



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, July 9, 2015

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2015

PERSONNEL COMMISSION:

Daniel Gooch, Chair

Bob Ewing, Vice-Chair

Dr. Allan Poggrund, Member

A G E N D A
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

THURSDAY, JULY 9, 2015
REGULAR MEETING
4:30 p.m.
BOARD ROOM
BUILDING A

1. **CALL TO ORDER** TIME: _____ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.
5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Personnel Commission meeting of June 11, 2015.

Pages 1-5
(Action)

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

6. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:

Pages 6-49
(Action)

A. JOB DESCRIPTION REVIEWS/REVISIONS:

Moved: _____
Second: _____
Vote: _____

1. ALC Attendant
2. Community Liaison
3. Community Liaison Bilingual Assistant
4. Instructional Assistant – Computer I
5. Instructional Assistant – Computer II
6. Instructional Assistant - EL
7. Instructional Assistant – Farm Facility
8. Instructional Assistant – Sign Language (Deaf/HoH)
9. Parent Educator

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity Lists received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of:

Pages 50-53
(Action)

Moved: _____
Second: _____
Vote: _____

- June 16, 2015 – (Exhibit A)
- July 7, 2015 – (Exhibit B)

8. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director's recommendation to remove the name of a candidate from an eligibility list in accordance with Personnel Commission Rule 6.1.8. *(Letter provided to Commissioners Only)*

Pages 54-55

(Action)

Moved: _____

Second: _____

Vote: _____

9. **REMOVAL OF INACTIVE JOB CLASSIFICATIONS:** The Personnel Commission will receive the Director's recommendation to remove inactive job classifications from the salary schedule.

Pages 56-59

(Action)

Moved: _____

Second: _____

Vote: _____

COMMUNICATIONS

10. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

11. **COMMISSIONERS' REPORTS**

12. **DIRECTOR AND STAFF REPORTS**

13. **ADJOURNMENT**

TIME: _____ **p.m.**

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org. Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. For information call (714) 847-2551, extension 1400 or 1401.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission less than 72 hours prior to the meeting, and that are public record not otherwise exempt from disclosure, will be available for review at the Personnel Commission Office, 17200 Pinehurst Lane, Huntington Beach, California, 92647, during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.)

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
June 11, 2015**

CALL TO ORDER Commissioner Gooch called the June 11, 2015, Regular Personnel Commission Meeting to order at 4:32 p.m.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the Pledge of Allegiance.

ROLL CALL Commissioners Gooch, Ewing, and Pogrund were all present. Director Vellanoweth was also present.

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF MAY 13, 2015 Motion by Commissioner Pogrund to approve the minutes of the May 13, 2015, Regular Personnel Commission meeting.

Seconded by Commissioner Ewing, and carried with a 3:0 vote.

COMMISSION BUSINESS

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

A. Job Description Reviews/Revisions:

1. Associate Preschool Educator
2. Instructional Aide - Bilingual
3. OVPP Associate Preschool Educator
4. OVPP Preschool Educator
5. Preschool Educator
6. Preschool Instructional Assistant
7. Preschool Instructional Assistant - Bilingual
8. Speech and Language Aide
9. Speech and Language Assistant

B. Recruitment and Testing – Eligibility Lists:

1. 2014 – 52 Director of Maintenance, Operations, and Facilities
2. 2014 – 53 Mechanic

Motion by Commissioner Pogrund to approve the Consent Calendar as amended per the discussion during the Second Public Comments.

Seconded by Commissioner Ewing and approved with a 3:0 vote.

CLASSIFIED ACTIVITY LIST(S) The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval to the Board of Trustees, at the May 5, 2015, May 19, 2015, and June 2, 2015, Board of Trustees meetings.

RATIFY ADVANCE STEP PLACEMENT – JIM CHOATE, DIRECTOR OF MAINTENANCE, OPERATIONS, AND FACILITIES Director Vellanoweth stated that Mr. Jim Choate was recently hired for the position of Director of Maintenance, Operations, and Facilities. He comes to the District with a vast array of experience. He is also a product of Ocean View School District having attended Vista View. He has eleven years of experience in California schools and in construction and operation management.

**RATIFY ADVANCE
STEP PLACEMENT –
JIM CHOATE,
DIRECTOR OF
MAINTENANCE,
OPERATIONS, AND
FACILITIES
(CONTINUED)**

Given that his qualifications are far and above the other candidates that interviewed for this position, the District is requesting an advance step placement to step 4 on the salary schedule. This request is based upon the recommendations of the Director, Classified Personnel, the Assistant Superintendent, Human Resources, and the Superintendent.

Commissioner Ewing asked about verification of Mr. Choate's previous salary. Director Vellanoweth answered that since his most recent employment was self-employment, and based upon his experience, a verification of salary was not attached.

Motion by Commissioner Pogrund to approve the Advance Step Placement – Jim Choate, Director of Maintenance, Operations, and Facilities.

Seconded by Commissioner Ewing, and carried with a 3:0 vote.

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT MARIA
GOFFREDO FROM
INSTRUCTIONAL
ASSISTANT TO
PRESCHOOL
INSTRUCTIONAL
ASSISTANT**

Director Vellanoweth stated that currently there is an incumbent, Maria Goffredo, who is an Instructional Assistant at Oak View Preschool. During the time she has worked for the District, Ms. Goffredo has obtained six units of Early Childhood Education/Child Development, which is beneficial to the preschool program, and for her own professional growth. This also qualifies her to be classified as a Preschool Instructional Assistant. The main difference between the two classifications is the ECE/CD units that are required. Since Ms. Goffredo has obtained these units, and has been in her position for more than two years, Director Vellanoweth recommends that she be reclassified from Instructional Assistant to Preschool Instructional Assistant.

Commissioner Pogrund asked whether there would be implications for other classified personnel in the same situation. Director Vellanoweth answered that Ms. Goffredo is the only preschool employee left that is not already designated as Preschool Instructional Assistant.

Motion by Commissioner Ewing to approve the Reclassification of Incumbent Maria Goffredo from Instructional Assistant to Preschool Instructional Assistant.

Seconded by Commissioner Pogrund, and carried with a 3:0 vote.

**REMOVAL OF NAME
FROM ELIGIBILITY
LIST**

Director Vellanoweth stated an application was received from a candidate who applied for the position of Custodian. He was offered employment as a substitute, and was sent for fingerprint clearance through the Department of Justice. He had divulged one conviction on his application. At the time he was sent for fingerprinting he stated that there may be one more conviction not divulged. Upon receipt of his fingerprint results, it was discovered that he had multiple misdemeanor convictions, six in total, and some very recent. After reviewing this with the Assistant Superintendent, Human Resources, it is being recommended that his job offer be rescinded and his name be removed from the eligibility list for Custodian. Director Vellanoweth has contacted the candidate and advised him of the action.

