and district employees for the purpose of maintaining adequate staffing; enhancing productivity of personnel; achieving risk and benefits management; and providing ongoing safety training.
- Chairs and organizes the Safety Committee, and participates in risk management related meetings, workshops, and seminars for the purpose of conveying and/or gathering information required for District Risk and Benefits Management.
- Researches and analyzes changes and proposed changes in laws, regulations, and claim trends (e.g. VCPH, CDPH, etc.) for the purpose of assessing District risk management and making recommendations for action based on review and analysis.
- Participates in the investigation of employee accidents, claims, thefts, and property losses and coordinates the preparation of materials and evidence for use in hearing, litigation, and insurance claim cases for the purpose of ensuring adequate information and materials.
- Analyzes the District's claim, loss, and accident history for the purpose of identifying methods to eliminate, minimize, or indemnify risks or possible losses.
- Coordinates the preparation and analysis of worker's compensation claims for the purpose of ensuring the timely and accurate presentation of content in the claim and of actual facts.
- Implements in-service training programs on health and safety (e.g. hazards, disaster preparedness, including the Injury and Illness Prevention Program, Safety Plan, etc.) for the purpose of reducing the incidence of accidents and meeting established guidelines.
- Negotiates adjustments of insured and uninsured losses (e.g. with insurance adjusters, third party administrators, attorneys, insurance companies, etc.) for the purpose of coordinating claim processes and ensuring compliance with established financial, legal, and administrative requirements.

- Reviews documents (e.g. accident and injury reports, doctor's reports, job function analysis, permanent disability rating, etc.) for the purpose of determining the appropriate course of action and recommendations for worker's compensation settlements.
- Oversees the application process for insurance coverage and responds to requests and inquires (e.g. employees, insurance companies, private vendors, etc.) for the purpose of providing information and direction.
- Prepares documentation (e.g. safety reports, workers compensation reports, insurance coverage for new vehicles, buildings, equipment., etc.) for the purpose of providing information needed for accurate insurance coverage.
- Acts as AHERA designated person (e.g. planning, organizing, implementing and administering the District asbestos, management plan, etc.) for the purpose of providing regular inspections, employee training, monitoring of asbestos and keeping records and meeting other requirements of Federal AHERA regulations.
- Assures that all new vehicles, buildings, or equipment are included in the District's insurance coverage for the purpose of ensuring coverage and providing information.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Risk Management and Human Resource department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing complex problems and developing effective and efficient solutions and alternatives; understanding, interpreting and communicating laws, rules, and regulations relating to risk and benefits management; collecting, investigating, and analyzing data; preparing clear and concise reports; and operating standard office equipment and related software.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes/laws/rules/regulations/policies; health standards; principles and methods of supervision and training; operational characteristics, services, and activities of a risk management and benefits program; principles, trends, methods, and procedures pertaining to risk management, risk insurance, self-funded insurance programs, and employee benefit programs; laws pertaining to work related injury or illness, school district liability, and public safety; loss control techniques; general and vehicle insurance coverage; and AHERA.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; Problem solving with data frequently requires independent interpretation of guidelines; Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing situations accurately and developing effective and efficient solutions and alternatives; providing information and assistance to parents, the general public and other staff members; adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Graduation from a recognized college or university with a Bachelor's degree, preferably in business or public administration, human resources, finance, or law. Four (4) years of technical and professional-level benefits and risk management experience including one (1) year in a lead capacity. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - G

Working together to achieve the Oxnard School District vision for student success

## **Senior Human Resources Analyst**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Senior Human Resources Analyst is done for the purpose/s of performing a variety of complex and highly responsible professional, technical, and analytical duties in support of the District's classified human resource management programs; planning, organizing, and assigning employees engaged in a variety of classified human resources activities; conducting classification and salary studies; developing and supervising the recruitment process and administration of examinations; serving as a resources to managers, employees, union representatives, and the public in explaining rules, regulations, procedures, contract provisions, etc.; and performing a variety of other job functions relative to assigned area of responsibility.

This job is distinguished from similar jobs by the following characteristics: The Senior Human Resources Analyst classification coordinates the recruitment and selection functions of the Classified Human Resources office, performs complex technical human resources work, conducts training programs, and exercises supervision over Classified Human Resources staff in the areas of job analysis, classification, compensation, recruitment, and examination construction and implementation.

This job reports to Personnel Commission, Director of Classified Human Resources or Designee.

### **Essential Functions**

- Plans, designs, and administers complex employee recruitment and selection strategies, processes and procedures; maintains and controls the secure handling of all examination files, records, and resources for the purpose of following merit Education Code provisions, state and federal requirements and sound professional principles and practices.
- Supervises assigned personnel in recruitment, selection, training, classification, staffing, and other Personnel Commission services (e.g. counseling, coordinating, interviewing, evaluating, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
- Plans and conducts classification and compensation studies (e.g. individual job audits, qualifications requirements, job specifications, market analysis, etc.) for the purpose of ensuring accuracy of classification specifications and compensation.
- Coordinates the development and implementation of employee training, in-service, and professional development program for District management and employees as needed for the purpose of addressing human resource issues for classified employees in compliance with established guidelines.
- Researches and constructs a variety of job related examinations (e.g. evaluations of training and experience, written tests, performance tests, structured interviews, and other assessment techniques, etc.) for the purpose of updating job-related and valid examinations as needed.
- Attends Personnel Commission meetings, designated workshops, professional conferences and seminars, staff and committee meetings (e.g. prepares agenda and related material, prepares minutes, makes presentations, etc.) for the purpose of maintaining current knowledge of personnel trends and practice; and gathering and providing information required to perform functions; and communicating information in compliance with established guidelines.
- Monitors the collection of applications and reviews materials by staff for completeness and accuracy, for the purpose of verifying requirements are met against the minimal qualifications and Commission rules; and notifying applicants of results.

