



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, September 12, 2019
4:00 p.m. Regular Meeting
Oxnard Room 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 August 8, 2019

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. Preschool Assistant and Preschool Teacher *(page 5)*
The Personnel Commission will consider revising the job descriptions.
2. Site Technology Technician *(page 12)*
The Personnel Commission will consider revising the job description.
3. Eligibility Lists *(page 16)*
The Personnel Commission will review certification of eligibility lists.

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

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions *(page 26)*
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
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 and Support Services
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

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.

F. 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 9303



OXNARD SCHOOL DISTRICT MEETING MINUTES

Thursday, August 8, 2019
4:00 p.m. Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, August 8, 2019, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:03 p.m.

CALL TO ORDER

A roll call of the Commission was conducted. In attendance were:

ROLL CALL

Edward M. Castillo, Chair of the Personnel Commission
Irma J. Lopez, Member of the Personnel Commission
Paul Robinson, Member of the Personnel Commission

Shristie Nair-Villano, Director, Classified Human Resources
Tanya Ventura, Administrative Assistant

Guests: Steve Amar; Ilene Poland, CSEA President; Dr. Vaca, Assistant Superintendent Human Resources and Support Services

Commissioner Castillo moved to approve the agenda of Thursday, August 8, 2019 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Lopez Y; Robinson Y

ADOPTION OF THE
AGENDA

Commissioner Robinson moved to approve the minutes of July 16, 2019 and July 23, 2019 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Lopez Y; Robinson Y

APPROVAL OF
MINUTES

COMMENTS BY THE
PUBLIC
ACTION ITEMS

Background regarding the Adaptive Technology Specialist, Paraeducator-Hearing Impaired (Oral Speech), and Paraeducator-Hearing Impaired (Sign Language) classification specification was given. Changes made in January 2018 are being reverted to the original job summary, duties and qualifications. A full study of all Paraeducator/Instructional Support classifications will be planned for in the upcoming months. Commissioner Lopez moved to approve the revisions as presented to the job description of Adaptive Technology Specialist. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Lopez Y; Robinson Y

Adaptive Technology
Specialist

Commissioner Robinson moved to approve the revisions as presented to the job description of Paraeducator-Hearing Impaired (Oral Speech). Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Lopez Y; Robinson Y

Paraeducator-Hearing
Impaired (Oral Speech)

Commissioner Robinson moved to approve the revisions as presented to the job description of Paraeducator-Hearing Impaired (Sign Language). Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y; Lopez Y; Robinson Y

Paraeducator-Hearing
Impaired (Sign
Language)

Commissioner Robinson moved to approve the revisions presented and with the amendment to add “CPR/First aid certificate within six months of hire” to the job description of Speech Language Pathology Assistant. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y

Speech Language
Pathology Assistant

Commissioner Robinson moved to approve the revisions presented with the amendment to add “CPR/First aid certificate within six months of hire” to the job description of School Occupational Therapist. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y

School Occupational
Therapist

Commissioner Robinson moved to ratify the advanced step placement for Marco Antonio Lopez, Grounds Manger, at Step 2 of the Classified Management salary schedule pursuant to Personnel Commission Rules & Regulations 70.200.1. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y

Advanced Step
Placement

Commissioner Robinson moved to approve the eligibility lists of Registered Behavior Intervention Technician and Health Care Technician. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/
DISCUSSION ITEMS

The Personnel Commission reviewed the Personnel Actions of August 7, 2019.

Personnel Actions

Mrs. Nair-Villano gave an update on current recruitments and classification studies. She summarized the Commission’s staff activities as of the last Commission meeting.

Director’s Report

Ms. Poland reported that lots of new information was gathered from the Annual CSEA Conference. She also shared that the CSEA Tentative agreement was approved at last night’s Board meeting.

Report by CSEA

Dr. Vaca thanked the Commissioners for revising the Paraeducator I job description. He invited the Commissioners to the Back to School event at the Performing Arts Center. He shared that many local businesses donated items for the event. Dr. Vaca reported that he noticed Curren school had nice green grounds and that school sites look very nice with the facilities department staff taking care of the school grounds.

