



SPECIAL GOVERNING BOARD MEETING AGENDA

Thursday, April 19, 2018

5:00 pm

Location:

26316 Hesperian Blvd
Hayward, CA 94545

Website:

www.edenrop.org

Phone Numbers:

(510) 293-2971
Fax (510) 293-8225



Governing Board Members

Peter Oshinski, President
Dot Theodore, Vice-President
Marilyn Stewart, Member
Dr. Luis Reynoso, Member

San Leandro Unified School District
Castro Valley Unified School District
San Lorenzo Unified School District
Hayward Unified School District

Mission Statement

The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.



Special Meeting of the ROP Governing Board
Eden Area ROP Board Room
26316 Hesperian Blvd., Hayward, CA 94545

Date: Thursday, April 19, 2018
Time: 5:00 p.m.

AGENDA

Welcome to the Eden Area Regional Occupational Program Governing Board Meeting. The purpose of the meeting is to consider matters of policy and business necessary for the operation of the Regional Occupational Program.

Visitors wishing to address the Governing Board are asked to complete a "Request to Address ROP Governing Board" card, available at the entrance to the meeting room, and submit it to the Governing Board's Administrative Secretary. Any member of the audience may speak on any agenda item by following this process, or upon recognition by the Chairperson by identifying him/herself and his/her organization affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the Governing Board on a matter relating to the Eden Area ROP that does not appear on the agenda, this may be done during the "Other Business" section.

State law prohibits the ROP Governing Board from taking any action on or discussing items that are not on the posted agenda except to A) briefly respond to statements made or questions posed by the public in attendance; B) ask questions for clarification; C) provide a reference to a staff member or other resource for factual information in response to the inquiry; or D) ask a staff member to report back on the matter at the next meeting and/or place it on a future agenda. (Government Code Section 54954.2 (a))

This meeting is being recorded. These recordings are maintained by the Eden Area ROP for 30 days and are available for review to the public upon request.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Mission Statement

V. Approval of Agenda

VI. Action Items

- A. Request the Governing Board to approve the Job Descriptions for Administrators and Revised Classified Positions (pages 2-19)
- B. Request the Governing Board to approve the Instructional Support Specialist (High School) Position and Job Description (pages 20-23)
- C. Request the Governing Board to approve the Eden Area ROP Organization Chart for the 2018-2019 School Year (pages 24-25)

VII. Adjournment

Action Items





DATE: April 19, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Job Descriptions for Administrators and Revised Classified Positions

BACKGROUND

Job descriptions for all positions are maintained by the Personnel Coordinator. To ensure that the positions remain current, job descriptions are periodically reviewed and updated, if needed.

CURRENT SITUATION

With the expansion of services provided to districts, the current division of responsibilities among the Administrators have had a disproportionate impact. To remedy this situation, revising administrative positions with an emphasis on function rather than location will enable the Eden Area ROP to be more efficient and effective in supporting our partner districts. Updated administrative positions in Educational Services led to the need to update the classified support positions in this department to align with the administrative changes.

The changes and revisions are noted as follows:

Black, bold and strikethrough	Deletions
Red	Additions
Black	No changes

Job Description Updates & Title Changes

Previous Title

Director

Assistant Director of Off-Site Programs

Assistant Director of Adult Programs

New Title

Director of Educational Services

Assistant Director of Educational Services

Director of Adult Programs

Job Description Updates Only

Administrative Assistant

Office Support Specialist

Fiscal Impact

Increase in adult education expenditures of approximately \$12,000 annually.

RECOMMENDATION

It is recommended that the Governing Board approve the job descriptions for administrators and revised classified positions.



26316 Hesperian Blvd
Hayward, CA 94545
510-293-2900

To: Eden Area ROP Governing Board
From: Linda Granger, Superintendent
Date: 4/19/2018
Re: Administrators Job Descriptions and Revised Classified Job Descriptions

Currently, the administrative responsibilities in the Educational Services Department are allocated by location, with the Director being responsible for overseeing the programs at the center and the Assistant Director of Off-Site Programs being responsible for all of the programs on the high school campuses.