- Develops recruitment and outreach strategies (e.g. preparing recruitment announcements, advertisements and other recruitment materials; tracking recruitment results, recommending further actions, etc.) for the purpose of broadening access to District employment opportunities and ensuring diverse applicant groups.
- Coordinates and prepares for disciplinary hearings for the purpose of providing information, coordinating materials distribution and/or supporting the needs of attendees.
- Responds to escalated situations as it relates to applicants and recruitment for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
- Organizes and maintains a wide variety of written materials (e.g. job specifications, recruitment sources, interview questions and materials, performance tests, re-employment lists, personnel files, onboarding documents, weekly transfer postings, eligibility lists, etc.) for the purpose of ensuring compliance with Commission rules and CSEA contract and maintaining back-up files.
- Communicates with employees, departments, administrators, applicants, outside agencies, and the public for the purpose of providing information regarding Merit System rules and regulations; district policies, negotiated agreements, requirements, and procedures.
- Maintains current knowledge and understanding of the programs and functions of classified personnel office and its relation to the district operation for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Manages other related classified employment services (e.g. conduct investigations, respond to inquiries, probation releases, process leaves of absence, process evaluations and disciplinary measures, position control, process job abandonments, layoffs, etc.) for the purpose of ensuring all information is processed in compliance with established rules and regulations and providing information.
- Interprets and provides various information, rules and laws for applicants, candidates, employees, District administrators, and union representatives (e.g. state and federal employment-related laws, Personnel Commission Rules and Regulations, employee agreements, District policies and procedures, and a range of Merit System topics, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Serves as backup for Director of Classified HR for the purpose of assisting in the performance of the work activities and supporting department operation.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the classified HR office.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively both orally and in writing; preparing and maintaining accurate records and reports; and note taking and preparation of minutes.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles, theories, and practices of public human resources administration, including position classification, salary administration, recruitment and selection; principles, practices, methods, and techniques of job-analysis including competency modeling for classification and examination purposes; technical aspects of the development of examination materials consistent with requirements for job-relatedness and validity; Education Code applicable the operations and requirements of merit systems; research methods and analysis techniques; trends and best practices in human resource management, particularly in the disciplines of recruitment and selection; Personnel Commission Rules, classified human resources policies and procedures and labor contract provisions; supervisory principles and practices; modern office practices, procedures, and equipment; correct English usage, grammar, spelling, punctuation, and vocabulary; and good public relations techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; training and evaluating; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality of privileged information; working independently and exercising initiative and good judgment; understanding and following oral and written directions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Bachelor's degree in business administration, public administration, sociology, psychology, or other closely related field. Four (4) years of professional human resources experience that includes the development, research, and analysis of personnel selection procedures, job analyses studies, development of examination materials, and/or classification and compensation studies. A Master's degree in industrial/organizational psychology may be substituted for two (2) years of the required experience. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis. Lead experience is desirable.

**Required Testing**

None Specified

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

None Specified

**FLSA Status**

Exempt

**Approval Date**

4/28/2023

**Salary Grade**

CLASS Mgmt - E

**Revised Date**

Working together to achieve the Oxnard School District vision for student success

## **Senior Manager, Maintenance and Operation Services**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Senior Manager, Maintenance and Operation Services is done for the purpose/s of overseeing all aspects of Maintenance and Operations including the maintenance, custodial, and grounds functions of the District; supervising and oversees subordinate managers in the grounds and custodial areas; providing immediate supervision, direction, and technical expertise to maintenance and operation staff; serving as a resource to others; ensuring completion of contracted maintenance projects and in compliance with safety practices and procedures; serving as a member of the leadership team and assuming duties of Director of Facilities as needed; and performing a variety of other duties relative to assigned area of responsibility to support the Facilities Department.

This job reports to Director of Facilities or Designee.

### **Essential Functions**

- Directs and supervises subordinate managers regarding work procedures, schedules, projects, and administrative/operational matters for the purpose of ensuring that the department functions in a safe and efficient manner.
- Manages the maintenance and repair of District properties, buildings, related facilities, and equipment (e.g. site repairs, construction, preventive maintenance, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Plans and coordinates the District's maintenance and operations program including all maintenance, custodial, and ground activities for the purpose of implementing and/or maintaining services and programs.
- Determines workload and establishes priorities for maintenance and operations staff (e.g. reviews and approves work orders, etc.) for the purpose of ensuring equitable distribution of work and optimal implementation and compliance with maintenance trade work standards.
- Participates in the inspection of new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies (e.g. placement and movement of relocatable buildings and equipment, installation of utilities at relocation site, etc.) for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and approving inspection reports and payment requests.
- Monitors budget allocations, expenditures, fund balances, and related financial activities (e.g. makes recommendations for budget to the Director of Facilities, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Oversees and implements the District's deferred maintenance program for the purpose of delivering services in compliance with established guidelines.
- Meets with vendors and contractors to review project statuses and ensure compliance with agreed upon specifications for the purpose of verifying information and/or responding to inquiries.
- Oversees District security, site security, alarm systems, and assigned key control systems for the purpose of ensuring efficient security operations.
- Manages department communication systems (e.g. cell phones, intercoms, radios, and emergency systems, etc.) for the purpose of ensuring optimal implementation and compliance.