Report by Assistant
Superintendent,
Human Resources and
Support Services

Commissioner Lopez reported that a meeting regarding the Oxnard Performing Arts Center will be held in the evening for input from the community. Commissioner Robinson reported that he had a busy summer. He shared that he also attended the Annual CSEA conference and that it was very informational. Commissioner Castillo reported on the increased rates of homeless situations and encouraged collaborative efforts between the City of Oxnard and the Oxnard School District to help address the issue.

Report by
Commissioners

There being no further business, the Commission adjourned at 5:22 p.m.

ADJOURNMENT

Shristie Nair-Villano, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, August 8, 2019 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

Minutes of Thursday, August 8, 2019

September 12, 2019

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

September 12, 2019

TITLE: CLASSIFICATION REVISION – Preschool Assistant and Preschool Teacher

BACKGROUND & FINDINGS:

The Preschool Assistant and Preschool Teacher classifications were reviewed recently with the Director of Early Childhood Education Programs for recruitment purposes. The classifications are being presented together due to the related nature of these positions and the Child Development Permit requirements.

The following changes to the classifications are being proposed:

- Supervision received and exercised – updates were made to both classification specifications to properly align the supervision reporting structure.
- Experience and training guidelines – both classifications presented support the Districts preschool program and must meet the Child Development Permit standards issued by the State of California Commission on Teacher Credentialing for each level. The minimum qualifications have been revised to align better with the Child Development Permit matrix set forth by the CDC.
- Special requirement – Senate Bill No. 792, commencing September 1, 2016, prohibits a person from being employed or volunteering at a day care center or a family day care home if he or she has not been immunized against influenza, pertussis, and measles. The classifications are being updated to properly reflect this prerequisite to employment.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Preschool Assistant and Preschool Teacher classification specifications as presented.

PRESCHOOL ASSISTANT

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.

GENERAL PURPOSE

Under supervision, participates in daily pre-kindergarten classroom and activity set-up, preparation and clean-up; assists in supervising and monitoring children's activities; interacts with children and encourages positive learning in assigned areas; assists in maintaining a clean and safe learning environment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Preschool Assistants provide assistance and support to an assigned Preschool Teacher in a pre-kindergarten classroom. Preschool Assistant is distinguished from Preschool Teacher in that incumbents in the latter class are responsible for supervising overall classroom activities and coordinating and implementing developmentally appropriate curriculum to meet District and state requirements.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Early Childhood Education Programs.
- Receives technical and work direction from the Preschool Teacher.
- Positions in this classification have no formal supervisory responsibilities.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in supervising and monitoring children's activities; with teacher's direction, guidance and supervision, works and interacts with individual or small groups of children in classroom on assigned learning activities or projects to encourage positive learning; supervises children's playground activities; accompanies classes on field trips.
2. Participates in daily classroom and activity set-up, preparation and clean-up; assists in preparation, set up and clean up of learning centers; organizes, distributes and collects supplies and materials; prepares reading books for children to take home; sets up and puts away equipment and toys and/or monitors parent volunteers and children to ensure that classroom toys, materials and equipment are put away and appropriately organized; prepares, duplicates and/or laminates a variety of materials.
3. Prepares, sets out and cleans up after snacks and/or oversees parent volunteers' preparation of snacks; maintains proper organization of kitchen.
4. Assists in maintaining a clean and safe learning environment; checks the classroom and playground to ensure cleanliness and safety; supervises children to prevent injuries; cleans and washes toys, equipment, supplies and materials, as required.
5. For positions designated as 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 students and members of the public; communicates with non-English speaking students; attends various meetings to translate and interpret as needed.

OTHER DUTIES

6. Attends staff meetings, workshops, training seminars, conferences and other meetings, as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic practices and methods of instruction, care and supervision of young children.
2. Basic concepts of child development and behavior patterns of preschool-aged children.
3. Procedures and practices of classroom and playground safety.
4. District policies, procedures and practices and applicable State requirements related to areas of responsibility.
5. Correct English usage, including spelling, grammar and punctuation.