In our efforts to continue to support CTE teachers and students within our four districts, the Eden Area ROP continues to expand the services we provide. For example we:

- Provide support to all CTE teachers within the districts
- Coordinate advisory committee meetings for all teachers biannually
- Host Business Partner Appreciation Breakfast
- Coordinate work based learning opportunities for students
- Facilitate articulation agreements among high school and community college programs

The impact of these additional services has had a disproportionate impact on the work among the administrative team. To enable the Eden Area ROP to operate more efficiently and effectively, I am recommending that the Governing Board approve the following changes to the administrative positions in Educational Services:

New Title	Current Title
Director of Educational Services	Director
Assistant Director of Educational Services	Assistant Director of Off-Site Programs
Director of Adult Programs	Assistant Director of Adult Programs

These new job descriptions reflect a shift in responsibilities that are structured to provide support with a focus on function rather than location. Structuring the work of the administrative team in this manner aligns with the Superintendent's goals of improving processes to ensure that resources are effectively and efficiently allocated.

Additionally, since we began a fee based adult program 3 years ago, we have expanded from serving approximately 100 students a year to serving over 450 students a year. Given the expansion of the program, the responsibilities of the position have increased, and since the position reports to the Superintendent, changing the title to Director and aligning the pay to the director level is also recommended.

Finally, to align the work of the administrators and support staff within the Educational Services department, the Administrative Assistant and Office Support Specialist job descriptions have been updated.

These positions would all be filled with the assignment or reassignment of current staff based on their individual strengths that best fit the needs of the Eden Area ROP.

The fiscal impact for the K-12 program funding would remain unchanged as the new job descriptions would align to the current salary schedule.

There would be an annual increase in the expenses of the adult education fund of approximately \$12,000 per year.

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

Job Title:	Director of Educational Services	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Lead the work of the Educational Services Department to develop a high-performing staff and leadership team that accelerates student achievement and results in measureable outcomes. Work collaboratively with department members and staff to reach goals of Educational Services. ~~Coordinates and facilitates the goals of the Eden Area ROP Educational Services Department.~~

Duties and Responsibilities:

- ~~• Oversee and direct the daily operations of the Center~~
- ~~• Prepare annual ADA projections and forecasts current and future program needs~~
 - Assist Superintendent in the general organization and supervision of the ROP instructional program
 - Assist Superintendent in the evaluation and supervision of all ROP programs to insure compliance
 - Assist Superintendent in the planning and coordination of ROP program development
- ~~• Coordinate objectives of programs and work with the Educational Services team to standardize activities~~
 - Set clear objectives for administrative team based on annual goals determined by Superintendent
- ~~• Educational Services supervisor~~
 - Represent the needs and requests of Educational Services Department in all matters
 - Interpret and implement ROP policies and state laws related to career technical education
 - Monitor and review legal requirements and compliance related to programs and districts
- ~~• Provide assistance to teachers and management in the development of individual program and special project budgets~~
 - Participate in the development of program budgets, projections of staffing, enrollment and monitoring attendance
 - Prepare annual projections that forecast current and future program needs
 - Develop, plan and implement new classes
 - Direct the preparation of various statistical reports including attendance, enrollment trends, and related data
 - Coordinate and facilitate the development of the master schedule
 - Direct the planning, preparation and evaluation of the District curriculum and curriculum publications (handbooks, course outlines, etc.)
 - Direct the preparation of reports relating to curriculum and instruction for the Governing Board
 - Evaluate assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized ~~Evaluation of certificated and classified staff~~
 - Create certificated evaluation and observation schedule annually
 - Annually create program evaluation schedule as it relates to CTE and 11 elements
 - Lead and engage staff in addressing student needs and providing high quality teaching and learning
 - Act as point of contact for school principals and district curriculum administrators
 - Act as point of contact and supervisor for contracted staff placed at the Center
 - Work with various community agencies in development agreements for services and programs

