



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT NOTICE OF REGULAR MEETING

AGENDA

Thursday, October 14, 2021

4:00 p.m. Regular Meeting

Portable 403 of the ESC

1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of September 9, 2021 and September 29, 2021

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.

C. ACTION ITEMS

1. Paraeducator – General Education (*page 6-10*)
The Personnel Commission will consider revising the job description.
2. Paraeducator – Special Education (*page 11-15*)
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
3. Eligibility Lists (*page 16-32*)
The Personnel Commission will review certification of eligibility lists.

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions (*page 33-38*)
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.

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

2. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

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.

F. CLOSED SESSION

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

1. Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:
 - Public Employee Evaluation: Director, Classified Human Resources
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session.

G. ADJOURNMENT

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



OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

Tuesday, September 9, 2021
4:00 p.m. Portable 403 of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, September 9, 2021, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:15 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="text-align: center;">Edward M. Castillo, Chair of the Personnel Commission Paul Robinson, Member of the Personnel Commission</p> <p style="text-align: center;">Shristie Nair, Director Classified Human Resources Tanya Ventura, Human Resources Analyst Brittany Verduzco, Human Resources Analyst</p> <p>Guests: Alec Aspinall, HVAC Technician; Luis Gurrola, HVAC Technician; Ilene Poland, CSEA President; Juan Hernandez, HVAC Technician; Dr. Victor Torres, Assistant Superintendent, Human Resources.</p>	<p>ROLL CALL</p>
<p>Commissioner Robinson moved to approve the agenda of Thursday, September 9, 2021 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Robinson moved to approve the minutes of August 11, 2021 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson <u>Y</u> Commissioner Robinson moved to postpone the minutes of August 17, 2021.</p>	<p>APPROVAL OF MINUTES</p>
<p></p>	<p>COMMENTS BY THE PUBLIC</p>
<p></p>	<p>ACTION ITEMS</p>
<p>Commissioner Robinson moved to approve the revisions to the job description of Heating Ventilating, and Air Conditioning Technician including an amendment to the lifting requirement. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson <u>Y</u></p>	<p>Heating, Ventilating, and Air Conditioning Technician</p>
<p>Commissioner Castillo moved to approve the eligibility lists of Custodian, Grounds Maintenance Worker I, Speech Language Pathology Assistant, Paraeducator I, Paraeducator II, and Paraeducator III. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION
The Personnel Commission reviewed the Personnel Actions of August 25, 2021.	Personnel Actions
Ms. Nair gave an update on current recruitments and classification/compensation studies. She summarized the Commission's staff activities as of the last Commission meeting. Ms. Nair thanked her entire team for their hard work and dedication.	Director's Report
Ms. Poland reported that the MOU between the Oxnard School District and CSEA Chapter 272 was approved by the Board at the last meeting. She shared that the next site visit was rescheduled.	Report by CSEA
Commissioner Robinson asked that everyone help protect the students we serve against COVID. Commissioner Castillo shared that he is pleased to see schools open again. He thanked the staff for their work.	Report by Commissioners
The Commission adjourned at 4:50 p.m. The next regular meeting is scheduled for October 14, 2021.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, September 9, 2021 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Wednesday, September 29, 2021
4:30 p.m. Portable 403 of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Wednesday, September 29, 2021, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:31 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="text-align: center;">Edward M. Castillo, Chair of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission Paul Robinson, Vice Chair of the Personnel Commission</p> <p style="text-align: center;">Shristie Nair, Director Classified Human Resources Tanya Ventura, Human Resources Analyst Brittany Verduzco, Human Resources Analyst</p> <p>Guests: Dr. Aguilera-Fort, Superintendent; Valerie Mitchell, Chief Information Officer</p>	<p>ROLL CALL</p>
<p>Commissioner Lopez moved to approve the agenda of Wednesday, September 29, 2021 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez; <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Commissioner Robinson moved to approve the new classification specification of Web Content Analyst with an amendment to the essential duties and allocate the classification to salary range \$76,555 - \$90,952 of the Classified Management salary schedule. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Web Content Analyst</p>
<p>The Commission adjourned at 5:01 p.m. The next regular meeting is scheduled for October 14, 2021.</p>	<p>ADJOURNMENT</p>

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Wednesday, September 29, 2021 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

October 14, 2021

TITLE: CLASSIFICATION REVISION – Paraeducator - General Education

BACKGROUND & FINDINGS:

There are currently three series of Paraeducator classifications across the District: Paraeducator I, II and III. In reviewing the structure of these Paraeducator classifications, a proposal is being made to revise the series. In collaboration with the District, the following changes are being proposed for the Paraeducator series:

- Paraeducator I - title change to "Paraeducator - General Education"
- Paraeducator II and III - combining the two positions and creating a new classification of "Paraeducator - Special Education"

The following changes are being proposed to the Paraeducator I classification:

- Title change to "Paraeducator - General Education"
- Updates to the Distinguished Characteristics to reflect the change in the series and other job titles

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions of the Paraeducator - General Education classification specification as presented.