Ability to:

1. Assist in creating and maintaining a safe learning environment.
2. Encourage learning in pre-kindergarten and/or preschool-aged children.
3. Continuously observe and monitor classroom and playground behaviors while working with individual or small groups of children.
4. Understand and follow written and oral instructions.
5. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.
6. Establish and maintain effective working relationships with District administrators, staff, teachers, parents, children and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a GED equivalent; and one year of experience working with children in an organized setting; and completion of six post-secondary semester units or equivalent quarter units in early childhood education or child development from an accredited or approved college or university, which includes courses in child or human growth and development, child and family or child, family and community program curriculum; or an equivalent combination of training and experience.

Licenses or Certificates:

Possession of, or ability to obtain, a CPR and first aid certificate.

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:

Experience: One year of experience working with children in an organized setting.

Training: Must be able to meet one of the following requirements:

- Possession of a valid Child Development Assistant Permit issued by the State of California Commission on Teacher Credentialing.
- Completion of six semester units of early childhood education or child development course work: School-Age Emphasis under this option requires that three of the six semester units in early childhood education/child development be completed in school-age course work.
- Completion of an approved Home Economics and Related Occupations (HERO) or Regional Occupation Program (ROP) in Child Development Related Occupations

License or Certificate:

- Possession of a valid CPR and first aid certificate (may be acquired during the six month probationary period).

Oxnard School District

Page 3 of 3

Special Requirement:

Effective September 1, 2016, Health and Safety Code Section 1596.7995 requires employees to receive and maintain the following immunizations on a yearly basis:

- Influenza (option to opt out)
- Pertussis
- Measles

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 AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; uses hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl and lift up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral communication skills; analyze and solve problems; observe and interpret people and situations; work with constant interruptions on multiple, concurrent tasks and interact with teachers, parents, children and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a classroom setting, and the noise level is occasionally moderately loud.

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.

Personnel Commission Approved: July 20, 1998:

Revised: June 13, 2002; Reenacted June 12, 2008. (Note: Requirements effective as of August 1, 2008),

~~Revised: 5/17, 09/2019~~

Oxnard School District

Page 1 of 3

PRESCHOOL TEACHER

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

To plan implement supervise and participate in instructional activities for preschool children to promote the development of cognitive social emotional and motor skills; to assist in providing parent education and promoting parent involvement; if designated as bilingual, to utilize bilingual skills to facilitate classroom instruction; and to perform a variety of duties relative to assigned area of responsibility.

Supervision Received and Exercised

- Receives supervision from the Director of Early Childhood Education Programs, Administrator, Information and Support Services, the site administrator and/or Learning Director.
- Provides Exercises technical and work direction over the instructional assistant to Preschool Assistants.
- Positions in this classification have no formal supervisory responsibilities.

Essential and Marginal Function Statements

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

1. Plan and implement instructional activities including a variety of themes and subjects such as math development, language development, diversity, gross and fine motor skill development, self-help skill development, science, art, music, health and hygiene, social studies and self-esteem; gather and prepare materials for lessons and activities.
2. Establish, implement and reinforce classroom rules; supervise classroom activities and monitor and maintain discipline; coordinate with children, instructional assistants, parent volunteers and parents to resolve discipline problems as appropriate.
3. Review and coordinate lesson plans and activities with instructional assistants and parent volunteers; provide work direction and oversee the activities of instructional assistants and parent volunteers.
4. 4, Establish and implement procedures for limiting the spread of infectious disease; disaster preparedness measures and emergency procedures; train parents, children and support staff in use of these procedures.
5. Coordinate communication with parents by phone, correspondence and meetings as appropriate; answer questions and provide information to parents concerning child's progress or problems, classroom activities and other related matters; prepare and conduct formal and informal parent/teacher conferences.
6. Serve as community liaison to coordinate communication and activities with various District departments and personnel, parents, governmental and private agencies and community; maintain a variety of records, lists, forms and files related to children, parents and class activities.
7. Plan and schedule field trips, speakers and other special activities and projects; plan, attend and conduct parent education meetings; prepare in-service monthly reports.
8. Compile information and prepare routine reports, such as attendance reports or skills assessment reports as required.
9. Operate a variety of office and instructional equipment as required.

10. For positions designated as bilingual, translate a ~~vareity~~variety of written material from English to a designated second language and from that language into English; interprets and facilitates communication between staff and non-English speaking students and members of the public; communicates with non-English speaking students; attends various meetings to translate and interpret as needed.
11. Provide assistance in other preschool classes as assigned.
12. Perform other related duties and responsibility as assigned.