JOB DESCRIPTION

- Visit sites and classrooms on a regular basis
- Work with various departments on facilities planning, equipment acquisition, and materials/supplies procurement
- Participate in County curriculum meetings
- Coordinate and facilitate District curriculum meetings
- Oversee curriculum development
- Act a WASC lead
- Act as Business Engagement lead
- Oversee instructional program budgets
- Lead meetings to communicate management direction and policy changes, instructional issues, budget information and other concerns as they arise
- Attend various committee meetings and represent the agency, as well as Educational Services needs and concerns in areas including classroom facilities, safety, equipment, budget and curriculum
- Enforce and establish disciplinary procedures referred to the office of the Director
- Oversee, direct and evaluate attendance staff
- Coordinate and monitor mentor teacher responsibilities
- Plan for, facilitate and evaluate professional learning for instructors, administrators and support staff that is aligned with district programs and goals
- Coordinate in-service training activities of ROP personnel
- ~~Train and evaluate EAROP personnel; and provides and coordinates staff training~~
- Review and approve CTSO activities
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional occupational programs
- Make presentations to the Governing Board as needed
- Oversee facility improvements and renovations
- Chair meetings as assigned
- Act as the Chief Administrator in the absence of the Superintendent
- Other duties as assigned
- ~~Manage Technology for the Hayward Center~~
- ~~Respond to and resolves difficult and sensitive inquiries and complaints~~
- ~~Supervise and evaluate all custodial, maintenance and security staff~~
- ~~Act as administrative advisor to the Safety Committee~~
- ~~Update and oversee all safety protocols and emergency procedures~~

Employment Type:	Full Time	Employment Category:	Certificated Management
Work Year:	220 work days	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- EAROP practices and procedures, EAROP mission, goals and policies
- Course and curriculum development
- Operational and instructional principles of CTE/adult programs including work-based learning

Abilities:

- Demonstrate positive leadership and management skills.
- Effective communication with students, staff and community.
- Collaborate and maintain effective working relationships with self-directed decision-making ability.
- Provide strong leadership with high personal/professional integrity.

JOB DESCRIPTION

- Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce.

Soft Skills:

- Trustworthiness; maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

Education:

- Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred

Experience:

- Five (5) years progressively responsible experience in a public school environment.
- Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics.

Certifications/Credentials:

- Basic Driver License
- California State Administrative Credential or Supervision and Coordination Credential

Salary Schedule Placement:	A	Annual Benefits:	<ul style="list-style-type: none"> • \$5,500 *Mandatory Vision & Dental deducted • TSA • Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

Job Title:	Assistant Director of Off-Site Programs Educational Services	Reports to:	Director of Educational Services Superintendent
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Provide support to the Director of Educational Services to build a high-performing school staff and leadership team that accelerates student achievement and results in measureable outcomes. Work collaboratively with department members and staff to reach goals of Educational Services. ~~Monitor and supervise off-site programs to ensure compliance with California Education Code, Title 5 and all EAROP policies and guidelines. Work under the direction of the Director to facilitate Educational Services activities.~~

Duties and Responsibilities:

- ~~• Develop effective relationships with offsite administrators to ensure success of programs.~~
- Develop effective relationships with staff and district partners to ensure success of programs
- Assist the Director in the development of CTE programs aligned to the 11 elements of a high quality CTE program
- Coordinate and oversee articulations
- Oversee and ensure that CATEMA is being used and updated
- ~~• Meet and monitor the activities of offsite College and Career Center Techs.~~
- Work collaboratively with off-site College and Career Center Techs to support CTE enrollment and pathway completion
- Advocate for career pathways and academies and pursue A-G approval, ~~articulations and workplace requirements to support pathways for students.~~
- Act as point of contact for off-site school counselors
- Act as point of contact for community colleges
- Act as Title IX coordinator
- Act as NCAA clearinghouse coordinator
- Monitor workplace requirements, community classrooms and CVE to ensure compliance and support pathways for students
- Direct the preparation of various statistical reports including ~~attendance,~~ program enrollment, student information and pathway ~~and related~~ data
- Coordinate, monitor and evaluate Workability program and staff
- Direct the evaluation of the student activities; make necessary adjustments and recommendations as required
- Direct the planning and preparation of the course catalog at the Center, on the website and at the school sites
- Oversee and maintain school safety plan
- Update and oversee all school safety protocols and procedures
- Act as administrative advisor to the Safety Committee
- Oversee and coordinate Student Services
- Supervise and evaluate maintenance and security staff
- Aid in supervision of student transportation
- Visit sites and classrooms on a regular basis
- Evaluate assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized
- ~~• Supervise and evaluate offsite ROP operated/owned instructional staff.~~
- Plan for, facilitate and evaluate professional learning for instructors and support staff that is aligned with district programs and goals