Motion by Commissioner Ewing to approve the Removal of Name From Eligibility List.

Seconded by Commissioner Pogrund, and carried with a 3:0 vote.

**MERIT RULE
REVIEW AND
REVISION, CHAPTER
11, SECTION 1.7 –
HEALTH
EXAMINATIONS –
SECOND READING
AND ADOPTION**

Director Vellanoweth stated that this is the second reading of the item that was brought to the Commission at the May 13, 2015, meeting. New legislation was passed in January 2015, which amends the Education Code for tuberculosis testing for public school employees. Mantoux skin tests will no longer be administered or required for employees and applicants. A Risk Assessment form will be completed and reviewed by a doctor or nurse. The District Board Policy has already been updated to reflect this and Director Vellanoweth would like to recommend making a revision to the Merit Rules and Regulations.

In addition, a recommendation was also made to update the second part of Section 1.7, which addresses the Health Examinations, Pre-Placement Examinations, and Return to Work Examinations. These are all based upon the current practices and help to clarify procedures.

Director Vellanoweth stated that this has been shared with the Assistant Superintendent, Human Resources, the Human Resources and Personnel Commission staff who work with the policy on a daily basis, as well as the Union and with the Superintendent's Cabinet.

Commissioner Pogrund asked if there are any financial implications involved. Director Vellanoweth answered that it would be less expensive because the District would not have to purchase large quantities of the serum for the skin tests.

Motion by Commissioner Ewing to approve the Merit Rule Revision, Chapter 11, Section 1.7, Health Examinations.

Seconded by Commissioner Pogrund, and carried with a 3:0 vote.

**PROPOSED
PERSONNEL
COMMISSION
MEETING DATES
FOR 2015-2016**

Michelle Eifert, Personnel Assistant, stated that she had reviewed the District's holiday calendar for the 2015-2016 school year and the proposed Personnel Commission meeting dates do not conflict with any recess or holiday periods.

Motion by Commissioner Ewing to approve the Proposed Personnel Commission Meeting Dates for 2015-2016.

Seconded by Commissioner Pogrund, and carried with a 3:0 vote.

**SECOND PUBLIC
COMMENTS**

Sandy Vaughan stated that she had questions and concerns regarding some of the job descriptions. One question had to do with the Associate Preschool Educator, Preschool Educator, OVPP Associate Preschool Educator, and OVPP Preschool Educator job descriptions. She questioned the function that states, "Administer basic first aid or CPR as needed, perform other health and safety related functions, notify appropriate personnel of health related issues as necessary." She asked for clarification on performing other health and safety related functions and asked whether this includes the administering of prescription medications. Director Vellanoweth answered no, that would be a function of the school nurse or school health technician.

The second concern Ms. Vaughan mentioned had to do with the Preschool Instructional Assistant and Preschool Instructional Assistant – Bilingual job descriptions. Under abilities, it states "Ensure that preschoolers are supervised at all times." Ms. Vaughan stated that she believed this is the responsibility of the teacher in the classroom, and not the aide. She agreed that aides should assist in the supervision of students, but not be solely responsible for supervising them. She also stated that this ability is not mentioned in the Preschool Educator or Associate Preschool Educator job descriptions.

**SECOND PUBLIC
COMMENTS -
CONTINUED**

Commissioner Ewing stated that to him this is a semantical issue. He would like the aides or assistants on site, in addition to the teachers and educators, to make sure that all students are supervised. Sandy Vaughan added that this ability should then be included on both the Preschool Educator and Associate Preschool Educator job descriptions.

Director Vellanoweth agreed and stated that ensuring that preschoolers are supervised at all times would be added to the Preschool Educator and OVPP Preschool Educator job descriptions.

Ms. Vaughan also had some comments regarding the area of consistency. In the job description for Instructional Aide – Bilingual, it states that this classification works under the direction of a classroom teacher, certificated teacher, certificated/permitted staff. She also noted that throughout all of the job descriptions there are references to School Principal or Site Administrator and sometimes both. Lastly, she commented that on the Speech and Language Assistant and Speech and Language Aide job descriptions, under Representative Duties, some duties state assist Speech and Language Pathologist, assist instructional staff, or just assist without specifying who is being assisted.

Director Vellanoweth agreed that there should be consistency in referring to a teacher or certificated staff and site administrators.

Commissioner Ewing asked whether the nine job descriptions brought for approval should be pulled and revised and brought back to the next meeting, or if there is a time constraint.

Director Vellanoweth answered that there were no time constraints and these were minor revisions so there would be nothing objectionable that would cause them to be run by the incumbents and supervisors again.

Commissioner Pogrund stated that there were two options the Commission could take. One option is to approve the job descriptions with the amendments suggested. The second option is to table them and bring them back again for approval at the next meeting.

Commissioner Gooch asked Director Vellanoweth which option she prefers. Director Vellanoweth answered that she thinks the changes recommended are all minor changes and prefers that they be approved at this meeting and she will make the changes.

Commissioner Gooch suggested that if anyone has comments, questions, or concerns such as these in the future, that it may be more expedient if they be brought to the attention of the Director prior to the Personnel Commission meeting.

Steve Hunter stated that on behalf of CSEA he wanted to apologize for the banquet being canceled. He has spoken with OVTA and there is hope that something else may be planned for the Fall. He will keep the Personnel Commission posted.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing stated that the date of the next Personnel Commission meeting is scheduled for July 9, 2015.

Commissioner Ewing was also concerned about an item Director Vellanoweth included in her monthly memo regarding a citizen request for information about a previous recruitment. He asked whether Director Vellanoweth was the appropriate person for the citizen to come to with questions over this type of a hiring. Commissioner Gooch added that he spoke to Director Vellanoweth when he came in to the review the agenda. He stated that he was careful to acknowledge the right of the public to ask about policies and procedures and that Director Vellanoweth assured Commissioner Gooch that these general policies and procedures are what she provided. He further recommended to Director Vellanoweth that in the future if anyone had detailed questions relative to the hiring process that they be required to submit a formal public record request for information.

Commissioners Pogrud stated that the job descriptions were very well done and impressive. He has some highlighted sections he will share with the Director but nothing that needs to be discussed at the meeting.

Commissioner Gooch had nothing to report.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth stated that in the Commissioner's information folders was a memo regarding the summer schedule for the Personnel Commission office.

She also thanked Shristie Nair, Personnel Analyst, for her help with the job descriptions. She mentioned that we are getting closer to being fully automated with our electronic personnel requisitions.