- Recommends new hires, promotions, terminations, and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Establishes and implements work safety policies and procedures (e.g. conduct safety inspections, resolves safety issues, etc.) for the purpose of ensuring adherence to procedures and department functions in a safe and efficient manner.
- Confers with administrative personnel (e.g. planning and status of repairs, contractor and maintenance projects at all school sites, etc.) for the purpose of ensuring compliance of regulatory requirements and implementation of district preventive maintenance processes.
- Recommends policies, procedures, and/or actions on issues that relate to repair, maintenance, and remodeling projects to Director of Facilities (e.g. budget allocations, prioritization of jobs, etc.) for the purpose of providing information and/or direction for making decisions within the district maintenance program.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, ordering equipment and materials, and maintaining district wide services.
- Responds to emergency situations during and after work hours (e.g. power outage, fires, floods, vandalism, etc.) for the purpose of addressing immediate safety and protecting district assets.
- Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Facilitates and participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions; identifying issues and developing recommendations; supporting other staff; and serving as a District representative.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities Department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; preparing and maintaining accurate records; administering personnel policies and procedures; landscaping techniques including irrigation systems; and fence construction and paving.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; motorized grounds maintenance equipment; operation and care for mechanical and hydraulic systems; health and safety procedures and practices; OSHA and CAL/OSHA regulations; principles of supervision, training, and performance evaluations; methods and use of diagnostic and testing equipment; preventative maintenance, repair, and troubleshooting of equipment; and methods and use of diagnostic and testing equipment.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires



independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information and data; maintaining accurate records; maintaining confidentiality; addressing groups; and facilitating communication between persons with frequently divergent positions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** A Bachelor degree from an accredited college or university with major course work in architecture, construction, engineering, planning, business or public administration, or other closely related field. Five (5) years of experience in the areas of custodial services, grounds, and/or maintenance including at least two (2) years of experience performing or overseeing skilled work in a maintenance trade area (carpentry, electrical work, HVAC repair, locksmith work, painting, plumbing, etc.). At least two years of experience must have been in a supervisory or capacity. Two (2) years of additional supervisory experience in the areas of custodial services, grounds, and/or maintenance may be substituted for the required degree/college coursework.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - I

**Revised Date**

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## Warehouse Manager

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Warehouse Manager is done for the purpose/s of supervising the receipt, inspection, storage, and distribution of perishable goods, supplies and equipment and surplus materials; scheduling regular and special deliveries of supplies, equipment, and mail to school sites and District offices; selecting, training, supervising, and evaluating assigned personnel; overseeing District reprographics functions and ensuring proper maintenance of the district's fleet of photocopy and printing equipment; ensuring the safe and efficient operation of reproduction equipment; and delivering completed materials within established timelines.

This job reports to Director of Purchasing or Designee.

### **Essential Functions**

- Supervises maintenance of warehouse and reprographic facilities for the purpose of ensuring compliance with OSHA and HACCP standards and District requirements.
- Directs District warehouse operations (e.g. receipt, inspection, storage, distribution, etc.) for the purpose of ensuring implementation of a myriad of warehouse and reprographic processes.
- Provides leadership to assigned staff for the purpose of ensuring a highly efficient customer service-oriented work environment that achieves the District's mission, strategies, and objectives.
- Oversees all inventory processes such as District surplus sales and salvage; assisting purchasing with District fixed assets; stocking levels and requisitioning supplies; filling of orders; determining warehouse storage design, etc. for the purpose of ensuring optimal inventory control.
- Supervises assigned employees of the Warehouse and Reprographics departments (e.g. interviews, selects, trains, evaluates, etc.) for the purpose of ensuring professional implementation of all Warehouse and Reprographic processes.
- Maintains equipment, tools, supplies, and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete supply orders and material transfer requests.
- Researches new equipment resources (e.g. photocopy and print equipment for all District sites, fleet cost information, etc.) for the purpose of providing necessary resource information for District site cost plans based on size and usage history.
- Calculates resource requirements (e.g. time, labor, and material costs, vehicles, equipment, etc.) for the purpose of itemizing costs and recommending purchases and replacements for warehouse stock.
- Confers with District administration, subordinates, and other staff for the purpose of providing professional assistance regarding warehouse and reprographics activities; providing assistance to Purchasing services regarding inventory and delivery issues.
- Maintains a variety of records and reports for the purpose of ensuring accuracy and historical documentation of operation of District warehouse and reprographics programs.
- Serves as primary point of contact with Director of Purchasing for vendor support sales and services (e.g. photocopy and printing machines, etc.) for the purpose of overseeing and directing the resolution of site-based issues; reviewing vendor reports; maintaining regular meter reports; and maintaining accuracy for all vendor procedures.