JOB DESCRIPTION

- Handle student discipline in accordance with California Education Code
- Develop strategies to sustain courses and problem resolution
- Lead and engage staff in addressing student needs and providing high quality teaching and learning
- ~~Assist with the development, implementation and evaluation of a variety of occupational education curriculum.~~
- Communicate regularly with educational services to discuss ways to most effectively assist curriculum, instruction and professional learning needs
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional occupational programs
- ~~Monitor compliance of district contracted programs.~~
- Monitor and review legal requirements and compliance related to programs and districts
- Establish and maintain clear communication and cooperative working relationships with staff, local school districts, regional and state administrators and other agencies through workshops, conferences, presentations and site visitations
- Assist with the planning and directing of communication of program information to students
- Make presentations to the Governing Board as needed
- Chair meetings as assigned
- Other duties as assigned
- ~~Coordinate and monitor compliance of apprenticeship program.~~
- ~~Develops, plans and implements new classes.~~
- ~~Work with various departments on facilities planning, equipment acquisition, and materials/supplies procurement for offsite classes.~~
- ~~Represent administration and offsite instructors in all classroom-related matters.~~
- ~~Oversee and participate in the promotion of the EAROP with public entities and agencies.~~
- ~~Assume responsibility for services and activities including ensuring program growth, advisory committees and curriculum development; recommend and administer policies and procedures.~~
- ~~Coordinate grants as appropriate.~~
- ~~Prepare annual projections that forecast current and future offsite program needs.~~
- ~~Oversee and manage attendance staff.~~
- ~~Evening supervisor.~~

Employment Type:	Full Time	Employment Category:	Certificated Management
Work Year:	217 work days	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- EAROP practices and procedures, EAROP mission, goals and policies
- Course and curriculum development
- Operational and instructional principles of CTE/adult programs including work-based learning

Abilities:

- Demonstrate positive leadership and management skills
- Effective communication with students, staff and community
- Collaborate and maintain effective working relationships with self-directed decision-making ability
- Provide strong leadership with high personal/professional integrity

JOB DESCRIPTION

- Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce

Soft Skills:

- Trustworthiness; maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

Education:

- Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred

Experience:

- Three (3) years progressively responsible experience in a public school environment.
- Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics.

Certifications/Credentials:

- Basic Driver License
- California State Administrative Credential or Supervision and Coordination Credential

Salary Schedule Placement:	C	Annual Benefits:	<ul style="list-style-type: none"> • \$5,500 *Mandatory Vision & Dental deducted • TSA • Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

Job Title:	Assistant Director of Adult Programs	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Monitor and supervise adult programs to ensure compliance with California Education Code, Title 5 and all EAROP policies and guidelines. Work under the direction of the Superintendent to facilitate the successful implementation of programming for adult students.

Duties and Responsibilities:

- Visit sites and classrooms on a regular basis
- Make presentations to the Governing Board as needed
- Prepare, monitor and adjust budgets based on program enrollment
- Hire, evaluate and observe all staff per Board policy
- Develop programs in response to community and labor market needs
- Develop strategies to sustain courses and problem resolution
- Develop, plan and implement new classes
- Lead and engage staff in addressing student needs and providing high quality teaching and learning throughout the EAROP
- Work with various departments on facilities planning, equipment acquisition, and materials/supplies procurement for classes
- Develop and market all training programs
- Evaluate apprenticeable and non-apprenticeable programs, considering such factors as selection, training and placement of enrollees
- Coordinate training programs with employers and evaluate the progress of enrollees in conjunction with program contract goals
- Oversee and participate in the promotion of the EAROP with public entities and agencies
- Assume responsibility for services and activities including ensuring program growth, advisory committees and curriculum development; recommend and administer policies and procedures
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Career Technical Education
- Monitor and review legal requirements and compliance related to programs and districts
- Coordinate grants as appropriate
- Prepare annual projections that forecast current and future program needs
- Establish and maintain clear communication and cooperative working relationships with staff, local school districts, regional and state administrators and other agencies through workshops, conferences, presentations and site visitations
- Coordinate the planning and directing of communication of program information to students
- Facilitate the development, implementation and evaluation of a variety of occupational education curriculum
- Direct the preparation of various statistical reports including attendance, enrollment, and related data
- Partner with the Director of Educational Services on promotional and organizational projects and events, coordinating all student outreach activities including: pre-enrollment and enrollment activities, promotional events, group presentations, career fairs, booth events, advertising in printed materials for the adult programs
- Evening supervisor