Director Vellanoweth also mentioned that the District has hired a Director of Maintenance, Operations, and Facilities, Jim Choate, and a Public Information Assistant, Julie Jennings.

She invited the Commissioners to the Farewell Celebration for Superintendent Balderas on June 12, 2015. She also commented on the school relocations for 2015-2016.

Finally, she stated that the Personnel Commission office is on the last round of job description reviews and over the summer some of the management positions will be reviewed. The Personnel Commission office will also be starting to work on updating and redistributing our Rules and Regulations.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the June 11, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Pogrud, and carried with a 3:0 vote at 5:07 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A1: Job Description Revision – ALC Attendant

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The ALC Attendant classification was developed in April 2002, reviewed with no revisions in October 2006 and reviewed for recruitment purposes in January 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current positions by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to all Principals who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, modifications are proposed to the ALC Attendant job description. It is recommended that the current title of the position ALC Attendant be changed to Alternative Learning Center Attendant to provide for clarity of the classification. This proposed title change will not have any effect on the current salary of the position. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the ALC Attendant job description and change the title of the classification from ALC Attendant to Alternative Learning Center Attendant.

Attachment: Proposed revised job description for Alternative Learning Center Attendant dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the ALC Attendant job description and change the title of the classification from ALC Attendant to Alternative Learning Center Attendant.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



ALTERNATIVE LEARNING CENTER ~~ALC~~ ATTENDANT

JOB SUMMARY:

DEFINITION:

Under ~~general~~ supervision of a site administrator or designee, provides adult supervision of students assigned to detention and/or in-house suspension at a middle school Alternative Learning Center (ALC). Maintains related student disciplinary records and provides assistance in the school office as necessary or required.

CLASS CHARACTERISTICS:

Positions in this class are established to provide adult supervision to students suspended from a class or from school as an alternative to suspending students from school. These positions are intended to oversee that the student is working on specifically assigned materials, but may provide support to students in completing assignments. The incumbent of this position can provide assistance to the office as required.

REPRESENTATIVE DUTIES (E denotes an essential function of the job):

Maintain a structured, quiet, orderly, organized study area for students who have been referred to detention or in-house suspension as a result of disciplinary action; ~~-E~~

Receive assigned students, orient students to the rules of study area behavior and provide adult supervision for assigned students; ~~-E~~

Utilize the student database to maintain accurate records of student attendance and enter tardiness, detentions, disciplinary actions, and related records and prepare reports as requested; E

~~Maintain accurate records of students assigned and prepare reports as requested; -E~~

Enforce all school rules and regulations over assigned students in a fair, firm and equitable manner; E

Make attendance verification phone calls to parents/guardians to verify absences and tardies as authorized and/or directed; ~~-E~~

Assist in new incoming student intake and proctor placement or other state assessments as needed;

Provide student supervision during nutrition and lunch breaks;

May assist administration in carrying out disciplinary consequences -based on established guidelines and procedures such as tracking and proper referral procedure for students with disciplinary concerns and coordinating during-school and after-school detention;

Monitor student conduct and confer with site administrator and/or certificated staff regarding student behavior;

May accompany students to library, restrooms and lunch areas as directed;

May obtain and provide study materials for each student as directed;

May provide support to students in completing assignments;

May provide various types of basic school office clerical assistance and student supervision as requested and authorized;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

~~General~~ sSupervision is received from ~~an Assistant Principal~~/site administrator or designee.

Supervision is not exercised over other employees. Incumbents are expected to exercise appropriate adult supervision over assigned students.

MINIMUM QUALIFICATIONS:

Knowledge of:

- ~~Supervision techniques for students with discipline problems;~~
- Basic student guidance and behavior management techniques;
- School rules, procedures, practices, and regulations;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- ~~Modern office methods, procedures, terms, and equipment;~~
- Appropriate English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette;
- Simple Basic record keeping and filing procedures;
- Written and oral communication principles and practices;
- ~~Basic mathematics.~~

Ability to:

- ~~Take responsibility for supervising students with discipline problems;~~
- Monitor the behavior of students in an alternative learning environment;

- Keep students on task and provide routine assistance with homework and school assignments as needed;
- Utilize sound judgment in performing tasks and fulfilling responsibilities;
- Exercise patience and remain calm when working with students;
- Maintain a quiet, orderly, organized study area;
- Read, understand and apply District and School rules, policies and procedures;
- Establish and maintain accurate records;
- Operate various office equipment, including data and word processing equipment and software programs;
- ~~Operate various office equipment, including typewriter and personal computer (PC);~~
- ~~Sort, file, locate materials;~~
- ~~Establish and maintain effective working relationships;~~
- Work independently, Understand and carry out ~~oral and written~~ instructions;
- ~~Perform simple mathematical computations.~~
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- ~~High school diploma or equivalent. Requires a high diploma or equivalent.~~

Experience:

- Some paid or unpaid experience in the supervision of students or children, particularly those with discipline problems, is desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS: **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently stands, walks and sits; occasionally stoops, bends, kneels and reaches over head; repetitively uses fingers on both hands simultaneously; frequently lifts, carries and/or pushes between 5-25 pounds; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in a typical office/classroom environment; may use a computer; works ~~inside-exclusively~~ primarily inside, occasionally outside exposed to sunlight, wind and weather elements found in a Southern California beach community; has direct contact with students and other district staff and may be exposed to minor contagious illnesses. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position

Classification adopted 4/18/02

Reviewed with no revisions 10/12/06

Revisions Effective 1/17/2013

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A2: Job Description Revision – Community Liaison

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Community Liaison classification was fully reviewed and updated in May 2004, reviewed with no revisions in December 2007 and reviewed and revised for recruitment purposes in September 2014.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current positions by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to all Principals who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, no modifications are proposed to the body of the Community Liaison job description. It is, however, recommended that the current title of the position Community Liaison be changed to Community Liaison – Bilingual in order to clarify the requirement that incumbents of the position be bilingual in a designated second language. This proposed title change will not have any effect on the current salary of the position. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Community Liaison job description and change the title of the classification from Community Liaison to Community Liaison - Bilingual.

Attachment: Proposed revised job description for Community Liaison - Bilingual dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Community Liaison job description and change the title of the classification from Community Liaison to Community Liaison - Bilingual.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



COMMUNITY LIAISON – BILINGUAL

JOB SUMMARY:

Under ~~general~~ supervision of the ~~school principal~~ site administrator or designee, the Community Liaison – Bilingual establishes communication with parents and families of participating students. Develops and maintains effective working relationships with individuals, community groups, public and private family support and social service agencies in planning, receiving and providing needed community referrals; provides required translation and interpretation services for the school as requested. When assigned to the preschool program assists parents in enrolling new students, explaining program, attendance policies, and obtaining student and parent related information.