PARAEDUCATOR I - GENERAL EDUCATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

Under immediate supervision, assists in providing instruction to individual or small groups of students in a classroom or an instructional resource setting; prepares instructional materials; ~~provides~~ services to students with specialized needs; assists students who require personal and health care to meet requirements necessary for attending classes; provides assistance with personal hygiene and other needs as required by the individual; and performs related duties as assigned.

Distinguishing Characteristics Among Related Classes

The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar.

The Paraeducator I – General Education classification works under direction of a teacher or other certificated employee and assists in providing instructional reinforcement, preparing instructional materials, and maintaining a safe and clean learning environment. This position is generally assigned to classrooms working with the general student population or TK/K classes.

The Paraeducator II – Special Education classification works under direction of a teacher or other certificated employee and assists in providing instructional reinforcement, preparing instructional materials, and maintaining a safe and clean learning environment. This classification is generally assigned to work with students having special needs including: learning needs, behavioral and social-emotional needs, and physical limitations. This classification may be assigned to work with students having disabling conditions, including cognitive, behavior, and/or significant medical impairments. Students may require daily hygiene support. Incumbents are expected to assist classroom teachers by working with assigned students, in various subject-matter areas, who are working on specific goals and objectives based upon their identified unique needs documented in the student's Individual Education Plan (IEP). Some positions may be assigned to ~~accompany students one-on-one or classrooms with special needs students support students one-on-one.~~

Supervision Received and Exercised

Receives immediate supervision from a site administrator or designee, and receives work direction from a classroom teacher. No supervision is exercised.

Duties and Responsibilities

Essential responsibilities and duties may include, but are not limited to, the following:

1. Reinforce instruction to individuals or small groups of students as directed by teacher.
2. Assist in the supervision of students with specialized needs in the classroom, outdoor playground, cafeteria, and other District School location areas.
3. Prepare materials for classroom and instructional use; administer, correct, and record test results; maintain student profiles and other records of students as requested; perform a variety of clerical duties.
4. Assist teacher in establishing and maintaining a safe and sanitary environment; may pick up lunches and assist with the feeding of children.

5. Assist in lifting pupils in and out of wheelchairs, braces and other orthopedic equipment; ensure all assistance is provided in a safe manner.
6. Assist in positioning pupils and in rendering various forms of personal care, such as toileting and diapering.
7. Assist children in dressing and undressing, bathing, and grooming as needed.
8. Assist children in and out of buses; accompany or assist children to and from school buses, and in moving to and from activities on the school site.
9. Provide children with an appropriate learning environment in order for students to develop skills and knowledge; set appropriate limits for behavior and apply discipline techniques as directed.
10. May perform other duties, as trained, to assist ~~the~~ physically handicapped children such as suctioning to clear air passages, gastrostomy tube feeding, catheterization, colostomy and ileostomy care, oxygen administration and flow monitoring, emergency care, and other related forms of personal health care.
11. Observe and control behavior of assigned child in individual and group settings; report any concerns to teacher or site.
12. Confer, as needed, with teacher or site administrator on special issues of assigned child.
13. For positions designated bilingual, translate 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.
14. Perform other related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- General needs, behavior, physical limitations, special needs, and emotional problems of students who may require personal or health care
- Behavior management techniques
- Methods and techniques of safely lifting and moving children with physical limitations
- Personal hygiene practices
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings
- Basic principles and practices of child development and child guidance

Ability to:

- Reinforce instruction to individual or small groups of students as directed by the teacher
- Maintain confidentiality for the privacy and dignity of physically handicapped children
- Safely lift children in and out of school buses, wheel chairs, braces, and other orthopedic equipment
- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Serve as a role model, ~~and~~ provide emotional support, and maintain a friendly attitude
- Perform routine clerical duties and maintain records
- Work independently with minimal direction
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner
- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions

- Establish and maintain effective working relationships with those contacted in the course of work
- React calmly under stressful situations and emergencies
- Travel to multiple sites within work day

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Consistent with the Every Student Succeeds Act of 2015, No Child Left Behind Act of 2001 and other related legislation, paraprofessionals working in a program supported with Title I funds must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Experience: ~~S~~ome experience working with school-age children in an organized educational, health, child care, or other structured setting is highly desirable.

Special Requirements, License or Certificate, as required by the individual assignment/position:

- Possession of, or ability to obtain, a valid California Driver's license.
- Possession of, or ability to obtain, a CPR and first aid certificate.
- Some positions in this classification may require bilingual certification and/or a special assessment of the ability to communicate clearly in English and/or Spanish.

Working Conditions

Environmental Conditions: Classroom environment; subject to traveling from site to site; indoor and outdoor recreational facilities; toilet, clean, diaper, and feed children with limitations.