Qualifications

Knowledge of:

- Operational characteristics, services and activities of a preschool program.
- Knowledge of children's nutritional needs, food safety, hygiene, and safe storage procedures.
- Methods and techniques of lesson planning for children of various ages.
- Principles and theories of early childhood education and development.
- Symptoms of common childhood illnesses and child abuse.
- Methods of limiting the spread of infectious diseases.
- Materials and equipment used in child care programs.
- Nutrition and health needs, shopping for food supplies, and light cooking of meals for children.
- For positions designated bilingual, English and designated second language usage, spelling, grammar, and punctuation.
- Principles and practices of supervision and training.
- Principles and procedures of record keeping.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Perform authentic assessment of children's skills and developmental levels.
- Plan, implement, supervise and participate in instructional activities for preschool children to promote the development of cognitive, social and emotional skills.
- Plan and conduct lessons involving a variety of themes and subjects, such as pre-math and language development.
- Ensure proper health, welfare and safety of children.
- Address and resolve behavioral and disciplinary problems in an appropriate manner.
- Create an appropriate budget and use available funding in a fiscally responsible manner
- Communicate clearly and concisely both orally and in writing.
- Operate a variety of office and instructional equipment including computers and supporting software programs.
- Coordinate assigned preschool programs according to established rules and regulations.
- 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.
- Maintain confidentiality of privileged information obtained in the course of work.
- 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.
- Train, assign and review work direction of others.
- Lift up to 50 pounds.

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:

Experience: One year of responsible experience teaching in a licensed facility.

~~**Training:**~~— Possession of or the ability to obtain an Associate Teacher Child Development Permit; equivalent to a two year degree from an accredited community college or university with 12 units in early childhood education.

License or Certificate:

- Possession of a valid Child Development Teacher Permit issued by the State of California Commission on Teacher Credentialing.
- ~~• Possession of, or ability to obtain, a valid Associate Teacher Child Development Permit.~~
- ~~Possession of, or ability to obtain, a~~ valid CPR and first aid certificate.

Special Requirement:

Effective September 1, 2016, Health and Safety Code Section 1596.7995 requires employees to receive and maintain the following immunizations on a yearly basis:

- Influenza (option to opt out)
- Pertussis
- Measles

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.

Working Conditions

Environmental Conditions: Preschool classroom environment; indoor and outdoor environment extensive contact with students.

Physical Conditions: Essential functions may require maintaining physical condition necessary for 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.

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.

Personnel Commission Approved: April 2, 1992
Revised: March 4, 1993; Reclassification Study: February 26, 1998
Revised: 5/17, 09/2019

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Shristie Nair-Villano
Director, Classified Human Resources

Date of Meeting:

September 12, 2019

TITLE: CLASSIFICATION REVISION – Site Technology Technician

BACKGROUND & FINDINGS:

The Site Technology Technician classification was reviewed recently with the Chief Information Officer for recruitment purposes. Additional classification specifications were also approved in the Information Technology department recently that leads to changes in supervision and distinguished characteristics that are also being updated and aligned with the entire Information Technology job family.

The following changes to the classifications are being proposed:

- Supervision received and exercised – through the classification specification, the reporting relation is being revised to present the current reporting structure.
- Duties – slight changes and edits are proposed to the duties for clarity purposes and to better define duties performed.
- Minimum qualifications – the minimum qualifications are outdated and required candidates to fulfill No Child Left Behind requirements which is no longer relevant to the position. In lieu of this education requirement, the minimum experience level is being increased to two (2) years of prior experience. This is also in alignment with other classifications in the Information Technology job family.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Site Technology Technician classification specification as presented.

SITE TECHNOLOGY TECHNICIAN

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 the direction of the Chief Information Officer, Site Technology Coordinator, or a site-based administrator, Principal or other school site administrator, supports the use of technology at an assigned school site; oversees the operation of a computer assisted instructional laboratory; provides ongoing technical assistance to students and teachers/staff; and performs a variety of tasks relative to assigned area of responsibility.