CLASS CHARACTERISTICS:

This class is distinguished from other ~~Community Liaison~~ classes in that the primary emphasis is to serve as a communication link between administrators, teachers, staff, students, families, and community organizations regarding student welfare, available school/community resources and school program and procedures. Incumbents exercise independent judgment within a framework of regulations, policies, and procedures. The incumbent is required to have extensive student, parent, and public interaction and familiarity with community resources.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Assist staff and/or families in identifying and meeting student needs in the areas of health, welfare, academics and guidance by working directly with students and/or families; *E*

Assist staff and families with facilitating and maintaining communication links; *E*

Frequently called upon to use bilingual skills in various contacts with parents and others in the school environment and attend a variety of meetings to serve as an interpreter, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

Assist school personnel in the recognition and understanding of students' backgrounds and social support needs; *E*

Disseminate school related information to students and parents; *E*

Obtain, develop and maintain current information and referral resources available to meet parents and students psychological, medical, clothing, housing, legal and other needs; *E*

May arrange, coordinate and interpret for educational program meetings and workshops, e.g. School Site Council, PTO or parent groups, English Learner Advisory Committee, Oak View Collaborative, etc., targeted toward parents, families and community members; *E*

May interact with students and families by telephone, during meetings, home visits to provide information and assistance regarding attendance and academic expectations and requirements; *E*

Plan, secure and provide needed community services by establishing cooperative working relationships between the District and a variety of entities and agencies; *E*

Provide representation at meetings of a variety of community based organizations and public agencies to insure visibility, achievement of various school program goals and to interpret for non-English speaking parents and members of the community; *E*

Prepare, make presentations, and represent the school site community before school, agency, business, political, professional and community groups; *E*

Keep student records updated in order to facilitate ongoing communication with students and their families; *E*

Prepare communications, correspondence, and a variety of flyers, newsletters, memos, emails, requisitions and forms; *E*

May be assigned to work directly with students in the classroom according to program policies and guidelines;

Assist in developing parents into school/community leaders by encouraging parent and community involvement in school advisory committees and community activities;

May secure, coordinate and receive a variety of donated resources and coordinate the distribution of food, clothing and supplies to participating students and families;

May coordinate and/or assist with various PTO, parent group, leadership and fund raising activities;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

~~General-~~SSupervision is received from the ~~school principal~~site administrator or designee. When assigned to classroom duties, receive direction from ~~the classroom teacher~~certificated/permitted staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Community agencies which serve the needs of students and families;
- Cultural diversity and needs of the community served;
- Child and adolescent behavior and development;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Excellent reading, writing and speaking skills in English and the designated foreign language;
- Simple record keeping.

Ability to:

- Read, write and speak English as well as the designated foreign language;
- Communicate effectively both orally and in writing with a wide range of people including school personnel, agency staff, professionals, legislators, business leaders and community members and groups;
- Use initiative in recognizing community issues as well as students' academic and social needs and develop techniques, resources and materials to meet such needs;
- Rapidly learn relevant procedures and functions and be able to independently apply them as necessary;
- Maintain confidentiality of sensitive and privileged information;
- Organize, coordinate and conduct a variety of meetings;
- Operate various office equipment, including data and word processing equipment and software programs;
- Maintain accurate records;
- Work independently, understand and carry out instructions;
- Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds;
- Establish and maintain effective interpersonal relationships using tact, patience, ~~and~~ courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- One of the following is highly desirable:
 - Six (6) units of college level intermediate coursework (200 level or higher) in the designated second language; or
 - Completion of professional interpretation and translation certification in the designated second language; or

- High school diploma or equivalent completed in a foreign country of the designated language (*Note: it is the responsibility of candidates to include U.S. evaluation of non U.S. diplomas or transcripts with their application*)

Experience:

- Two (2) years of experience and/or training in community development activities, working with multi culturally and socioeconomically diverse populations;
- Experience working with children, adults and/or service organizations is highly desirable.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:

Frequently sits, stands, walks, stoops and bends; frequently uses arms and hands and repetitively uses fingers on both hands simultaneously; occasionally safely lift, carry, and/or push up to 50 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment and distance vision to drive a vehicle; uses a computer and telephone; works primarily inside and occasionally outside; has frequent contact with students, parents, members of the community and district staff and is frequently exposed to minor, occasionally severe, contagious illnesses; frequently works without direct guidance from the immediate supervisor, occasionally with tight deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/99

Last Revised 5/13/04

Reviewed with no revisions effective 12/13/07

Job Description Review and Revisions Effective: 9/11/14

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A3: Job Description Revision – Community Liaison-Bilingual Assistant

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Community Liaison-Bilingual Assistant classification was fully reviewed and updated in April 2004, reviewed with minor revisions in December 2007 and revised for recruitment purposes in September 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current positions by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to all Principals who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents, supervisors, as well as the English Learner Program Coordinator, modifications are proposed to the Community Liaison – Bilingual Assistant job description. It is recommended that the current title of Community Liaison – Bilingual Assistant be changed to Parent Liaison Instructional Assistant – Bilingual. This title change will 1) Provide for clarity of distinction between this classification and the classification of Community Liaison which is focused on soliciting community support and gathering resources and 2) More accurately describe the nature of the duties of the position with a focus on supporting parents and students. This proposed title change will not have any effect on the current salary of the position. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Community Liaison – Bilingual Assistant job description and change the title of the classification from Community Liaison – Bilingual Assistant to Parent Liaison Instructional Assistant-Bilingual.

Attachment: Proposed revised job description for Parent Liaison Instructional Assistant - Bilingual dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Community Liaison – Bilingual Assistant job description and change the title of the classification from Community Liaison – Bilingual Assistant to Parent Liaison Instructional Assistant-Bilingual.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



PARENT LIAISON INSTRUCTIONAL ASSISTANT - BILINGUAL COMMUNITY LIAISON/BILINGUAL ASSISTANT

JOB SUMMARY:

Under ~~daily~~ direction of ~~a classroom teacher~~certificated staff and general supervision of the ~~school principal-site administrator~~ or designee, provides classroom bilingual instructional assistance for students who speak limited or no English in addition to coordinating ~~after-school homework club student/parent support programs~~; establishes and maintains effective home-school relationships; serves the school as a written translator and oral interpreter; assists school staff and families in identifying and meeting student needs in health, welfare and academics.