- Operates powered industrial equipment (e.g. forklifts, electric pallet jacks, trucks, light motor vehicles, etc.) for the purpose of providing expert operation of department equipment.

**Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the Facilities, Maintenance and Operations.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; preparing and maintaining accurate records; operating powered industrial equipment; providing information and assistance; analyzing data; diagnosing equipment malfunctions; and material handling techniques.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operations, services, and activities of school district warehouse and reprographics programs; modern warehousing and storage keeping procedures including shipping, receiving, storage, and space utilization; business practices related to purchase, shipment, and receipt of goods; principles of supervision, training, and performance evaluation; operating a variety of warehouse and reprographic equipment; safety precautions; copyright laws; pertinent federal, state, and local laws, codes, regulations, and District policies.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; working with frequent interruptions; supervising, training, directing, evaluating staff; preparing accurate and concise records; establishing good health and safety practices; analyzing situations accurately and adopting effective courses of action.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: Graduation from high school or equivalent GED, with specialized coursework in warehousing, digital printing. Four (4) years of experience in material control and warehousing; at least one (1) year must have been in a supervisory or lead capacity. Experience in a high-volume print shop or digital printing environment is highly desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - C

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## **Web Content Analyst**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Web Content Analyst is done for the purpose/s of designing, implementing, documenting, maintaining, updating, and monitoring new and existing web pages District-wide to individual school sites; maintaining accuracy of information posted; ensuring appropriate content of assigned Internet and Intranet applications; troubleshooting problems and managing related internal systems' and applications' projects; defining and monitoring "look and feel" for all District pages; and supporting the development of subordinate sites.

This job reports to Superintendent or Designee.

### **Essential Functions**

- Oversees and maintains the integrity and security of District websites and homepages (e.g. site applications, flow of web pages, search engines, format, content, maintenance, etc.) for the purpose of maintaining current information and attractive web site design; ensuring confidentiality and ease of use.
- Designs a variety of Web content information, graphics, and marketing content (e.g. web pages, professional learning modules, graphics, videos, written content, blogs, posts, etc.) for the purpose of ensuring state-of-the art District web site(s).
- Manages web servers (e.g. configuring, maintaining, upgrading web servers and related software; trouble shooting, etc.) for the purpose of upgrading and enhancing web applications.
- Tests websites (e.g. monitoring and evaluating content and web appearance, etc.) for the purpose of ensuring style guidelines is consistent with District-wide website guidelines.
- Creates standards for design, navigation and browser compatibility (e.g. accessibility, fonts, formatting, icons, images, layout techniques, and modularization, including maintenance of template and image archives, etc.) for the purpose of meeting District goals and presenting a consistent image within the community.
- Provides district-wide training on creating, updating, and/or modifying webpages for the purpose of ensuring the efficient use of programs.
- Participates in a variety of planning and development activities, including district wide committees for the purpose of creating short- and long-range plans for web content programming support to the district.
- Develops website analytics, overall design, functionality (e.g. analytics reports; consistency of appearance, ease of navigation, etc.) for the purpose of ensuring optimal design, ease of implementation, and accuracy of information.
- Manages user and group read/write access to web servers, backup, recovery and security processes for the purpose of data security and operations.
- Collaborates with school site administration and staff (e.g. planning, developing, training on, and posting of content on individual school site websites, etc.) for the purpose of ensuring content improvement, site design, layout and navigation.
- Assists with development communication projects (e.g. survey platforms, mass notifications, digital flyers, etc.) for the purpose of updating, enhancing and/or modifying information within pages of the Internet and/or Intranet site.

- Supports system upgrades and updates (e.g. software, system backups, applications operation, testing, etc.) for the purpose of providing technical expertise; resolving problems; and ensuring optimal system operation.
- Maintains manual and electronic documents, files and records (e.g. publication archives, etc.) for the purpose of providing up-to-date reference materials.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Web operation.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications managing projects; preparing and maintaining accurate records and various operating systems; diagnosing equipment malfunctions; and applying all processes required in District web functionality and design.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: elements of graphic design and layout; current generation operating systems, server and virtual host management; composition software; general methods and procedures of operating computers and peripheral equipment; principles and practices of training; current technological trends; network security; web design, programming and site creation; principles of marketing and communication; web system administration.; codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds and technical expertise; communicating technical information to non-technical audiences; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working as part of a team; assessing business needs of District departments; analyzing situations accurately and adopting effective courses of action; applying creativity in design; training and coaching users; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: A bachelor's degree or equivalent from an accredited college or university in computer science, computer information systems, or a related field. Four (4) years of professional experience in designing and maintaining websites. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - E

Working together to achieve the Oxnard School District vision for student success

## **Accounting Manager/Internal Auditor**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Accounting Manager/Internal Auditor is done for the purpose/s of performing complex professional level accounting processes; providing financial analysis preparation of required financial reports; assisting in budget development and control; overseeing the daily operations of policies and procedures of payroll, budget, accounts payable, accounts receivable; supervising and training department personnel; reviewing fiscal laws and district policies to ensure overall fiscal policies, practices and regulations meet compliance requirements; maintaining accurate account balances; ensuring efficient use of financial resources; and providing financial information, guidance and recommendations to the department administration, Superintendent, Board, and/or regulatory agencies.