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 Technology Services Technician classification serves as an experienced field and network technician and performs highly technical duties in the installation, support, and repair of computer systems and software, tablets/mobile devices, local area networks, and other telecommunication devices, and assists end users in the troubleshooting of technology issues.~~

~~The Help Desk Support Technician classification provides technology related first line phone support, trains District personnel in the use of technology, forwards advanced technology issues to Technology Services Technicians and/or Network Systems Analysts, and assists in the resolution of technical software, hardware, and network related problems reported by District technology users.~~

The Site Technology Coordinator classification oversees, participates, and supports the use of technology at school sites; coordinates the workflow of assigned personnel, assists in the resolution of more complex troubleshooting, the position performs the general tasks of the technician staff, including but not limited to, installation, configuration, diagnosis, repair of computer workstation, mobile devices, and peripheral equipment as needed.

The Site Technology Technician classification provides site-based support, repair, and maintenance for technological devices including computers, peripheral devices, and tablets/mobile devices, forwards advanced technology issues to the Technology Services Department, assists students, teachers, and staff in the use of technology, and oversees a site based computer lab.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Chief Information Officer or designee, site administrator.
- Receives technical and work direction from the Site Technology Coordinator and general work direction from site-based administrators.
- ~~Receives work direction from classroom teachers.~~
- Receives technical direction ~~and project feedback and evaluation~~ from Technology Services staff.
- Positions in this classification have no formal supervisory responsibilities.

ESSENTIAL DUTIES

- Assists students, staff, and community students, teachers, and other staff in the use of computers, tablets and mobile devices, audio-visual equipment, software, and related peripheral devices;
- Prepares technology-based learning environment for daily use and as needed for other events; preps software, hardware, and other devices needed for daily lessons and use by specific classes/staff; adjusts software as needed to account for class and individual adjustments in curriculum based on teacher requests; assists teachers in monitoring students while in the computer lab or other technology-based learning environment;

- Troubleshoots, diagnoses, and repairs computer hardware and software, tablets and mobile devices and related software, and peripheral equipment;
- Maintains computers for school use; imports, enters, and maintains student data and records for ~~teachers~~ staff;
- Operates or trains ~~Assists in scheduling the~~ on the use of technological devices and audio visual equipment ~~devices at assigned school site and the computer lab; such as marquees, sounds systems, etc.~~
- Maintains an attractive and functional computer lab; performs preventive maintenance on computers and peripheral devices; performs regular cleaning of computer peripherals, projector filters, mobile devices, and audio-visual equipment;
- Serves as an on-site technical resource to students, staff, and community ~~users and personnel~~; provides technical information and assistance by phone or on-site;
- Works with Technology Services personnel to restore backed-up files and data in the event of a malfunction;
- Participates in the imaging of computers, tablets, and mobile devices; loads specific software packages; joins and removes computers and devices from domains as needed;
- Assists in maintaining the assigned site's website or webpages on the main District website;
- Assists in presenting in-service training to students, staff, and community ~~parents, students, and staff~~, as directed;
- Maintains inventory of equipment and supplies; provides ~~receipts~~ documentation to students/parents as needed;
- Maintains a variety of records, including records of warranties, repairs and site software licenses; contacts vendors for technology support for items as needed -under warranty;
- Maintains a log of site hardware and software problems; contacts Technology Services for advanced troubleshooting help and submits support requests as needed; follows-up on reported problems as necessary;
- Attends and participates in meetings, conferences, and seminars related to technology to maintain current knowledge of technological advances in the field.

Other Related Duties

- May create instructional bulletin boards and other displays within computer lab;
- May distribute and collect papers, supplies, and materials;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operation, maintenance, and capabilities of personal computers, peripheral equipment, and mobile devices;
- Methods, practices, terminology, and procedures and operations used in computer operations;
- Commonly used software such as Microsoft Office programs and internet browsers;
- Basic local area networking functions and concepts;
- Basic technology troubleshooting techniques;
- Modern office practices, procedures, and equipment.
- Principles of computer maintenance and preventive maintenance
- Basic record keeping techniques;
- Basic instructional methods and techniques.