CLASS CHARACTERISTICS:

This class is distinguished from Community Liaison - Bilingual in that the ~~Community Liaison-Bilingual Assistant~~ Parent Liaison Instructional Assistant - Bilingual class has more direct involvement with students in classroom situations, while the Community Liaison - Bilingual class has a great deal more interaction with community based organizations and municipal agencies. The ~~Community Liaison-Bilingual Assistant~~ Parent Liaison Instructional Assistant - Bilingual class is distinguished from the Instructional Aide-Bilingual class by having more involvement with identifying and meeting student needs in health and welfare as well as academics and in working with parents, attending parent meetings and translating materials for the school office staff.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Tutor, monitor, and assist English learners ~~students having non or limited English communication skills~~ in educational activities in a variety of subject areas utilizing a variety of approved instructional materials; ~~and~~

~~providing~~ Provide primary language support, when appropriate, to assist the student(s) with understanding overall concepts to better access the core curriculum in individual and group settings within the classroom or in pull out sessions according to instruction/guidance of certificated staff; *E*

Orally communicate with limited English speaking parents by phone and/or home visits, regarding student academic, attendance or health related issues; E

Coordinate student/parent support programs as assigned, i.e. after school homework clubs, parent education meetings;

~~Coordinate the after-school homework club; E~~

Assist in the preparation and scheduling of ~~evening~~ parent education meetings, parent conferences, and ~~student field trips~~ special events, attending as necessary; ~~often after regular school hours and/or weekends~~; *E*

~~Orally communicate with limited English speaking parents by phone and/or home visits, day and evening, regarding student academic, attendance or health related issues~~; *E*

Frequently called upon to use bilingual skills in various contacts with parents and others in the school environment and attend a variety of meetings to serve as an interpreter, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

May proctor, administer and score the state's English language student assessment according to established guidelines;

Maintain current information to make referrals regarding available resources within the community; *E*

Translate written communication from the school utilizing word processing programs; *E*

~~Make arrangements for and keep records of~~ Assist the site administrator or designated staff in coordinating and maintaining records for meetings related to the English Learner program ~~held at various times~~ throughout the year;

Operate a variety of office equipment;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Receives general supervision from the ~~site administrator school principal~~ or designee; ~~When assigned to classroom duties, receives daily direction from the classroom teacher~~ certificated staff. English Learner program direction is received from the ~~EL Program Coordinator~~ Coordinator of Categorical Programs.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in instructional situations;
- General needs and behaviors of children;
- Community agencies which serve the needs of students and families;
- ~~Excellent~~ Readng, writing and speaking skills in English and ~~athe~~ the designated second language;

- Regular classroom subjects including language arts, reading, mathematics and other;
- Basic math, up to and including algebra and a general knowledge of the sciences;
- Modern office equipment and procedures, including the operation of personal computers and word processing software;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Simple-Basic record keeping.
- Written and oral communication principles and practices;
- Communicate and demonstrate respect effectively while interacting with students and families from varying cultures.
-

Ability to:

- Read, write and serve as an interpreter and translator in English and ~~a~~ the designated second language;
- Communicate effectively both orally and in writing with a wide range of people including school personnel and parents;
- Apply skills, knowledge and abilities in bilingual classroom and general school environments;
- Use initiative in recognizing students' academic and social needs and developing techniques, resources and materials to meet such needs;
- Learn and apply District and School policies and procedures;
- Maintain confidentiality of sensitive and privileged information ~~Determine and retain privileged communications;~~
- Operate various office equipment, including data and word processing equipment and software programs; ~~including personal computers and word processing software;~~
- Establish and maintain effective working relationships;
- Work independently; ~~understand and carry out instructions;~~
- Understand and carry out oral and written instructions;
- Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- Graduation from high school or equivalent
- Passing the Instructional Assistant Competency exam
- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is

desirable;

- College level intermediate coursework (200 level or higher) in the designated second language is highly desirable.

Experience:

- _____ Paid or volunteer experience working with and/or translating for children, adults and service organizations and is desirable.
- Prior paid or volunteer experience involving supervision of children's activities is desirable.

LICENSES REQUIRED:

May be required to possess a valid and appropriate California Driver License.

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits; occasionally stoops, bends, and safely lifts, carries, and/or pushes up to 25 lbs; frequently uses arms, hands and fingers on both hands. Communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment. Works inside; has direct contact with students, parents and district staff and is frequently exposed to minor contagious illnesses and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. -Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/96, 4/04

Revisions effective 12/13/07

Revisions effective 9/12/13

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A4: Job Description Revision – Instructional Assistant – Computer I

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Instructional Assistant – Computer I classification was fully reviewed in June 2003 and reviewed for recruitment purposes in November 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current positions by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to all Principals who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and the supervisors, modifications are proposed to the Instructional Assistant – Computer I job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Computer I job description.

Attachment: Proposed revised job description for Instructional Assistant – Computer I dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Computer I job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT – COMPUTER I

JOB SUMMARY:

Under general supervision of the principal-site administrator or designee and direction of certificated staff, assists instructional-certificated staff and students in the understanding, use and care of computer hardware and software, assists in conducting instructional computer-based activities; troubleshoots and performs general maintenance and repairs to computers and peripheral equipment; and performs a variety of clerical tasks to support the student instructional program.

CLASS CHARACTERISTICS:

This classification is the first level of Instructional Assistants supporting technology programs of the District. Positions are distinguished from the class of Instructional Aide-Assistant by their focus on providing information, instruction and direction to students and/or adults towards computer literacy. Incumbents must possess comprehensive knowledge of computer operations and be able to work independently. Some positions work in a laboratory setting, others in more individual or specialized environments.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Give instruction, tutor individuals and/or groups of students in computer operations and activities at an assigned school site; *E*

Meet with teachers-certificated staff to coordinate lessons and support classroom work with appropriate computer programs to integrate with classroom curriculum; select and present proper instructional materials for students; *E*

Monitor and assist students in a variety of activities such as drill, practice, study habits and research in a variety of subject areas utilizing a variety of instructional materials/software according to instruction/guidance of certificated staff; *E*

Coordinate and schedule computer lab time with certificated staff within the assigned school site; E

Prepare equipment for students and staff use; operate, and maintain and provide technical support for a variety of computers and peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment, advise appropriate staff of needed repairs or maintenance; *E*

Assist certificated-staff in observing and controlling student behavior according to approved policies and procedures; consult with certificated staff regarding student progress and behavior; *E*

~~Assist certificated staff with the presentation of learning materials; E~~

Under ~~certificated~~ direction of certificated staff, research and prepare instructional, motivational and other materials for computer lab or demonstration as well as letters, notices and other communications; *E*

~~Maintain and provide technical support for a variety of computer and peripheral equipment~~; *E*