Physical Conditions: Essential functions may require maintaining physical condition necessary for lifting and providing personal hygiene assistance and other duties related to the specific limitations of the children; sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.

AppointmentPOINTMENT:

In accordance with Education Code Section 45301, an employee appointed to this classification must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 15.0

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Approved 02/10

Revised: 10/17, 01/18, 07/~~2019~~, 10/21

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

October 14, 2021

TITLE: CLASSIFICATION NEW – Paraeducator - Special Education

BACKGROUND & FINDINGS:

The Director of Special Education has requested that the Personnel Commission create a new classification of Paraeducator - Special Education.

The classification of Paraeducator - Special Education will provide instruction to individual or small groups of students in subject-matter areas to reinforce lessons to special education students. This position may work one-on-one with and supervise an assigned student that has learning, emotional, physical and/or behavioral disabilities; also, may support small group and whole group instruction in collaboration with the special education or general education teacher.

Currently, we have two classifications, Paraeducator II and Paraeducator III, that support the Special Education program. This proposed classification will replace the Paraeducator II and Paraeducator III classifications.

SALARY PLACEMENT:

Staff studied internal relationships within the Classified salary schedule to determine a salary placement. Specifically, staff looked at internal relationships in the Instructional Support series.

Based on internal alignment and in order to provide a competitive salary, it would be appropriate to place the proposed classification of Paraeducator - Special Education at range 17 of the Classified salary schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to:

- approve the new classification specification for Paraeducator - Special Education and
- allocate the classification of Paraeducator - Special Education to salary range 17 of the Classified salary schedule.

PARAEDUCATOR – SPECIAL EDUCATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Definition

Under general supervision, provides instruction to individual or small groups of students in subject-matter areas to reinforce lessons to special education students; may assist speech therapists in assessing and providing services; may provide services to students with specialized behavioral and health needs; may provide assistance with personal hygiene; monitors and records student behavior and performance; may work one-on-one with and supervise an assigned student that has learning, emotional, physical and/or behavioral disabilities; may support small group and whole group instruction in collaboration with the special education or general education teacher; completes paperwork and creates classroom materials as needed for instruction and behavioral support; and performs related duties as assigned.

Distinguishing Characteristics Among Related Classes

The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar.

The Paraeducator – General Education classification works under direction of a teacher or other certificated employee and assists in providing instructional reinforcement, preparing instructional materials and maintaining a safe and clean learning environment. This position is generally assigned to classrooms working with the general student population or TK/K classes.

The Paraeducator – Special Education classification works under direction of a teacher or other certificated employee and assists in providing instructional reinforcement, preparing instructional materials, and maintaining a safe and clean learning environment. This classification is generally assigned to work with students having special needs including: learning needs, behavioral and social-emotional needs, and physical limitations. This classification may be assigned to work with students having disabling conditions, including cognitive, behavior, and/or significant medical impairments. Students may require daily hygiene support. Incumbents are expected to assist classroom teachers by working with assigned students, in various subject matter areas, who are working on specific goals and objectives based upon their identified unique needs documented in the student's Individual Education Plan (IEP). Some positions may be assigned to support students one-on-one.

Supervision Received and Exercised

Receives supervision from site administrator; may receive supervision from the Director of Special Education, Manager of Special Education, or designee. Receives technical and work direction from the classroom teacher. No supervision is exercised.

Duties and Responsibilities

Essential responsibilities and duties may include, but are not limited to, the following:

1. Reinforce instruction for a classroom, and individual or small groups of students as directed by the teacher.
2. Under the direction of a teacher and in conformity with students' IEP goals and objectives, follows and implements associated treatment plans and protocols.
3. Assist individual or small groups with academic skills; listen to and reinforce instruction to individual in reading, spelling, math, social studies and other subjects.

4. Provide services to students with specialized needs; assist students who require personal and health care; may provide assistance with personal hygiene and other needs.
5. Observe and control behavior of students inside or outside of classroom according to approved procedures; report progress regarding student performance and behavior to teacher; assist students by providing proper examples, emotional support, friendly attitude, and general guidance.
6. Assist in lifting pupils in and out of wheelchairs, braces, and other orthopedic equipment; ensure all assistance is provided in a safe manner; assist in positioning pupils and in rendering various forms of personal care, such as toileting and diapering; assist children in dressing, bathing, and grooming as needed.
7. Assist children in and out of buses; accompany or assist children to and from school buses and in moving to and from activities on the school site.
8. May perform other duties as trained, to assist physically handicapped children such as suctioning to clear air passages, gastrostomy tube feeding, catheterization, colostomy and ileostomy care, oxygen administration and flow monitoring, emergency care, and other related forms of personal health care.
9. May assist students and teachers in the use of instructional software and related peripherals.
10. Prepare materials for classroom and instructional use and set up work areas, displays, and exhibits; operate a variety of educational equipment as needed.
11. Confer with teachers concerning programs and materials to meet students' needs.
12. Ensure the health and safety of students by following all health and safety rules; conduct general clean-up of work site.
13. Perform a variety of clerical duties such as preparation of instructional materials, administer, correct and record test results; take roll, maintain student profiles and other records of students as requested; maintain confidential student records and files.
14. Assists in maintaining a clean and orderly learning environment.
15. If assigned to the Infant Program, may travel to and interpret for non-English speaking parents/family members.
16. For positions designated bilingual, translate 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.
17. Perform CPR and First Aid as required.
18. Perform related duties and responsibilities as required.