Ability to:

- Operate computers hardware, software, peripheral equipment, and mobile devices;
- Diagnose and troubleshoot technology related problems;
- Differentiate between hardware and software problems;
- Gather, read, analyze, and interpret data;
- Maintain confidentiality of privileged information obtained in the course of work;
- Exercise good judgment;
- 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;

Oxnard School District

Page 3 of 3

- Communicate effectively both orally and in writing;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships;
- Read, interpret and follow rules, regulations, policies and procedures;
- Learn instructional programs, curriculum, methods and procedures;
- Motivate and establish rapport with students;

Traits:

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources;
- Logically grasps and thinks through issues and problems;
- Remains steady under pressure;
- Stays focused and has a good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

~~**Education:** The No Child Left Behind Act of 2001 requires all individuals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:~~

- ~~1. A minimum of 48 semester or 72 quarter units of college coursework.~~
- ~~2. An Associate or higher degree from an accredited college or university.~~
- ~~3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.~~

Education: An Associate degree or higher from an accredited college or university with a major in computer science, management information systems, or a closely related field is desirable.

~~**Education:** An Associate Degree or equivalent from an accredited college or university in computer science or a closely related field may be substituted for the required experience.~~

Experience: ~~Two~~ ~~One~~ years of computer operations experience including the troubleshooting and maintenance of computer hardware and software. ~~An Associate Degree or equivalent from an accredited college or university in computer science or a closely related field may be substituted for the required experience.~~

Physical Requirements: Employees in this classification stand, walk, repetitively use fingers, use both hands simultaneously, stoop/bend, reach overhead, lift and carry up to 25 lbs. or over 25 lbs. with assistance, have depth perception and color vision or the ability to distinguish shades, speak clearly, and hear normal voice conversation.

WORK ENVIRONMENT: Employees in this classification work primarily inside learning environments, including computer labs and classrooms, and have direct contact with students and 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: 20.0

Approved: 1/86

Revised: 10/86, 2/98, 10/13, 09/2019

Title Change (from Computer Lab Technician): 10/13

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:64

Established: 8/5/2019

Preschool Assistant (B)

Rank	Name	Expiration Date
1	Ortiz, Sandra	8/6/2020
2	Lopez Flores, Maria	11/8/2019
3	Ordaz, Crystal	11/8/2019
4	Ibarra, Abigail	8/6/2020
5	Barron, Imelda	8/6/2020

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

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:76

Established: 8/14/19

Speech-Language Pathology Assistant

Rank	Name	Expiration Date
1	Harold, Christina L	8/14/2020
2	Rios, Tiana M	5/31/2020
3	Perez, Julio (B)	11/7/2019
4	Siebler, Yvonne M	8/14/2020

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 18-19:56

Established: 8/20/19

merged: 18-19:32

Child Nutrition Worker

Rank	Name	Expiration Date
1	Calupe, Leanne Q	8/20/2020
1	Galloup, Matthew	1/28/2020
2	Ybarra, Patrice	1/28/2020
3	Jimenez, Amanda	1/28/2020
4	Moraga, Yvonne	1/28/2020
5	Gomez, Griselda	1/28/2020
6	Martinez, Miriam	1/28/2020
6	Utermohlem, Alison	1/28/2020
7	Calderon, Caitlyn	8/20/2020
7	Gastelum, Marisol	1/28/2020
8	Knappenberger, Shelly A	8/20/2020
9	Real, Summer	8/20/2020
10	Martinez, Martha	1/28/2020
11	Aguilar, Victor	1/28/2020
11	Sixtos, Corina	1/28/2020
12	Jimenez, Maricela	8/20/2020
12	Rodriguez, Michelle	1/28/2020
13	Quila, Martina	8/20/2020

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:65

Established: 8/23/2019

merged: 18-19:60

Paraeducator I

Rank	Name	Expiration Date
1	Walker, Jeremy Ryan	8/23/2019
2	Guevara, Christopher J	8/23/2019
2	Rivera, Lizzette	8/23/2019
3	Morrison, Courtney N	8/23/2019
4	Ruiz, Hilary A	9/6/2019
5	Slagboom, Ana Maria E	8/23/2019
6	Anderson, Emily M	8/23/2019
7	Romero, Cristian	9/6/2019
8	Rios, Ruby N	9/6/2019
9	Bernal, Deizy J	9/6/2019
9	Morales, Andrea C	9/6/2019
9	Zavala, Laura V	9/6/2019
10	Contreras, Nancy	9/6/2019