Update and maintain a variety of student databases and assist students and certificated staff in conducting online assessments; *E*

Keep current in knowledge of computer hardware/software used at the school assigned; effectively learn, provide orientation and demonstrations to students and staff on the use of software programs; *E*

Serve as a resource for computer knowledge, operations and activities; *E*

Maintain and assist in maintaining an orderly, clean, attractive, stimulating and disciplined learning environment;

Perform a variety of clerical work such as answering the phones, taking messages, filing, compiling duplicating and recording information and materials;

~~Communicate with other departments, staff, and school administrator(s) concerning the operation and maintenance of site computers and peripheral equipment~~;

Store and maintain inventory of equipment and materials;

~~Answer telephone~~;

Participate in meetings, conferences and in-service training programs as assigned;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the ~~school principal~~ site administrator or designee. ~~Daily direction~~ is received from ~~a classroom teacher~~ certificated staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, procedures, techniques and maintenance of computers, and associated peripheral hardware and software applications;
- Current trends in computer literacy;
- Computers and computer use in an instructional environment;
- Requirements of maintaining a computer lab in a safe, clean and orderly condition;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- _____

- ~~Appropriate~~ English usage, spelling, grammar and punctuation;
- ~~Simple Basic~~ record keeping; ~~basic mathematics;~~
- ~~Regular classroom subjects including language arts, reading, mathematics and other.~~
- ~~Subjects taught in District schools, including arithmetic, grammar, spelling, language, reading and keyboarding;~~
- General needs and behavior of children and basic instructional techniques.

Ability to:

- ~~Rapidly learn and apply District and school procedures and practices;~~
- ~~Accurately assess situations, independently make appropriate judgments;~~
- ~~Provide instructional assistance and technical advice regarding computers~~ and software applications;
- Operate a variety of computer and peripheral equipment;
- ~~Diagnose and repair minor computer problems;~~
- ~~Help staff write tickets for assistance from Information Services as needed;~~
- ~~Plan and schedule use of the computer lab;~~
- ~~Maintain inventory and organize computer classroom supplies;~~
- Determine what are and retain privileged communications;
- ~~Rapidly learn and apply District and school procedures and practices;~~
- ~~Accurately assess situations, independently make appropriate judgments;~~
- Change priorities rapidly based on school needs;
- Perform simple mathematical computations;
- Perform a variety of clerical tasks;
- Understand and carry out ~~oral and written~~ instructions;
- Observe and control student behavior according to approved policies and procedures;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Pass the Instructional Assistant Competency Examination;
- ~~Graduation from high school or equivalent.~~
- Additional education in personal computer usage and applications software is desirable.
- ~~Pass the Instructional Assistant Competency Examination is required.~~

Experience:

- Six (6) months of experience resolving problems with computers, hardware, software and networking.
- Some experience involving the supervision of children's activities in an organized setting is desirable.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 pounds; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or computer laboratory environment; works inside; has constant direct contact with students and

other district staff and is frequently exposed to minor contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 5/96

Revisions effective 6/12/03, 11/14/2013, 7/10/14

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 9, 2015
SUBJECT: Agenda Item No. 6A5: Job Description Revision – Instructional Assistant – Computer II

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Instructional Assistant – Computer II classification was developed in July 2014 and is scheduled this year for review.

Currently there are no incumbents of the class to provide input for review.

Therefore, only minor modifications are proposed to the Instructional Assistant – Computer I job description. These changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format as well as consistency between this classification and the classification of Instructional Assistant – Computer I.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Computer II job description.

Attachment: Proposed revised job description for Instructional Assistant – Computer II dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Computer II job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - COMPUTER II

JOB SUMMARY:

Under general supervision of the ~~principal-site administrator~~ or designee and direction of certificated staff, performs a wide variety of services associated with the instructional program in the computer lab, classrooms, and other school site facilities; provides instructional and technical assistance individually and in groups to students and staff; responsible for operating, maintaining, troubleshooting, repairing computer hardware, software and other technology equipment.

CLASS CHARACTERISTICS:

This classification is the second level of Instructional Assistants supporting technology programs of the District. Positions are distinguished from the class of Instructional Assistant Computer I by their focus on setting up and overseeing a site based computer lab, assisting staff in using mobile labs, performing site based duties in the maintenance and repair of computer equipment, software, and peripheral devices. This is an instructional position having considerable contact with students, and school staff generally supportive of instruction. Incumbents work within a framework of established procedures and are expected to perform a wide variety of computer technical operation and instructional support.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job*):

Provide instructional assistance to individuals or groups of students using computer equipment and software; answer questions, load, restore, and start programs as needed; assist students in utilizing computer equipment and instructional material for projects; *E*

Confer with and assist ~~instructional personnel~~ certificated staff in planning and choosing appropriate software to complement lesson plans, order or recommend purchase of software and supplies as needed; preview and evaluate programs for purchase; *E*

Demonstrate and instruct students in the appropriate use of computers and peripheral equipment; monitor individual or groups of students in computer activities and correct student work as assigned; *E*

Assist ~~certificated staff~~ in observing and controlling behavior of students according to approved policies and procedures; consult with certificated staff regarding student progress and behavior; maintain student records related to use of computers and peripheral equipment; *E*

Perform a variety of clerical duties including preparing and maintaining software program and inventory catalog, records of computer activities in labs and classrooms, schedules, assignments, and student records as related to computer use; *E*

Evaluate and resolve computer problems, troubleshooting moderately difficult hardware and software problems making repairs when possible; *E*

Troubleshoot, repair and assist site staff with set-up of technology equipment; *E*

Install, maintain and repair computer lab and/or classroom hardware and software packages; *E*

Assure proper operation and security of the computer lab; operate, adjust and assure the internal and external cleanliness of computers, disk drives, printers, perform minor maintenance on a variety of network and stand-alone computers; *E*

Facilitate regular maintenance of hardware and software in conjunction with District Information Services Department; *E*

Maintain a clean, orderly, and functional computer lab; perform regular cleaning of computer peripherals, mobile devices, and audio-visual equipment; *E*

Participate in meetings, in-service training programs as assigned;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the site administrator or designee principal. Direction is received from certificated staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation, adjustment and maintenance of computer and peripheral equipment;
- Network, hard disk computer system, operating systems, programs for computer assisted instruction;
- Computers and computer use in an instructional environment;
- Regular classroom subjects including language arts, reading, mathematics and other.
- Basic subjects taught in District schools, including arithmetic, grammar, language, reading, and typing;
- Basic record keeping techniques;
- Commonly used software such as Microsoft Office programs and internet browsers
- Principles of computer maintenance and techniques;
- Child guidance and practices.