Qualifications

Knowledge of:

- General needs, behavior, physical limitations, special needs, and emotional problems of students who may require personal or health care
- Behavior management techniques
- Methods and techniques of safely lifting and moving children with physical limitations
- Personal hygiene practices
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings
- Basic principles and practices of child development and child guidance

Ability to:

- Reinforce instruction to individuals or small groups of students as directed by the teacher
- Maintain confidentiality for the privacy and dignity of physically handicapped children
- Safely lift children in and out of school buses, wheel chairs, braces, and other orthopedic equipment

- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Serve as a role model, provide emotional support, and maintain a friendly attitude
- Perform routine clerical duties and maintain records
- Work independently with minimal direction
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner
- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work
- React calmly under stressful situations and emergencies
- If assigned to the Infant Program, travel to multiple sites within the work day

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Consistent with the Every Student Succeeds Act of 2015, No Child Left Behind Act of 2001, and other related legislation, paraprofessionals working in a program supported with Title I funds must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
2. Attainment of an Associate of Arts degree or higher degree; or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Experience: One year of experience working with school-age children in an organized educational, health, child care, or other structured setting is required. Experience working with children with special needs is highly desirable.

Special Requirements, License or Certificate, as required by the individual assignment/position:

- Possession of, or ability to obtain, a valid California Driver's license.
- Possession of, or ability to obtain, a CPR and first aid certificate.
- Some positions in this classification may require bilingual certification and/or a special assessment of the ability to communicate clearly in English and/or Spanish.

Working Conditions

Environmental Conditions: Classroom environment; subject to traveling from site to site; indoor and outdoor recreational facilities; toilet, clean, diaper, and feed children with limitations.

Physical Conditions: Essential functions may require maintaining physical condition necessary for lifting and providing personal hygiene assistance and other duties related to the specific limitations of the children; sitting, walking, or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.

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Appointment

In accordance with Education Code Section 45301, an employee appointed to this classification must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 17.0

Approved: October 14, 2021

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:04
20-21:101, 20-21:82; 20-21:68
20-21:60; 20-21:50; 20-21:38
Established: 9/20/2021

Paraeducator I

Rank	Name	Expiration Date
1	DeZavala, Taylor	9/15/2022
1	Ruiz, Mayra	9/15/2022
2	Martinez, Edith	7/9/2022
3	Villegas, Adriana	8/10/2022
4	Dagum, Jemelee	7/9/2022
4	Estrada, Brenda Lizette	8/30/2022
4	Martinez, Matthew R.	9/20/2022
5	Torres, Martin	7/9/2022
5	Blanco, Alondra	8/10/2022
5	Ayala, Emmanuel A.	9/20/2022
6	Segura, Stephanie	5/25/2022
6	Esparza, Joshaly A	8/30/2022
6	Castillo, Erica	9/20/2022
7	Garcia, Edith	5/25/2022
7	Amezcuca, Luis A	7/9/2022
7	Martinez, Isabel E	7/9/2022
7	Garcia, Quenia Lisbet	8/10/2022
7	Zendejas, Alyson	8/30/2022
8	Galvan, Cindy Issley	7/9/2022

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8	Vargas, Melisa R	8/10/2022
8	Paz, Regina M	9/15/2022
9	Kaelin, Michael	3/15/2022
10	Romero, Denise	7/9/2022
11	Carrillo, Isela	5/25/2022
11	Gurrola, Michelle	6/23/2022
11	Menchaca, Anthony	12/1/2021
12	Ortiz-Alcantar, Aurora	7/9/2022
12	Coria, Crystal	8/30/2022
13	Buenrostro, Yadira (B)	6/23/2022

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:05; 20-21:102;
 20-21:83; 20-21:69; 20-21:59;
 20-21:39; 20-21:24
 Established: 9/20/2021

Director's Certification:

Paraeducator II

Rank	Name	Expiration Date
1	DeZavala, Taylor	9/15/2022
2	Dagum, Jemelee B	8/30/2022
3	Cervantes, Maria Fernanda	6/23/2022
3	Castillo, Erica	9/20/2022
4	Blanco, Alondra	8/10/2022
5	Vasquez, Karmen	5/25/2022
5	Webb, Diane Tracy	7/9/2022
5	Cortez, Alejandro G	8/30/2022
6	Garcia, Quenia Lisbet	8/10/2022
7	Lopez, Janessa	9/15/2022
8	Cervantes, Nayelly	7/9/2022
9	Ruiz, Alexandria Ruiz F	6/23/2022
9	Robert, Simone J.	9/20/2022
10	Aguilar, Savana	8/30/2022
10	Paredes, Irlanda	9/15/2022
10	Franco, Angela Lizbeth	9/20/2022
11	Sanders, Darla	11/2/2021
11	Hernandez, Andrea	8/10/2022
11	Naranjo, Mariela	9/20/2022

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted.
 Lists may be created for six months with approval of the Personnel Commission.