This job reports to Director of Fiscal Services or Designee.

### **Essential Functions**

- Prepares a wide variety of finance-related documents (e.g. reports, operating recommendations, policies, etc.) for the purpose of documenting activities, providing written reference, and conveying accurate financial data.
- Oversees and coordinates the year-end closing activities (e.g. year-end accruals, account reconciliations, journal entries, etc.) for the purpose of ensuring accurate unaudited actual financial reports that are in compliance with pertinent Federal, state, and local regulations and requirements.
- Performs internal audits for the purpose of checking and reviewing for accuracies.
- Analyzes financial information for the purpose of identifying potential budget, accounts payable, accounts receivable, and payroll variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Reconciles fiscal information and account balances for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Compiles statistical and financial data for the purpose of providing third-party reporting; developing budget recommendations; providing financial summaries to other personnel, and ensuring compliance with established guidelines.
- Develops reporting processes, procedures and internal controls (e.g. fixed asset policy development, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial processes.
- Responds to inquiries from a wide variety of internal and external sources (e.g. staff, insurance companies, government agencies, auditors, retirement agencies, etc.) for the purpose of providing information, direction and appropriate referrals.
- Verifies receipts and disbursements (e.g. in District bank accounts, etc.) for the purpose of ensuring compliance with the fund accounting and generally accepted accounting principles.
- Supervises and participates in the preparation of county, state and federal reports for the purpose of ensuring reports are submitted in compliance with legal, district, county, state, federal, and program guidelines.



- Monitors expenditures against budget and a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.
- Collaborates with other administrative personnel and outside agencies (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and programs in accordance with established financial policies, practices, laws and regulatory guidelines.
- Provides technical expertise and direction to staff and administration regarding accounting and payroll issues and related financial activities for the purpose of conveying pertinent information regarding the District financial operations and ensuring compliance with established policies, practices and regulatory requirements.
- Coordinates a wide variety of accounting projects (e.g. database development, annual budgets, grant reports, etc.) for the purpose of providing required guidance and support.
- Implements accounting and payroll procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Assists in interpreting collective bargaining agreements and the impact on payroll functions for the purpose of developing payroll action plans and providing directions and decision making on related policies and procedures.
- Assists in the training, selection, supervision, and evaluation of departmental employees for the purpose of ensuring the quality of workforce for business services.
- Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and coordinating activities in support of the audit process.
- Presents a wide variety of financial and reported information (e.g. budget overviews, accounting processes, distribution formulas, payroll projections, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Recommends policies, procedures and actions on issues that relate to financial operations for the purpose of providing direction and recommending decisions for the district.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform accurate accounting functions and processes.
- Serves as liaison and resource person and responds to inquiries on retirement, payroll, budgeting and accounting from a wide variety of sources (e.g. district employees, vendors, auditors, administration, bank, other schools, VCOE, etc.) for the purpose of facilitating communication, answering inquiries, interpreting fiscal procedures and/or application of District regulations and policies.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; alpha numeric and 10-key data entry; compiling, verifying, and analyzing financial records; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent education codes, policies, regulations and laws including California School District accounting and financial

rules and manuals; cost/fund accounting; recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: interpreting and implementing codes, statutes, legislative enactments and guidelines, such as the Education Code of the state of California, the California School Accounting Manual; providing information and assistance to parents, the general public, and other staff; analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; analyzing situations accurately and adopting effective course of action; and communicating effectively, both orally and in writing.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** Community college and/or vocational school degree with study in job-related area.
- Equivalency:** Any combination equivalent to: Associate's degree with a major in business administration, public administration, accounting, or a closely related field. Three (3) years of professional accounting experience, with at least one (1) year in school district or governmental fund accounting. Lead or supervisory experience is highly desirable.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance  
TB and Finger Printing Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - E

**Revised Date**

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## **Assistant Director of Child Nutrition Services**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Assistant Director of Child Nutrition Services is done for the purpose/s of assisting in the coordination of Child Nutrition Services operations; reviewing and monitoring operations and activities of school site cafeterias; supervising food and nutrition services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Assistant Superintendent, Business and Fiscal Services, Director of Child Nutrition Services, or Designee.