Ability to:

- Provide instructional assistance to students in a classroom environment;
- Set-up new computers, including formatting disks and installing software;
- Operate and demonstrate the use of computers and peripheral equipment;
- Select programs and related materials appropriate for subject and grade level according to established guidelines;
- Learn methods and procedures required to effectively coordinate the operation of a school computer lab;
- Communicate effectively with children and adults;
- Observe and control student behavior according to approved policies and procedures;
- Use Microsoft Office, and Smart board software;
- ~~Follow written and oral~~ Understand and carry out instructions;
- Work independently with minimal direction;
- Establish and maintain effective interpersonal relationships using tact, patience, ~~and~~ courtesy and respect.

EMPLOYMENT STANDARDS:**Education:**

- ~~High school diploma or equivalent;~~
- ~~Pass the Instructional Assistant Competency Examination;~~
- Associate degree in computer science or related field is desirable;
- ~~Pass the Instructional Assistant Competency Examination is required.~~

Experience:

- One (1) year of computer operations experience including the troubleshooting and maintenance of computer hardware and software.
- Some experience working with school-age children in an organized setting.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Works inside in a normal office environment, predominately seated, using a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office environment; has direct and indirect contact with other district staff; works without guidance from supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

New Classification Approved by Personnel Commission: 7/10/14

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A6: Job Description Revision – Instructional Assistant - EL

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Instructional Assistant - EL classification was fully reviewed and updated in May 2004, reviewed with minor revisions in April 2007 and revised for recruitment purposes in February 2012 and July 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current positions by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to all Principals who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents, supervisors, as well as the English Learner Program Coordinator, modifications are proposed to the Instructional Assistant - EL job description. It is recommended that the current title of the position Instructional Assistant - EL be changed to Instructional Assistant – English Learner to provide for clarity of the classification. This proposed title change will not have any effect on the current salary of the position. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant–EL job description and change the title of the classification from Instructional Assistant–EL to Instructional Assistant–English Learner.

Attachment: Proposed revised job description for Instructional Assistant – English Learner dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant-EL job description and change the title of the classification from Instructional Assistant-EL to Instructional Assistant-English Learner.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - ~~EL~~ ENGLISH LEARNER

JOB SUMMARY:

Under general supervision of the ~~school Principal~~site administrator or designee and ~~daily~~ direction of ~~a classroom teacher~~certificated staff, assists English learners with instructional assignments and in learning the English language; administers the state's English language student assessment; maintains files, assists with obtaining parent signatures on necessary forms, and assists with completing paperwork documenting students' progress in acquiring English language skills.

CLASS CHARACTERISTICS:

Positions in this class are distinguished from others in the Instructional series in that incumbents are assigned to academic classrooms to assist ~~teachers~~certificated staff with English Language Development (ELD) lessons and helping students to learn the English language. Incumbents assist with documenting the assessments, student progress, program placement and instructional services for English learners and re-designated students. Incumbents are required to work independently to administer state testing and complete related documentation, and may be required to travel between more than one school site.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Tutor, monitor, and assist English learners individually or in groups to acquire listening, speaking, reading, and writing skills in English; *E*

Under the guidance of certificated staff, reinforce and make more understandable subject matter and lessons for students to facilitate the instructional process;

~~Working under the instruction/guidance of certificated staff assist students to make lessons and subject matter more understandable; -E-~~

Proctor, aAdminister testsand score the state's English language student assessment according to established guidelines and prepare and complete all related documentation; E;

eCompile reports, prepare forms, perform clerical and record keeping tasks documenting student progress in achieving English proficiency; -E

As directed, prepare instructional materials such as vocabulary lists, worksheets, games, flash cards, awards, letters and notices; *E*

Assist ~~classroom teachers~~certificated staff with the presentation of learning materials; *E*

Assist in maintaining an orderly, clean, attractive, stimulating learning environment; *E*

Consult with certificated staff and site administrator or designee~~principal~~ regarding student progress and parent notification and assists with obtaining parents signatures on necessary forms; *E*

Work with the student database to generate queries, obtain student information and compile data;

Assist certificated staff with student supervision during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, and during emergency and preparedness drills;

Attend informational meetings and staff development workshops;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the site administrator~~school Principal~~ or designee. English ~~Language~~-Learner program direction is received from the Coordinator of Categorical Programs. ~~Daily~~~~d~~Direction is provided by ~~a certificated classroom teacher~~certificated staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General needs and behaviors of children;
- Effective strategies for working with English learners;
- ~~Basic mathematics and science, correct English usage, including grammar, spelling and punctuation;~~
- English usage, reading, writing, speaking, spelling, grammar and punctuation skills;
- Regular classroom subjects including language arts, reading, mathematics and other;
- ~~Simple Basic~~ record keeping.;
- Written and oral communication principles and practices;
- Communicate and demonstrate respect effectively while interacting with students and families from varying cultures.
- ~~Modern office equipment and procedures, including the operation of personal computers and word processing software.~~

Ability to:

- ~~Work~~ successfully with students having a variety of primary languages;
- ~~Demonstrate~~ an understanding, patient, and receptive attitude toward young children;

- Reinforce concepts and instruction to individual or small groups of English learner students as directed by certificated staff;
- Work and communicate successfully with other adults in the school setting;
- Clearly communicate in English and effectively model ~~correct~~ English usage;
- ~~Apply skills, knowledge and abilities in classroom and general school environments;~~
- Rapidly learn and apply relevant procedures and practices;
- Accurately assess situations, independently make appropriate judgments;
- Determine and retain privileged communications;
- Operate a variety of modern office equipment, including personal computers ~~and~~ word processing software, and Excel;
- Change priorities rapidly based on teacher requirements;
- Perform simple mathematical computations;
- Understand and carry out ~~oral and written~~ instructions;
- Establish and maintain accurate records;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable.
- ~~Graduation from high school or equivalent, passing the Instructional Assistant Competency Examination is required.~~

Experience:

- Some paid or unpaid experience and/or training working with children in a learning situation, preferably involving the teaching of English learners in an organized program is desirable.
- Some paid or unpaid experience working in a clerical capacity is desirable.

LICENSES REQUIRED:

Some positions may be required to possess valid and appropriate California Driver License.

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 lbs; frequently uses arms, hands and fingers on both hands, communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment; works primarily inside; has constant direct contact with students, other district staff and student parents, is frequently exposed to minor and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/13/04

Last Revised 4/26/07

Revisions effective 2/1/12

Revisions Effective 7/18/2013

| Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A7: Job Description Revision – Instructional Assistant – Farm Facility

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Instructional Assistant – Farm Facility classification was developed in May 2003 and reviewed with no revisions in September 2006.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the Principal who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and the supervisor, modifications are proposed to the Instructional Assistant – Farm Facility job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Farm Facility job description.