JOB DESCRIPTION

<ul style="list-style-type: none"> Other duties as assigned 			
Employment Type:	Full Time	Employment Category:	Certificated Management
Work Year:	220 work days	Days/Hours:	Monday-Friday 9:30am-6:00pm
Position Qualifications			
<p>Knowledge:</p> <ul style="list-style-type: none"> EAROP practices and procedures, EAROP mission, goals and policies Course and curriculum development Operational and instructional principles of CTE/adult programs including work-based learning <p>Abilities:</p> <ul style="list-style-type: none"> Demonstrate positive leadership and management skills Effective communication with students, staff and community Collaborate and maintain effective working relationships with self-directed decision-making ability Provide strong leadership with high personal/professional integrity Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce <p>Soft Skills:</p> <ul style="list-style-type: none"> Trustworthiness; maintain confidentiality of privileged and sensitive information Strong, consistent work ethic; must be punctual and reliable Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community Problem solver; able to resolve problems quickly and professionally Extremely organized and successfully meeting deadlines <p>Education:</p> <ul style="list-style-type: none"> Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred <p>Experience:</p> <ul style="list-style-type: none"> Three (3) years progressively responsible experience in a public school environment Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics <p>Certifications/Credentials:</p> <ul style="list-style-type: none"> Basic Driver License California State Administrative Credential or Supervision and Coordination Credential 			
Salary Schedule Placement:	A	Annual Benefits:	<ul style="list-style-type: none"> \$5,500 *Mandatory Vision & Dental deducted TSA Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

Job Title:	Administrative Assistant	Reports to:	Director of Educational Services
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform advanced level administrative support for the Educational Services Administrators and certificated staff.

Duties and Responsibilities:

- Provide wide range of complex office administration and support to the **Director Educational Services Administrators**
- Answer phone inquiries and emails, and disseminate information regarding ROP programs
- Receive and direct incoming calls
- Prepare and maintain logs and records of student discipline activities
- Prepare and process correspondence including parent notifications, student improvement contracts and suspension notices, site agreements, Co-op/Community Classroom Visitation/placement logs
- Prepare student handbook
- Prepare materials for CTSO's
- Prepare donation acceptance letters and maintain donation file
- ~~Assist with attendance/enrollment reports~~
- Maintain Master Calendar and Meetings Calendar
- ~~Manage Director's calendar and schedule meetings, appointments and travel arrangements~~
- ~~Maintain and updates Educational Department records, forms and supplies~~
- Arrange for copying/printing for the Educational **Services** Department, **Attendance Department** and instructors
- Schedule meetings and workshops for the department and staff
- Prepare Certificates of Completion for ROP students
- Prepare Certificates of Appreciation for Businesses who support ROP students and programs
- Maintain first aid equipment for instructors and distributes first aid supplies to students as needed
- Arrange for substitute instructors as required
- Maintain accurate data of substitute service for payroll
- Accept staff calls or messages for illness/absence
- Maintain accurate staff attendance data
- Assist with sophomore tours
- **Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries**
- **Maintains security by following procedures, checking in and directing visitors, and issuing visitor badges**
- **Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems**
- **Coordinate delivery of received items for the purpose of ensuring items ordered are delivered in a timely and accurate manner**
- **Prepare shipments for postal or commercial conveyance**
- **Receive incoming materials and compare information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customer**

JOB DESCRIPTION

<ul style="list-style-type: none"> Inspect shipments for damages or defects; record discrepancies or damages and notifies supervisor and/or purchasing personnel Deliver items to requisitioning departments and obtain authorized signatures for accepted items Maintain brochures for all programs Perform other duties as assigned 			
Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:00am-3:30pm
Position Qualifications			
Knowledge: <ul style="list-style-type: none"> Proficient Microsoft Word, Excel, PowerPoint and online navigation General school office/ professional environment rules and principles Correct English grammar, punctuation, spelling, and proofreading Record keeping and complex filing systems 			
Abilities: <ul style="list-style-type: none"> Perform in an independent, self-directed manner and present a professional, positive representation of the ROP Work confidentially Communicate effectively and professionally both verbally and in writing Skilled at multi-tasking 			
Soft Skills: <ul style="list-style-type: none"> Trustworthiness Maintain confidentiality of privileged and sensitive information Strong, consistent work ethic; must be punctual and reliable Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community Self-starter and resourceful Work independently and with frequent interruptions; work with a minimum of supervision Problem solver; able to resolve problems quickly and professionally Extremely organized and successfully meeting deadlines 			
Education: <ul style="list-style-type: none"> Equivalent of the completion of high school Two years college desired 			
Experience: <ul style="list-style-type: none"> One year administrative support experience Previous experience working in a school setting 			
Certifications/Credentials: <ul style="list-style-type: none"> Basic Driver License 			
Additional Requirements: <ul style="list-style-type: none"> Pass Basic Skills Test 			
Salary Schedule Placement:	D 5% Confidential Stipend	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted

JOB DESCRIPTION

Terms of Employment:	Year to year based on successful annual evaluation	Governing Board Approved	Pending
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JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

Job Title:	Office Support Specialist	Reports to:	Assistant Director of Off-Site Programs Educational Services
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform **advanced level** administrative support for the **~~Assistant Director of Off-Site Programs~~ Educational Services Administrators and off-site certificated staff.**

Duties and Responsibilities:

- Provide wide range of complex office administration and support to **Educational Services ~~the Assistant Director of Off-Site Programs~~**
- **Acquire data from primary or secondary data sources and maintain databases/data systems**
- Act as back up for Administrative Assistant
- Assist in verifying attendance data
- Assist with compiling off-site compliance data and developing reports and compiling statistics
- **Assist with projects and special events related to Educational Services**
- Assist with sophomore tours
- **Maintain and update Educational Department records, forms and supplies**
- Manage **~~Assistant Director of Off-Site Programs'~~** Educational Services calendar and schedule meetings, appointments and travel arrangements as requested
- Provide support to and back up Attendance Specialist
- **Support Educational Services Administrators by gathering and inputting data for various student enrollment reports and work based learning reports**
- Answer phone inquiries and emails, and disseminate information regarding ROP programs
- **~~Maintain Master Schedule~~**
 - Receive and direct incoming calls
 - Assist with attendance/enrollment reports and filing of attendance records
 - Assist with student of the month activities
 - **Attend meetings, maintain data and create reports for grant funded programs as needed**
- **~~Assist with preparation of C101 reports~~**
 - Perform C101 calls and input data for C101 reports
 - Under the supervision of the Director of Educational Services, **~~Plan and~~** coordinate and **execute** various Educational Services activities such as CTE month, principals' breakfast, counselors' luncheon, **business breakfast**, student awards ceremonies, etc.
 - Assist with compiling data and statistics for various reports and projects
 - Enter data by inputting alphabetic and numeric information using an established procedure and through a detailed web based interface
 - Interpret data, analyze results using statistical techniques and provide ongoing reports
 - Maintain records of activities and tasks
 - Respond to requests for information and access relevant files
 - Prepare for and attend advisory meetings
 - Act as point of contact for all early college credit options provided
 - **Assist with CATEMA enrollment**
 - Assist with planning student of the year program
 - Assist with WASC preparation
 - Maintain under-16-year-old waivers and assist with creating reports and confirmations

JOB DESCRIPTION

<ul style="list-style-type: none"> Prepare and maintain list of students with medical conditions and maintain emergency information Perform other duties as assigned 			
Employment Type:	Full Time	Employment Category:	Classified
Work Year:	11 month (223 work days) *10 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm
Position Qualifications			
Knowledge: <ul style="list-style-type: none"> Proficient Microsoft Word, Excel, PowerPoint and online navigation General school office/ professional environment rules and principles Correct English grammar, punctuation, spelling, and proofreading Record keeping and complex filing systems 			
Abilities: <ul style="list-style-type: none"> Perform in an independent, self-directed manner and present a professional, positive representation of the ROP Communicate effectively and professionally both verbally and in writing Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy Skilled at multi-tasking Efficient time management 			
Soft Skills: <ul style="list-style-type: none"> Trustworthiness Maintain confidentiality of privileged and sensitive information Strong, consistent work ethic; must be punctual and reliable Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community Self-starter and resourceful Work independently and with frequent interruptions; work with a minimum of supervision Problem solver; able to resolve problems quickly and professionally Extremely organized and successfully meeting deadlines 			
Education: <ul style="list-style-type: none"> Equivalent of the completion of high school Bachelor's degree preferred 			
Experience: <ul style="list-style-type: none"> 2+ years administrative support experience Previous experience working in a school setting 			
Certifications/Credentials: <ul style="list-style-type: none"> Basic Driver License 			
Additional Requirements: <ul style="list-style-type: none"> Pass Basic Skills Test 			
Salary Schedule Placement:	B2	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted