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:63

Established: 8/16/2019

merged list: 18-19:47

PARAEDUCATOR II

Rank	Name	Expiration Date
1	Arevalo, Dario	8/16/2020
1	Ayala, Ashley	8/16/2020
1	Gonzlaez, Gabriela	8/16/2020
1	Gutierrez, Christine	8/16/2020
1	Placencia, Alyssa	8/16/2020
1	Wright, Jessica	8/16/2020
2	Arreola, Cassandra	6/7/2020
2	Lopez, Rosie	8/16/2020
3	Newman, David	8/16/2020
4	Valles, Allyson	8/16/2020
5	Romero, Patricia	6/7/2020
6	Gomez, Yasmin	8/16/2020
6	Perez, Eyra	8/16/2020
7	Lopez, Frank	8/16/2020
8	Villafaña, Carina	2/21/2020
9	Trujeillo, Gutierrez, Mariela Yenedith	6/7/2020
10	Soria, Roxanne	11/5/2019
11	Aguilera, Christian	2/21/2020

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

11	Castellanos, Ana	8/16/2020
12	Martinez, Gwendolyn	8/16/2020
13	Rodriguez, Hope	8/16/2020
14	Ayala, Viviana	6/7/2020
15	Ambriz, Noemi G	6/7/2020

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:62

Established: 8/16/2019

merged 18-19: 48

PARAEDUCATOR III

Rank	Name	Expiration Date
1	Arevalo, Dario	8/16/2020
1	Gonzalez, Gabriela	8/16/2020
1	Ochoa, Priscilla	8/16/2020
1	Wright, Jessica	8/16/2020
2	Tellez, Elizabeth	8/16/2020
3	Garcia, Denise	8/16/2020
4	Segura, Siomara	8/16/2020
5	Lopez, Rosie	8/16/2020
6	Sanchez, Jaime	2/21/2020
6	Valles, Allyson	8/16/2020
7	Romero, Patricia L	6/7/2020
8	Lopez, Frank	11/5/2019
9	Soria, Roxanne	11/5/2019
10	Gomez, Paula	2/21/2020
11	Alvarez, Victoria	11/5/2019

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:67

Established: 8/27/2019

merged: 18-19:36

Payroll Technician

Rank	Name	Expiration Date
1	Donovan, Sara	2/5/2020
2	Schaniel, Sharl	2/5/2020
3	Pena, Heather J	8/27/2020
4	Lopez, Priscilla	2/5/2020
5	Hernandez, Olga	8/27/2020
6	Priskin, Melinda	8/27/2020
7	Maddison, Holly	8/27/2020
8	Zambrano, Laura	8/27/2020

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:70

Established: 8/19/2019

District Textbook Coordinator

Rank	Name	Expiration Date
1	Monroy, Stephanie M	8/19/2020
2	James, Rakena D	8/19/2020
3	Borunda, Rosa H	8/19/2020
4	Elliott, Jay M	8/19/2020
5	O'Neal, Vickie	8/19/2020

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:71

Established: 8/14/19

LANGUAGE ASSESSMENT TECHNICIAN (Spanish Bilingual)

Rank	Name	Expiration Date
1	Ramos, Sonia	1/11/2020
2	Castellanos, Ana L	8/14/2020
3	Hernandez, Linda G	8/14/2020

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CLASSIFIED PERSONNEL ACTIONS

New Hire

Alvarez, Lillie A	Paraeducator III, Position #8648 Special Education 5.75 hrs./183 days	08/19/2019
Valencia, Susie	Employee Benefits Specialist, Position #97 Risk Management 8.0 hrs./246 days	07/22/2019

Resignation

Lopez, Israel	Paraeducator III, Position #2682 Special Education 5.75 hrs./183 days	08/01/2019
Ludy, Lamar	Paraeducator III, Position #977 Special Education 5.75 hrs./183 days	08/01/2019
Smith, Kayla D	Paraeducator III, Position #6732 Special Education 5.75 hrs./183 days	07/31/2019

