



THE PERSONNEL COMMISSION  
*(supporting education through merit)*  
OXNARD SCHOOL DISTRICT  
NOTICE OF SPECIAL MEETING  
AGENDA

Tuesday, May 21, 2019  
4:00 p.m. Special Meeting  
**Portable 502 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

## 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. Establishment of class description – **Special Education Service Coordinator (Spanish Bilingual)**  
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.

## D. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

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

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

1. Pursuant to Section 54957 of the Government Code, the Commission will consider personnel matters concerning :
  - Director, Classified Human Resources - Evaluation
2. Reconvene to open session and report out of closed session.  
The Commission will report on any action taken in closed session or take action on any item considered in closed session as may be required by Government Code Section 54957.1.

## E. 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

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Shristie Nair-Villano  
Director, Classified Human Resources

**Date of Meeting:**

May 21, 2019

**TITLE: NEW CLASSIFICATION – Special Education Service Coordinator (Spanish Bilingual)**

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**DESCRIPTION OF AGENDA ITEM:**

District administration requested that the Personnel Commission create a new bargaining unit job classification which would be tasked with directly supporting the educational needs of Special Education students ages birth to five years old. This position will be based at San Miguel School and be responsible for overseeing and coordinating referrals to programs that provide special educational assistance to children with mental, psychological, learning, behavioral, or physical disabilities; act as a primary liaison with all collaborative special education partners and on behalf of families; monitor educational activities and services for students birth to five years old; and more.

**FISCAL IMPACT:**

A review of the Oxnard School District's internal alignment was conducted and it has been determined that this new classification should be placed at Range 22.5 on the CSEA/OSD salary schedule.

We surveyed two other comparable classifications performing similar level duties in the areas of community engagement/relations: Outreach Specialist (Range 24) and Family Liaison (Range 21.5). A brief study was conducted and concluded that similar classifications do not generally exist in neighboring districts. Given the specialized need for Special Education knowledge and higher education requirements, it would be appropriate given our internal alignment to place the new classification at Range 22.5.

**RECRUITMENT & STAFFING IMPACT:**

If approved, a recruitment will be conducted for this position during summer as promotional only to give internal employees an opportunity to compete first. Employees on a reemployment list will also be able to compete for the promotional only recruitment.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the new classification and class description of Special Education Service Coordinator (Spanish Bilingual) and allocate the class to the range of 22.5 on the CSEA/OSD Salary Schedule.

**Special Education Service Coordinator (Spanish Bilingual)**

*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.*

**SUMMARY OF DUTIES**

Under direction of the Manager of Special Education, coordinates, implements, and monitors special education child find responsibilities for children birth to five years old who are at risk of requiring early start or special education services. Provides case management services for preschool age students referred to the District due to educationally related concerns, including referrals for special education consideration. Collects and analyzes data on student referrals and outcomes. Secures outside resources and support from private businesses and other community organizations. Coordinates school programs and activities for students and parents, provides individual and small group parent trainings and informational programs. Performs a variety of duties as they relate to their assigned area of responsibility.

Incumbents in this classification ensure the needs of parents and families of students in special education programs are met by serving as a liaison and coordinating access to and delivery of services, which directly supports student learning and achievement.

**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. All classifications are listed in order from highest to lowest.*

The Outreach Specialist classification provides early identification of elementary school-age students at risk of not meeting academic and social goals or leaving school and applies appropriate interventions; monitors student attendance among high-risk students; refers families of students to community services and agencies as needed and coordinates delivery of aforementioned services; collects and analyzes data on at-risk student populations; secures outside resources and volunteers and support from private businesses and other community organizations; coordinates school programs and activities for students; and performs a variety of duties related to assigned area of responsibility.

The Special Education Service Coordinator classification oversees and coordinates referrals to programs that provide special educational assistance to children with mental, psychological, learning, behavioral, or physical disabilities; acts as a primary liaison with all collaborative special education partners and on behalf of families; monitor educational activities and services for students birth to five years old; and performs a variety of duties relative to assigned area of responsibility.

The Family Liaison classification coordinates, implements, and monitors early childhood education activities and services; acts as a primary liaison with all collaborative partners and on behalf of families; refers the parents of prenatal to five-year-old children to community services and agencies as needed and coordinates delivery of aforementioned services; and performs a variety of duties relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from the Manager of Special Education.