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PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No. 21-22:06; 20-21:103

20-21:70; 20-21:53; 20-21:23

Established: 9/20/2021

Paraeducator III

Rank	Name	Expiration Date
1	DeZavala, Taylor	9/15/2022
2	Hummingbird, Karissa	8/30/2022
3	Gutierrez, Yesenia	9/20/2022
4	Servin, Britney Danielle	8/30/2022
5	Slagboom, Ana Maria E	7/15/2022
5	Vargas, Melisa R	8/30/2022
6	Cortez, Alejandro G	4/21/2022
6	Monjaras Gallegos, Erika M	9/15/2022
7	Aguilar, Savana M	8/30/2022
8	Viveros, Agustina M	7/15/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:12, 20-21:74

Established: 9/8/2021

Technology Services Technician

Rank	Name	Expiration Date
1	Ayala, Jose	9/8/2022
1	Ramirez, Luis A	6/11/2022
2	Ledbetter, Christopher J	6/11/2022
3	Chairez, Adrian G	6/11/2022
3	Gurrola, Mishael	9/8/2022
3	Nadhim, Nawar	6/11/2022
4	Palomino Iriate, Walter E	6/11/2022
5	Sabilla, Crisencio R	9/8/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Open/Promotional

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:19

Established: 9/20/2021

Senior Payroll Technician

Rank	Name	Expiration Date
Promotional List		
1	Covarrubias, Lizette	9/20/2022
Open List		
1	Garcia, Martha M.	9/20/2022
2	Flores, Mayra	9/20/2022
3	Martinez, Humberto	9/20/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:03

Established: 9/20/2021

Maintenance Manager

Rank	Name	Expiration Date
1	Green, Tim T	9/20/2022
2	Padilla, Lonny M	9/20/2022
3	Noriega, Kenneth Katsuo	9/20/2022
4	Hernandez, Miguel	9/20/2022

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:14; 20-21:105

20-21:61

Established: 9/21/2021

Speech Language Pathology Assistant

Rank	Name	Expiration Date
1	Meza, Angela	6/23/2022
2	Garcia, Carla I	9/1/2022
2	Grajeda, Jessica	9/21/2022
2	Mendez, Jazmin Elena	9/21/2022
2	Rutz, Andrea	9/1/2022
2	Wilbur, Rebecca	8/9/2022
3	Banaszkiewicz, Kristen E	5/3/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:18

Established: 9/21/2021

Warehouse Worker/Delivery Driver

Rank	Name	Expiration Date
1	Hinklin, Kevin L.	9/21/2022
2	Lopez, Salvador M.	9/21/2022
3	Garcia, Manuel M.	9/21/2022
4	Gil Jr., Gustavo	9/21/2022
5	Aiello, Carla A.	9/21/2022
6	Cachu, Robert	9/21/2022
7	Andrews, Dave	9/21/2022
7	Serrato, Oscar	9/21/2022
8	Puga Jr., Javier M.	9/21/2022

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:24; 20-21:85;
 20-21:64

Director's Certification:

Established: 9/24/21

Campus Assistant

Rank	Name	Expiration Date
1	Aldana, Alejandra Maria	6/4/2022
2	Centeno, Emily	9/24/2022
2	Gomez, Kaynon	9/24/2022
2	Kendrick, Jessica S	4/30/2022
2	Shipp, Tianna	9/24/2022
2	Solorzano, Sabrina	6/4/2022
2	Vasquez, Marie Alexandra	9/24/2022
3	Covarrubias, Nicholas	6/4/2022
3	Contreras, Nimzy	9/24/2022
3	Elias, Martha Iris	9/24/2022
3	Geronimo, Leslyann	9/24/2022
3	Hernandez, J Guadalupe	9/24/2022
3	Ortiz, Lesly	9/24/2022
3	Rios, Maria Isabel	4/30/2022
3	Rivera, Rachel G	3/31/2022
3	Xahuentitla, Paola	6/4/2022
4	Burciaga, Heracleo Leo	9/24/2022
4	Canseco, Armando	4/30/2022
4	Gallardo, Rebecca J	6/4/2022