JOB DESCRIPTION

Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	
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DATE: April 19, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Instructional Support Specialist (High School) Position and Job Description

BACKGROUND

The Eden Area ROP Medical Careers Program serves approximately 100 students each year. Historically, there have been two instructors each running separate classes.

CURRENT SITUATION

To improve the continuity of the Medical Careers Program, moving forward having one teacher of record for the entire program with a second position providing instructional support will enable the Eden Area ROP to provide a comprehensive program that prepares students for both the front and back office responsibilities required of a certified medical assistant.

Fiscal Impact

Approval of this position would result in approximate savings of \$20,000 annually.

RECOMMENDATION

It is recommended that the Governing Board approve the Instructional Support Specialist (High School) position and job description.



26316 Hesperian Blvd
Hayward, CA 94545
510-293-2900

To: Eden Area ROP Governing Board
From: Linda Granger, Superintendent
Date: 4/19/2018
Re: New Classified Position

In our medical program, we currently have two instructor positions that serve approximately 100 students each year. Within this program, students have the opportunity to participate in an internship in our community once they demonstrate mastery of specific topics. Currently the students are assigned to a specific instructor and they each run separate and parallel programs for the students.

In an effort to ensure that we provide one cohesive program for all of our students, staff is recommending that we structure the program so that one instructor is the teacher of record for all of the students with a classified staff Instructional Support Specialist assisting with instruction and supervision of students. This position differs from the instructional assistant position primarily in that this position requires content skill knowledge specific to the pathway being supported.

There are several benefits to this model of operation:

- Improves continuity of program for all of the students
- All students have access to the same opportunities
- Creates atmosphere of collaboration among all students
- Mirrors structure in place with our Adult Electrical Program
- Increases cost effectiveness of running the program
- Model could be replicated in other programs

Given that we currently have one vacancy, making this change now will allow for the shift in operation to occur without negatively impacting current staff.

This change would result in a savings of approximately \$20,000 per year in the K-12 program.

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

Job Title:	Instructional Support Specialist (High School)	Reports to:	Director of Educational Services
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform as part of the instructional team and under the direction of the Director of Educational Services provide a variety of specialized educational supports including but not limited to internship supervision.

Duties and Responsibilities:

- Perform, monitor and evaluate internship visits
- Complete site visit forms
- Assist with student orientation
- Process and verify purchase requisitions for program
- Instruct and prepare students for entry-level jobs or continued education in the Health Careers industry
- Develop workplace learning sites and training plans
- Provide supervision at the work sites
- Development of an ongoing Industry Advisory Committee
- Oversee aspects of student supervision, motivation and program compliance
- Responsible for classroom backup/coverage when necessary
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	10 month (183 work days) *10 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- Microsoft Word, Excel, PowerPoint and online navigation programs

Abilities:

- Work well with students, confidentially and with discretion
- Communicate and cooperate with supervisors and coworkers
- Supervise students
- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing

Soft Skills:

- Trustworthiness
- Maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Self-starter and resourceful
- Work independently and with frequent interruptions; work with a minimum of supervision
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

JOB DESCRIPTION

Education:

- Equivalent of the completion of high school
- Bachelor's degree preferred

Experience:

- Previous experience working in a school setting
- Previous medical experience

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	B1	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending



DATE: April 19, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Eden Area ROP Organization Chart for the 2018-2019 School Year

BACKGROUND

The organization chart outlines the structure of the Eden Area ROP Administrative, Business Services and Educational Services.

CURRENT SITUATION

The new chart reflects proposed changes to the organization. Changes and updated information are indicated in red on the attached organization chart, and would go into effect during the 2018-2019 school year.

RECOMMENDATION

It is recommended that the Governing Board approve the Eden Area ROP organization chart for the 2018-2019 school year.

EdenAreaROP

Organization Chart 2018-2019