**ESSENTIAL DUTIES**

- Provides overall coordination for the implementation and monitoring of referrals to the assigned educational program activities and services within the designated Special Education program; Ensures that the Special Education program assists parents in becoming full partners in the education of their children and assists children in reaching their full potential;

- Works directly with families, teachers, school nurses, school psychologists, site administrators, and other professionals to assess children's needs for special services including Special Education services; confers, as needed, with aforementioned individuals on special issues of assigned children;
- Serves as Case coordinator for Tri-Counties Regional Center (TCRC) Early Start Transitions, attends early start transitions as the District special education representative, receives and maintains special education referral records, follows up with TCRC special education referrals including parent outreach, documentation and prior written notices for families who cannot be reached or decline assessment;
- Serves as Case coordinator for new educational referrals, performs intake interviews with parents and schedules initial appointment;
- Manages special education observation group schedule, including follow-up calls and appointment confirmations;
- Serves as interpreter providing simultaneous translation at various meetings and events such as parent and community meetings, special education assessment appointments and Individual Education Plan (IEP) meetings;
- Translates a wide variety of written materials including, but not limited to, forms, letters, special education Prior Written Notices (PWN), questionnaires, notices, and instructional materials from English to Spanish and from Spanish to English.
- Coordinates with the school attendance tech to create and maintain student records until assigned to special education case manager;
- Monitors attendance among special education students and attempts to identify and address causes of absenteeism by means of meetings with parents, counselors, community members, and service agencies;
- Collects, organizes and analyzes pertinent data as it relates to special education child Find responsibilities;
- Coordinates and organizes school functions such as Back to School Night, monthly Coffee with the Principal, Parent Night and other school related events;
- Maintains a current resource handbook and list of local referrals and refers families to District services and community agencies. As needed, acts as liaison on behalf of special education students to coordinate access to, and delivery of, health, mental health, public assistance, and other community services. Confers, as needed, with teacher, nurse or site administrator on special issues of assigned students;
- Provides parent training based on needs assessments, and coordinates with outside vendors for parent trainings;
- Assists in identifying and referring children for Special Education services, ensures that the needs of target populations and their families are addressed in the assigned program;
- Performs community outreach in order to establish and maintain relationships with community groups and partners; acts as primary liaison with all collaborative partners and on behalf of families to coordinate access to, and delivery of, health, mental health, public assistance, early learning, and other community services as they relate to the individuals educational needs;
- Represents the district infant and preschool special education program and implements special education child find duties at district resource fairs, such as Strengthen Our Families, and other district and community events;
- Coordinates all parental involvement such as parent meetings, parent workshops and trainings, and in-services and all associated communication; develops and conducts appropriate trainings, workshops, in-services, and meetings as needed;
- Assists non-special education families with referrals to District services and community agencies; under the direction of the Office Manager, assists front office with phones, front desk, and other clerical duties throughout the day.

#### **Other Related Duties**

- For positions designated as Spanish bilingual, translates a variety of written materials from English to a designated second language and from that language into English; interprets and facilitates communication between staff and non-English speaking members of the public; attends various meetings to translate and interpret as needed;
- Performs related duties and responsibilities as required.

**KNOWLEDGE, ABILITIES, AND TRAITS****Knowledge of:**

- Theory, research, methodology, and effective practices of special education pupil services;
- Resources supporting special education child services within the Ventura County area;
- Interviewing techniques and problem solving methodology;
- Programs and services for special education children;
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance;
- Principles and practices of child development and child guidance;
- General needs and behavior of children;
- Pertinent Federal, State, Special Education and local laws, codes and regulations.

**Ability to:**

- Read, interpret and follow rules, regulations, policies and procedures;
- Relate well to children and families in a nonjudgmental and caring manner;
- Analyze facts and information and draw accurate conclusions;
- Compose correspondence, memoranda, reports, and other materials independently;
- Identify and determine basic needs of special education children and parents and develop a family plan;
- Relate well to community, agencies, and school personnel;
- Efficiently and effectively react to emergencies;
- Learn and adapt to new procedures and conditions;
- Demonstrate an understanding, patient and receptive attitude toward children with special needs;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Work effectively within established time schedules and with minimal direction;
- Establish and maintain effective working relationships.
- Read, write, and speak Spanish fluently.

**Traits:**

- Appreciates and respects the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Overcomes linguistic and cultural barriers;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

**EMPLOYMENT STANDARDS**

**Education:** 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.

**Experience:** Two years of experience in social or health services, educational associations/groups, or other directly related field. Medical and special needs experience preferred.

**Special:** Possession of a valid California Driver's license.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

**Physical Requirements:** Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be required to drive an automobile to conduct work at different sites/locations, and have direct contact with young special education children/students, parents, and other members of the public.

**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class 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:** 22.5

**Approved:** 5/19