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

4	Gonzalez, Jorge Jr.	6/4/2022
4	Herrera, Alberto Alejandro	9/24/2022
4	Ochoa, Yanelly	9/24/2022
4	Montesinos, Melissa Marie	4/30/2022
4	Parra, Clayton Gerald	9/24/2022
4	Preciado, Christian	4/30/2022
4	Ramirez, America	9/24/2022
4	Rojas, Christina	9/24/2022
4	Serrato, Marissa	4/30/2022
4	Trujillo, Sarai	9/24/2022
4	Vrana, Kathryn	6/4/2022
5	Carrillo, Sandra	6/4/2022
5	Esparza, Lucia M	4/30/2022
5	Garcia, Valeria	9/24/2022
5	Martinez Negrete, Set	9/24/2022
5	Ponce, Anakaren	4/30/2022
6	Alaniz Picena, Sayra E	4/30/2022
6	Cabrera, Jesse B	9/24/2022
6	Luevano, Katy	6/4/2022
7	Mora Huerta, Joelyn Emerita	4/30/2022
8	Torres, Marco	6/4/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:27

Established: 9/24/2021

Human Resources Manager

Rank	Name	Expiration Date
1	Rodgers, Tarshia	9/24/2022
2	Hernandez, Yadira	9/24/2022
3	Alvarez, Sonia S	9/24/2022
4	Magana, Mayra	9/24/2022
5	Horenstein, Annette	9/24/2022

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:31; 20-21:104; 20-21:73

Director's Certification:

Established: 9/29/21

Health Care Technician

Rank	Name	Expiration Date
1	Chavez, Rina	6/2/2022
2	Melger, Jessica E	7/2/2022
3	De Martin, Juana M	9/29/2022

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:17

Director's Certification:

Established: 9/29/2021

Preschool Teacher (B)

Rank	Name	Expiration Date
1	Aguilar, Iris	9/29/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:28

Established: 9/29/21

Bus Driver

Rank	Name	Expiration Date
1	Gonzalez, Luis	9/29/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 21-22:28

Established: 9/29/21

Bus Driver/Mechanic Assistant

Rank	Name	Expiration Date
1	Gonzalez, Luis	9/29/2022
2	Flores, Guillermina	9/29/2022

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OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 21-22:13; 22-21:109

Director's Certification:

Established: 10/4/2021

School Occupational Therapist

Rank	Name	Expiration Date
1	Roddis, Jamie M	10/4/2022
2	Arpai, Leah	7/16/2022
2	Forbel, Emily	10/4/2022

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CLASSIFIED PERSONNEL ACTIONS

New Hire

Ayala Areyalo, Louis J.	Technology Services Technician, Position #9939 Information Technology 8.0 hrs./221 days	08/23/2021
Barrett, Shirly D.	Grounds Manager, Position #7423 Facilities 8.0 hrs./246 days	08/24/2021
Clark, Sally A.	Child Nutrition Worker, Position #2175 Elm 4.0 hrs./185 days	08/20/2021
Gurrola, Mishael	Grounds Maintenance Worker I, Position #965 Facilities 8.0 hrs./246 days	08/12/2021
Hernandez, Odalis G.	Paraeducator I, Position #7176 Kamala 4.167 hrs./183 days	08/23/2021
Mata, Erica	Human Resources Assistant, Position #535 Certificated Human Resources 8.0 hrs./246 days	08/30/2021
Molina, Elisa J.	Health Care Technician, Position #10400 Pupil Services 7.0 hrs./183 days	08/23/2021
Ramirez, Martha J.	Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days	08/20/2021
Sardarbegians, Talin	Health Care Technician, Position #10273 Pupil Services 7.0 hrs./183 days	08/20/2021

Limited Term/Substitute

Garcia, Fatima L.	Clerical (substitute)	08/17/2021
Guilford, Kelli M.	Clerical (substitute)	08/16/2021
Miramontes, Eva Y.	Child Nutrition Worker (substitute)	08/23/2021
Romero, Iliana	Child Nutrition Worker (substitute)	08/23/2021

Promotion

Marquez, Juana A.	Accounting Manager/Internal Auditor, Position #1729 Budget & Finance 8.0 hrs./246 days Senior Payroll Technician, Position #9178 Budget & Finance 8.0 hrs./246 days	09/02/2021
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Return from Leave of Absence

Kubilos, Teresita	Preschool Teacher, Position #767 San Miguel 4.0 hrs./183 days	08/20/2021
Priskin, Melinda	Payroll Technician, Position #9175 Budget & Finance 8.0 hrs., 246 days	08/20/2021