### **Essential Functions**

- Coordinates with district personnel (e.g. working with cafeteria coordinators in problem-solving, etc.) for the purpose of serving as a resource.
- Assesses areas in need of training (e.g. all facets of child nutrition operations, etc.) for the purpose of providing instruction/demonstration in a variety of child nutrition processes.
- Tests recipes (e.g. and implements standardized food production methods, etc.) for the purpose of implementing menu planning and food preparation.
- Develops menus for all programs offered utilizing nutrient analysis software for the purpose of ensuring compliance with menu requirements.
- Ensures all site budget and employee processes are accurate (e.g. personnel records, employee work schedules, employee evaluations, payroll data, budget data, etc.) for the purpose of ensuring optimal utilization of employees and resources.
- Monitors USDA commodity program and establishes menu plans to utilize offerings for the purpose of ensuring utilization of commodity products.
- Assesses cafeteria units to review food preparation methods and service for the purpose of complying with district standards and government regulations.
- Assists in after hours coordination of child nutrition services (e.g. site facilities and catering, etc.) for the purpose of ensuring that the site functions in a safe and efficient manner.
- Generates a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information for coordination with Director.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Child Nutrition Services.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; analyzing data; classifying data and/or information; comparing results; and conducting meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; operational characteristics, services, and activities of a school district child nutrition program; procedures and equipment used in child nutrition processes and activities; OSHA and CAL/OSHA regulations; federal and state regulations; principals of engaging students in the area of edible education; and standards related to food service preparation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; resolving public relations problems; providing information and assistance to parents, the general public, and staff; analyzing situations accurately and providing an effective course of action; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Any combination equivalent to: An Associate's degree or equivalent from an accredited college or university with major course work in institution management, food and nutrition, dietetics, hotel and restaurant management, business or public administration, or other closely related field. Four (4) years of experience in large quantity food preparation, distribution, and/or service. At least two (2) years of the experience must have been in a supervisory or coordinating/lead capacity. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

### **Required Testing**

Job-Related Skills Proficiency Test

### **Certificates and Licenses**

Food Handlers/SafeServe Certificate  
Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training  
USDA Professional Standards

### **Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

**Revised Date**

Working together to achieve the Oxnard School District vision for student success

## **Assistant Superintendent, Business and Fiscal Services**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Assistant Superintendent, Business and Fiscal Services is done for the purpose/s of managing the overall delivery of business and financial services of the District including Budget & Finance, Child Nutrition, Facilities, Purchasing/Warehouse/Reprographic, and Transportation; providing comprehensive and District-wide based policy guidance, information and advice to the superintendent and the board; directing and coordinating the preparation of the District's annual budget for approval and adoption by the Board of Trustees; providing leadership and support to all operational services; oversees short- and long-term planning and evaluation of the business and financial affairs of the District; and serving as an integral member of the leadership team.

This job reports to the Superintendent of Schools.

### **Essential Functions**

- Provides leadership, assistance, and direction to department and school administrators for the purpose of providing pertinent information and maintaining an efficiency in the financial operations.
- Oversees various business and financial services departments and related activities (e.g. coordination, projection, planning, reporting, personnel, day-today operations, etc.) for the purpose of achieving organizational objectives while complying with established regulations and requirements.
- Monitors assigned programs and/or department activities (e.g. facilities, maintenance, operations, transportation, child nutrition services, purchasing, warehouse, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Directs and coordinates the preparation of the district's annual budget; compiles, analyzes, and consolidates budget information for the purpose of ensuring appropriate budgetary allocations to accomplish district objectives; ensuring appropriate budget controls; and presenting to the governing board for approval and adoption.
- Develops internal controls, work processes, programs for managing the financial operations of the organization for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.
- Provides technical expertise, information, and assistance to the superintendent and governing board, regarding financial functions and activities for the purpose of conveying pertinent information regarding the organizations financial operations; assisting in the formulation and development of policies, procedures, and programs; and ensuring compliance with established policies, practices, and regulatory requirements.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining business and financial services and/or programs.
- Organizes and monitors a wide variety of personnel functions through subordinate directors (e.g. recruiting, interviewing, hiring, evaluating, supervising, developing interview questions, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity, and achieving objectives within budget.

- Researches the business and financial data compiled from internal and external sources for the purpose of analyzing issues and trends, ensuring compliance with policies and procedures, and making short- and long-term planning on district's business and financial programs.
- Presents and facilitates information in meetings, seminars, public forums, and webinars on a wide variety of topics (e.g. CASBO, school district CBOs, management, labor issues, professional development, etc.) for the purpose of conveying information, gaining feedback, and/or making recommendations regarding district services.
- Recommends solutions to a wide variety of complex issues and programs for the purpose of addressing the business and financial needs of the district.
- Collaborates and works cooperatively with a wide variety of community and government groups (e.g. County Auditor and Controller, County Treasurer, County Office of Education, State Department of Education and Finance, taxpayer's association, Chamber of Commerce, bond rating organizations, etc.) for the purpose of improving the business of financial operations of the district; and addressing organizational objectives.
- Responds to a wide variety of inquiries from internal and external sources (e.g. community members, parents, students, employees, site administrators, etc.) for the purpose of identifying relevant issues; providing information; and recommending or implementing action plans.
- Serves as a member of the District's negotiating team; analyzes and makes recommendations on salary agreement negotiations and bargaining agreements; and negotiates with employees groups in regards to wages, working conditions, and other matters of employment for the purpose of presenting information to the superintendent team; making counteroffers; and fulfilling state education code requirements while addressing the needs and responsibilities of the district.
- Researches and synthesizes a wide variety of financial and business resource topics (e.g. policies, public accounting practices, guidelines, and regulations, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines; presenting to the board for formal adoption; securing information for planning; and/or responding to requests.
- Supports the Superintendent, Board, department administrators, and the District Mission in conjunction with the District Strategic Plan for the purpose of developing and implementing services and programs and achieving operational goals.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the district business services.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; principles of personnel administration; business administration and collective bargaining laws, rules, and regulations in California; budget management and public sector accounting. current trends and practices of school accounting systems; food services, maintenance and operations, pupil transportation, and purchasing and warehousing operations; education code; federal and state grants management; and school district audit procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types

and/or purposes; work with data of widely varied types and/or purposes; Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: supervising, training, motivating, and evaluating; making decisions, establishing priorities and coordinating a variety of complex technical operations involving efforts of multiple specialized units; analyzing situations accurately and adopt an effective course of actions; exercising good and sound judgment; developing and administering budgets; adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

**Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Bachelors Degree in related field.

**Education (Preferred):** Masters Degree in job related area

**Equivalency:** Any combination equivalent to: A Bachelor's degree or equivalent from an accredited college or university with a major in business administration, public administration, finance, accounting, or a closely related field. A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable. Five (5) years of progressive technical and supervisory experience in public school district financial and/or business management in a school district with an average daily attendance of 3,500 or more. At least two (2) years of the experience must have been in a management capacity. Comparable other government or private sector experience would be considered.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

CBO Certification from CASBO  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

Contract - A

**Revised Date**

Working together to achieve the Oxnard School District vision for student success



## **Chief Technology Information Officer**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Chief Technology Information Officer is done for the purpose/s of overseeing the planning, development, integration and management of the District's information technology programs and services, including applications development and support, technical operating systems, networking and voice/data communications systems and other technology solutions; managing the overall delivery of the technology program and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team.

This job reports to Superintendent.

### **Essential Functions**

- Provides expertise, leadership, and technical support (e.g. regarding all information systems, etc.) for the purpose of designing, developing, and maintaining an efficient, unified, and fully integrated technology system.
- Manages the development of the district-wide area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff, District administrators, and Board members.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Develops and monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Administers and implements vision and course for the Information Technology department for the purpose of assuring efficient, cost-effective, and modern operations; leveraging the use of current technology; and implementing and maintaining services and/or programs in accordance with established administrative guidelines and legal requirements.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Performs personnel administrative functions (e.g. recruiting, interviewing, hiring, evaluating, supervising, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity, and ensuring necessary department/program outcomes are achieved.
- Interprets, applies, and ensures compliance with federal, state, county, and city statutes, laws, codes, regulations, and legal requirements relating to technology services in a public California school district for the purpose of providing services within established time frames and in compliance with related requirements.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests for the purpose of identifying relevant issues and recommending or implementing action plans.
- Develops methods for expanding Tech support for administrative and instructional programs for the purpose of increasing productivity; meeting organizational objectives; and integrating the use and application of Tech into district processes.

- Recommends solutions to a wide variety of complex issues for the purpose of addressing the technology needs of the district.
- Researches a wide variety of topics related to district technology needs and emerging technology (e.g. relevant policies: current practices; guidelines and regulations; financial resources, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- Presents information on a wide variety of topics for the purpose of providing general information, training others, implementing actions, and ensuring compliance with applicable guidelines and policies.
- Prepares a wide variety of reference, presentation, policy, and administrative materials (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of documenting activities, requests, and issues; providing audit references; and/or meeting compliance requirements.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. technology deployment, equipment acquisition, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Collaborates with internal and external personnel (e.g. district personnel, providers, public agencies, community members, etc.) for the purpose of providing information regarding District policies and standards; and plans for the uses of computers, student information systems, telecommunications, multimedia services, and other technology for academic, educational support, and administrative purposes.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the school district.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; overseeing program financial activities; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and developing technologies (hardware, software, and peripherals); federal and state grants management; K-12 educational system organizations; pertinent codes, policies, regulations and/or laws; statistical analysis; personnel processes; standard business practices; current generation and emerging programming languages; networking architecture, theory, and principles, and operating systems; principles, practices, and techniques of information systems management and database design, administration, and techniques; systems analysis methods and techniques; and accounting/bookkeeping principles.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; adapting to changing work priorities; dealing with frequent and sustained interruptions;

developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Bachelors Degree in related field.

**Education (Preferred):** Masters Degree in job related area (Leadership-Management Information and/or Technology)

**Equivalency:** Any combination equivalent to: Graduation from a college or university with a major in computer science, management information systems or a closely related field. Seven (7) years of progressively responsible information technology technical/professional experience, at least three (3) years of which were in a supervisory or management capacity or an equivalent combination of training and experience.

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training

**Clearances**

Criminal Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - O

**Revised Date**

Working together to achieve the Oxnard School District vision for student success

## **Custodial Services Manager**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Custodial Services Manager is done for the purpose/s of supervising custodial services and activities; managing assigned personnel; providing information to others; scheduling work assignments within established timeframes and standards; and performing related duties to support the Facilities department.

This job reports to Senior Manager, Maintenance and Operation Services or designee.