CLASSIFIED PERSONNEL ACTIONS

New Hire

Ambriz, Noemi	Paraeducator III, Position #1915 Special Education 5.75 hrs./183 days	08/19/2019
Gamino, Celeste	Paraeducator III, Position #7947 Special Education 5.75 hrs./183 days	08/20/2019
Ibarra, Abigail	Preschool Assistant (B), Position #2582 San Miguel 3.0hrs./183 days	08/19/2019
Lopez, Marcos A	Grounds Manager, Position #7423 Facilities 8.0 hrs./246 days	08/05/2019
Macias, Perla Y	Paraeducator II (B), Position #9241 Special Education 5.75 hrs./183 days	08/20/2019
Ortiz, Sandra	Preschool Assistant (B), Position #2661 Harrington 3.0 hrs./183 days	08/19/2019
Rios, Tiana M	Speech Language Pathology Assistant, Position #9134 Special Education 8.0 hrs./183 days	08/19/2019
Trujillo Gutierrez, Mariela	Paraeducator III, Position #1953 Special Education 5.75 hrs./183 days	08/19/2019

Limited Term

Morales, Andrea C	Paraeducator (substitute)	08/19/2019
Ortega Silva, Jose D	Paraeducator (substitute)	08/19/2019
Terregone, Delina A	Paraeducator (substitute)	08/19/2019

Promotional

Fuentes, Saira	Registered Behavior Technician, Position #9242 Special Education 8.0 hrs./203 days Paraeducator III (B), Position #6373 Special Education 5.75 hrs./183 days	08/19/2019
Garcia, Darlene E	Registered Behavior Technician, Position #9243 Special Education 8.0 hrs./203 days Paraeducator III, Position #2882 Special Education 5.75 hrs./183 days	08/19/2019
Jasso, Judy E	Registered Behavior Technician, Position #9245 Special Education 8.0 hrs./203 days Paraeducator III, Position #6824 Special Education 5.75 hrs./183 days	08/19/2019
Pina, Bobby S	Registered Behavior Technician, Position #9253 Special Education 8.0 hrs./203 days Paraeducator III, Position #7467 Special Education 5.75 hrs./183 days	08/19/2019

CLASSIFIED PERSONNEL ACTIONS

Promotional continued

Vasquez Mendoza, Anita	Registered Behavior Technician, Position #9244 Special Education 8.0 hrs./203 days Paraeducator III, Position #2903 Special Education 5.75 hrs./183 days	08/19/2019
Wilson, Luke	Registered Behavior Technician, Position #9254 Special Education 8.0 hrs./203 days Paraeducator II, Position #1199 Special Education 5.75 hrs./183 days	08/19/2019

Voluntary Demotion

Ordaz, Bianca K	Paraeducator I, Position #9157 Drifill 3.167 hrs./183 days Language Assessment Technician, Position #8703 Ed. Services 5.5 hrs./246 days	08/19/2019
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Leave of Absence

Calderon Ruiz, Nancy	Paraeducator, III, Position #268	08/19/2019-12/20/2019
Faulk, Jessica E	Campus Assistant, Position #2966	08/26/2019-12/15/2019

Return from Leave of Absence

Castellanos Vizcaino, Ana Luisa	Paraeducator I, Position #7170	08/19/2019
Perez, Patricia	Paraeducator III, Position 9222	08/19/2019

Layoff

Navarro, Imelda L	Preschool Teacher, Position #7803 Ed. Services 3.0 hrs./183 days	06/28/2019
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Resignation

Castillo, Oralia	Transportation Driver, Position #8708 Transportation 5.5 hrs./183 days	08/19/2019
Fimbres, Stacy	Preschool Assistant (B), Position #2657 Ed. Services 3.0 hrs./183 days	07/31/2019
Golemon, Sarah E	Health Assistant, Position #8433 Pupil Services 5.5 hrs./183 days	08/13/2019
Tinoco, Rodolfo	Child Nutrition Worker, Position #6409 McKinna 5.0 hrs./185 days	08/19/2019
Zamarripa, Jennifer	Paraeducator II, Position #6434 Special Education 5.75 hrs./183 days	08/09/2019