CLASSIFIED PERSONNEL ACTIONS

Resignation

Ankrom, Karen A.	Paraeducator III, Position #9221 McAuliffe 5.75 hrs./183 days	08/19/2021
Attinello, Salvatore F.	Paraeducator II, Position #9764 Frank 5.75 hrs./183 days	08/20/2021
Brogan, Ashley M.	Paraeducator II, Position #7351 Marina West 5.75 hrs./183 days	08/16/2021
Cater, Taylor A.	Paraeducator I, Position #7184 McAuliffe 4.83 hrs./183 days	08/20/2021
Contreras, Luis D.	Campus Assistant, Position #8643 McKinna 4.0 hrs./180 days	08/11/2021
Cruz Jr., Martin	Paraeducator III, Position #9275 Lopez 5.75 hrs./183 days	08/19/2021
Delgado, Gabriela T.	Paraeducator III, Position #1942 Curren 5.75 hrs./183 days	08/19/2021
Fuentes, Saira	Registered Behavior Technician, Position #9242 Special Education 8.0 hrs./203 days	08/16/2021
Frenes, Daniel	Custodian, Position #1049 Lemonwood 8.0 hrs./246 days	08/20/2021
Gallegos, Rosa M.	Paraeducator I, Position #2574 Frank 5.5 hrs./183 days	08/20/2021
Gomez-Romero, Brenda	Paraeducator I, Position #7172 Driffill 3.167 hrs./183 days	08/19/2021
Harold, Christina L.	Speech Language Pathology Assistant, Position #9281 San Miguel 8.0 hrs./183 days	08/19/2021
Hernandez, Steven	Paraeducator III, Position #2608 Frank 5.75 hrs./183 days	08/19/2021
Lopez, Araceli P.	Paraeducator II, Position #2060 Lopez 5.75 hrs./183 days	08/26/2021
Rodriguez, Joanna S.	Paraeducator III, Position #8000 Frank 5.75 hrs./183 days	08/10/2021
Roque, Ernest R.	Paraeducator II, Position #9305 Lopez 5.75 hrs./183 days	08/19/2021
Samame, Natali C.	District Translator, Position #8119 Special Education 8.0 hrs./246 days	08/16/2021
Trujillo Gutierrez, Mariela Y.	Paraeducator III, Position #1953 Driffill 5.75 hrs./183 days	08/19/2021

CLASSIFIED PERSONNEL ACTIONS

New Hire

Adams, Jonathan S.	Paraeducator II, Position #2699 Frank 5.75 hrs./183 days	08/23/2021
Bernal, Jose M.	Custodian, Position #6448 Driffill 4.0 hrs./246 days	09/09/2021
Garcia, Brandon R.	Paraeducator II, Position #973 Special Education 5.75 hrs./183 days	09/08/2021
Villalobos Santibanez, Julieta	Paraeducator III, Position #977 McAuliffe 5.75 hrs./183 days	08/23/2021

Limited Term/Substitute

Aguillon, Laura E.	Paraeducator (substitute)	08/23/2021
Almanza, Sanjuana	Campus Assistant (substitute)	08/26/2021
Coronado, Stephanie L.	Clerical (substitute)	09/02/2021
Lopez, Leticia	Campus Assistant (substitute)	08/24/2021
Marin, Lionel	Custodian (substitute)	09/13/2021
Miramontes, Eva Y.	Child Nutrition Worker (substitute)	08/23/2021
Perez, Lorenzo O.	Custodian (substitute)	09/08/2021
Quila, Martina	Child Nutrition Worker (substitute)	08/23/2021
Rodriguez, Anthony W.	Custodian (substitute)	09/07/2021
Vargas, Melisa R.	Paraeducator (substitute)	09/02/2021

Leave of Absence

Cerda, Pilar C.	Child Nutrition Worker, Position #1830 Marshall 5.0 hrs./185 days	09/10/2021
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Resignation

Alonso, Raul D.	Maintenance Worker I, Position #5844 Facilities 8.0 hrs./246 days	09/17/2021
Ayala Areyalo, Louis J.	Technology Services Technician, Position #9939 Information Technology 8.0 hrs./221 days	09/17/2021
Castellanos, Sandra G.	Campus Assistant, Position #8001 Lopez 5.0 hrs./180 days	06/17/2021
French, Mary J.	Human Resources Technician, Position #10292 Certificated Human Resources 8.0 hrs./246 days	08/24/2021
Gutierrez, JuanCarlo	Paraeducator I, Position #7170 Curren 3.167 hrs./183 days	09/14/2021

CLASSIFIED PERSONNEL ACTIONS

Resignation cont.