### **Essential Functions**

- Oversees a preventive maintenance program for all district facilities equipment for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Manages workload of department for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Monitors district wide security and acts directly in the reporting of incidents for the purpose of documenting pertinent information and limiting loss and/or liability.
- Supervises department functions including hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, evaluate, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.
- Communicates work orders, scheduling repairs, projects and/or maintenance needs with a variety of personnel (e.g. district, facilities, and maintenance staff; operations site personnel; outside vendors/contractors services and organizations, etc.) for the purpose of coordinating activities, resolving issues and complaints, and exchanging information.
- Inspects custodial work for the purpose of ensuring site safety, maintaining cleaning standards, organizing and scheduling needed services.
- Maintains custodial equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Recommends plans, specifications and cost estimates for the purpose of implementing repairs and improvement projects.
- Trains custodians for the purpose of ensuring proper cleaning and building maintenance techniques, injury prevention and legal compliance.
- Coordinates with district personnel (e.g. communicate with Facilities, District and site administrators on needs of site, assign work to substitute custodians, etc.) for the purpose of implementing and maintaining services and/or programs.
- Recommends maintenance equipment and materials needs for the purpose of selecting and stocking needed supplies and equipment to be stocked in the district warehouse for use by custodial staff and for general custodial purposes.
- Responds to emergency situations, during and after work hours, for the purpose of determining and implementing appropriate actions required to resolve situation.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue including emergency repairs.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Facilities, Maintenance and Operations.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office and specialized equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent policies, regulations and/or laws; education code; budget management and accounting; safety practices and procedures; and principles of training; prepare, administer and monitor a division budget; and effective management and supervision.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups in public meetings; meeting deadlines and schedules; setting priorities; working as part of a team; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Any combination equivalent to: Graduation from high school or equivalency. Four (4) years of increasingly responsible custodial operations experience, at least two (2) years of which were in a lead or supervisory capacity.

**Required Testing**

Job-Related Skills Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training  
Mandated Training on Software Application, Conflict Resolution and Related Skills

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Revised Date**

**Salary Grade**

CLASS Mgmt - B

Working together to achieve the Oxnard School District vision for student success

## **Director of Child Nutrition Services**

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

### **Purpose Statement**

The job of Director of Child Nutrition Services is done for the purpose/s of planning, developing, and directing Child Nutrition Services operations and activities of the District including the preparation, cooking, baking, serving, and distribution of food items to meet student nutritional needs; reviewing and monitoring the operations and activities of the school site cafeterias; coordinating personnel, communications and record-keeping functions to meet student nutrition needs and assures smooth and efficient operations; training, supervising and evaluating the performance of assigned personnel; and serving as a member of the leadership team.

This job reports to Assistant Superintendent, Business and Fiscal Services.

### **Essential Functions**

- Directs the operation and activities of the District Child Nutrition Services department (e.g. planning and directing food service programs in the District, etc.) for the purpose of implementing and maintaining services and programs; complying with all federal, state, and local laws and regulations.
- Prepares and implements all Child Nutrition Services processes (e.g. annual budget, local school wellness policies, dissemination of State and Federal required school breakfast and lunch related reports, etc.) for the purpose of ensuring implementation of all nutrition policies required by the state department of education.
- Plans and implements child nutrition department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Develops nutritional services specifications (e.g. equipment purchases, supplies and food products, vendor requirements, contracts with other agencies, necessary quantities of foods, etc.) for the purpose of ensuring efficient operation of Child Nutrition Services.
- Inspects school cafeterias for the purpose of ensuring healthful and sanitary conditions.
- Oversees financial processes of nutritional services (e.g. school meal sales and costs, state and federal reimbursement claims, school site budgetary processes, etc.) for the purpose of ensuring financial processes that are complete and that follow district compliance with established guidelines.
- Performs personnel functions (e.g. staffing patterns, interviews, selection, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of nutrition services personnel and achieving objectives within assigned budget.
- Presents information pertaining to child nutrition (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Assists federal, state, and local inspectors (e.g. coordinating site visitations, etc.) for the purpose of ensuring accurate and complete information exchange.
- Communicates with administrators, personnel, and outside organizations for the purpose of coordinating activities and programs, resolving issues and conflicts, and exchanging information.

- Facilitates and participates in conferences, meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, gathering nutritional program enhancement information, supporting other staff, and serving as a District representative.

### **Other Functions**

- Performs reasonably related other job functions and tasks as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of Child Nutrition Services and the district.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing data; classifying data and/or information; comparing results; conducting interviews; counseling and mentoring employees.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; operational characteristics, services, and activities, menu preparation, food values, principles and technical processes for food service, and concepts of quantity cooking and nutritional analysis.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; selecting, supervising, training, directing, motivating and evaluating staff; administering departmental goals, objectives, and procedures; assessing issues and providing solutions; working with detailed information/data.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors Degree in related field.

**Equivalency:** Any combination equivalent to: Bachelor's degree in nutrition, food service management, dietetics, business and five (5) years of increasingly responsible experience in quantity food preparation, cooking and serving including three (3) years in a lead or supervisory capacity. Up to two (2) years of directly related experience in addition to the minimally required experience may be substituted for the required education on a year for year basis.

#### **Required Testing**

Job-Related Skills Proficiency Test

#### **Certificates and Licenses**

Food Handlers/SafeServe Certificate



Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance

**FLSA Status**

Exempt

**Approval Date**

4/27/2023

**Salary Grade**

CLASS Mgmt - H

**Revised Date**

Working together to achieve the Oxnard School District vision for student success