Harris, Laura L.	Health Care Technician, Position #10401 Pupil Services 7.0 hrs./183 days	09/06/2021
Jara, Samantha	Outreach Specialist, Position #2561 Brekke 8.0 hrs./180 days	09/03/2021
Lore, Mahogany	Special Education Data Technician, Position #8591 Special Education 8.0 hrs./246 days	09/22/2021
Lua, Cynthia	Speech Language Pathology Assistant, Position #9296 San Miguel 8.0 hrs./183 days	09/21/2021
Macias, Dayana	Paraeducator II, Position #7236 Ramona 5.75 hrs./183 days	08/17/2021
Molina, Elisa J.	Health Care Technician, Position #10400 Pupil Services 7.0 hrs./183 days	08/27/2021
Rodriguez, Michelle I.	Paraeducator II, Position #1805 Chavez 5.75 hrs./183 days	09/03/2021
Vazquez, Teresa G.	Outreach Specialist, Position #2686 Ritchen 8.0 hrs./180 days	06/17/2021
Velasco, Jennifer C.	Paraeducator II, Position #616 Brekke 5.75 hrs./183 days	08/31/2021

CLASSIFIED PERSONNEL ACTIONS

New Hire

Aguilar Elias, Veronica	Paraeducator II, Position #1706 Sierra Linda 5.75 hrs./183 days	08/20/2021
Bernal, Jose M.	Custodian, Position #6448 Driffill 4.0 hrs./246 days	09/09/2021
Cortez, Alejandro G.	Paraeducator III, Position #9284 Lopez 5.75 hrs./183 days	09/15/2021
Pelayo, Alexis J.	Custodian, Position #10473 Facilities 8.0 hrs./246 days	09/14/2021
Saadati, Victoria	Human Resources Technician, Position #10292 Certificated Human Resources 8.0 hrs./246 days	09/20/2021

Limited Term/Substitute

Cortes, Coyolicatzi	Outreach Specialist (substitute)	09/07/2021
Jasso, Maria De Jesus	Clerical (substitute)	09/07/2021
Jose, Arturo D.	Custodian (substitute)	09/16/2021
Meza, Candice R.	Custodian (substitute)	09/16/2021
Perez Jr., Manuel R.	Custodian (substitute)	09/21/2021
Ramirez, Annette M.	Campus Assistant (substitute)	09/02/2021
Trejo, Leticia T.	Clerical (substitute)	09/13/2021
Viveros, Paola	Campus Assistant (substitute)	09/22/2021
Zuniga, Melissa	Clerical (substitute)	08/24/2021

Promotion

Dickens, Jesusa	School Office Manager, Position #429 McAuliffe 8.0 hrs./210 days Attendance Accounting Technician, Position #2212 Fremont 8.0 hrs./210 days	09/13/2021
Macias, Perla Y.	Outreach Specialist, Position #2686 Ritchen 8.0 hrs./180 days Health Assistant, Position #8436 Pupil Services 5.75 hrs./183 days	09/27/2021
Serratos, Oscar D.	Custodian, Position #10472 Facilities 8.0 hrs./246 days Campus Assistant, Position #6347 Brekke 4.0 hrs./180 days	09/20/2021
Valencia, Christian E.	Custodian, Position #10468 Facilities 8.0 hrs./246 days Paraeducator II, Position #46 Lopez 5.75 hrs./183 days	09/13/2021

CLASSIFIED PERSONNEL ACTIONS

Transfer

Lee, Claudia	Paraeducator I, Position #9165 McKinna 3.67 hrs./183 days	09/20/2021
	Paraeducator I, Position #7226 Lemonwood 5.0 hrs./183 days	
Medina, Ana L.	Outreach Specialist, Position #2561 Brekke 8.0 hrs./180 days	10/01/2021
	Outreach Specialist, Position #1070 Ramona 8.0 hrs./180 days	
Perdomo, Catherina A.	Paraeducator III, Position #9778 Curren 5.75 hrs./183 days	09/01/2021
	Paraeducator III, Position #7467 McAuliffe 5.75 hrs./183 days	
Sanchez Oviedo, Maria L.	Child Nutrition Worker, Position #2849 Ritchen 5.0 hrs./185 days	09/20/2021
	Child Nutrition Worker, Position #2847 Marshall 5.0 hrs./185 days	
Wright, Jessica L.	Paraeducator III, Position #9711 Special Education 8.0 hrs./183 days	09/13/2021
	Paraeducator III, Position #9211 McAuliffe 5.75 hrs./183 days	

Voluntary Demotion

Dickens, Jesusa	Attendance Accounting Technician, Position #2212 Fremont 8.0 hrs./210 days	09/20/2021
	School Office Manager, Position #429 McAuliffe 8.0 hrs./210 days	

In Lieu of Layoff

Escalante, Angela	Paraeducator I, Position #9158 Chavez 3.167 hrs./183 days	11/02/2021
	Paraeducator I, Position #9158 Chavez 1.5 hrs./183 days	

Resignation

Neally-Sportato, Shauna L.	Health Care Technician, Position #9054 Pupil Services 7.0 hrs./183 days	09/10/2021
Rios, Jessica J.	Paraeducator II, Position #6434 Lopez 5.75 hrs./183 days	06/17/2021
Salgado Maceda, Veronica	Paraeducator II, Position #9201 Marshall 5.75 hrs./183 days	09/13/2021
Young, Jjordyn	Paraeducator II, Position #9213 Harrington 5.75 hrs./183 days	06/17/2021