Attachment: Proposed revised job description for Instructional Assistant – Farm Facility dated July 9, 2015.

.....

Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Farm Facility job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - FARM FACILITY

JOB SUMMARY:

DEFINITION:

Under ~~general~~ supervision of the ~~school Principal~~ site administrator or designee, plans, schedules, coordinates and implements a unique program introducing elementary students to the responsibilities involved in the care, feeding and learning respect for a variety of ~~domestic~~ farm animals and basic farming/gardening techniques for supplemental and educational enrichment purposes.; ~~and to perform related work as required.~~

CLASS CHARACTERISTICS:

This position is distinguished from other positions in that the primary duties of this class involve The Instructional Assistant—Farm Facility is a single incumbent paraprofessional class characterized by requiring working out-of-doors on the 2 acre Student Environmental Learning Facility (SELF) at Golden View Elementary School, specializing in the care, feeding, grooming and raising of typical barnyard-farm animals such as chickens, ducks, geese, goats, pigs and more. ~~and in assisting teachers~~ This position will also assist certificated staff in establishing and maintaining a basic vegetable/floral gardening facility. The incumbent is expected to assume responsibility for providing the assigned supplemental or enrichment subject(s) for students and overseeing the overall operation and maintenance of the farm facility at a skilled level with a considerable degree of independence.

REPRESENTATIVE DUTIES (E denotes an essential function of the job.):

EXAMPLES OF DUTIES:

Organizes and provides instruction to students on a variety of ~~domestic-farm and non-dangerous wild~~ animal care including: feeding, watering, grooming, ~~first aid treatment~~, and cage/yard cleaning.; ~~E~~

Presents information to students and answers questions regarding animal behaviors, animal problems/concerns, various plants, trees, and other environments located on the facility.; ~~E~~

Provides scheduling and supervision of students for yard maintenance activities, i.e., raking, sweeping, weeding, watering, etc.; ~~E~~

Assists ~~teachers~~ with the garden, providing gardening tools, information about planting, fertilizing and caring for vegetables and/or floral plants, ensures the automated watering system is working properly.; ~~E~~

Coordinates and schedules student and parent volunteers to feed the animals and clean the facility on weekends, ~~Winter/Spring recesses~~ recess periods and during the ~~S~~summer. When

appropriate arrangements cannot be made during times when school is not in session, the incumbent will feeds and cares for the animals as necessary; ~~E~~

Responds to emergencies occurring at the facility during off hours as necessary and/or required; ~~E~~

Provides grooming and medical treatments to animals and acquires veterinary treatment as necessary; ~~E~~

Cleans animal cages and grounds areas, weeds the farm facility and performs minor maintenance and repairs on farm facility structures –as necessary; ~~E~~

Orders food and other supplies for the feeding of animals and care of the facilities gardening activities; ~~E~~

Keep the community informed about any updates related to the Golden View farm facility and tips on how to provide proper care for pets and animals;

Conduct research as necessary related to the best practices in animal care;

Keep up to date and accurate records of animal care, feeding, donations, etc.;

Works with community groups, such as PTO, mothers clubs, mommy & me ~~and~~, pre-school visits, and scouting troops to arrange visits, donations for feed and care of animals, adoption of pets, and various activities and/or projects; oversees Eagle Scouts working on pre-approved farm facility construction projects;

~~Works with Huntington Beach Wildlife Rescue to provide a facility and care for injured wildlife until they can be released to the environment.~~

Perform other duties as required to accomplish the objectives of the position.

~~Performs related work as required.~~

~~*E denotes an essential function of the job.*~~

SUPERVISION:

~~General s~~Supervision ~~and daily direction~~ is received from the ~~school Principal site administrator~~ or designee.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic care, feeding and sanitation requirements of ~~domestic~~ farm animals;
- Basic grounds maintenance and gardening techniques;
- General needs and behaviors of children;
- ~~Correct~~ English usage, including grammar, spelling and punctuation;
- ~~Simple Basic~~ record keeping ~~and basic mathematics~~;
- Safety procedures and techniques;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.
- Modern office equipment and procedures.

Ability to:

- Provide instruction and technical information to students on a variety of animal husbandry and agricultural subjects;
- Generate enthusiasm for learning about animals and agriculture;
- Utilize a variety of general maintenance tools and equipment for minor repairs of farm facility structures;
- Organize and maintain order among a variety of activities with volunteers, students, and community groups;
- Learn District and school operations, policies, procedures, and practices;
- Analyze situations accurately and make judgments without immediate supervision;
- Operate various office equipment, including data and word processing equipment and software programs;
- Communicate effectively with children and adults orally and in writing;
- Communicate clearly in English, both orally and in writing;
- Maintain a variety of records accurately, i.e., feeding, medical, monetary donations, etc.;
- Work independently. Understand and carry out ~~oral and written~~ instructions;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.
- Establish and maintain effective relationships with those contacted in the course of work.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in animal husbandry, agriculture, or environmental studies is desirable.

Experience:

- Some specialized training or experience in the fields of animal husbandry, agriculture, environmental studies or background in 4H youth organization, Future Farmers of America, farming or agriculture is desirable.
- Some paid or unpaid experience working with school age children in a learning situation is desirable.

EDUCATION AND EXPERIENCE:

~~Graduation from high school or equivalent and passing the Instructional Assistant Competency Examination is required. Some specialized training/courses/experience in the fields of animal husbandry, agriculture, environmental studies or background in 4H, Future Farmers of America, farming or agriculture is desirable. Paid or volunteer experience in working with school age children is desirable.~~

LICENSES REQUIRED:

~~May require aA valid and appropriate California Driver License in order to pick up supplies, equipment or respond to emergency situations.~~

All of the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The job requires predominately standing, walking and physical agility sufficient to move about on both hard, soft and uneven surfaces; frequently climbs step stools and ladders, bends, and stoops; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; does frequent physical work, lifting, carrying, pushing, and pulling objects weighing up to 50 pounds; visual acuity sufficient to see and observe student activities and animal behavior throughout the facility; speech and vocal capacity sufficient to be heard by students in a noisy outdoor environment; hearing sufficient to be able to tell when an animal is having difficulty or a student is being disruptive. The working environment is out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to dust, pollen, odors and gases generated by compost and animal waste; has direct contact with students and school staff and is exposed to minor and on occasion to severe, contagious illnesses; Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Classification adopted by Personnel Commission 5/6/03

Reviewed with no revisions 10/12/06

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A8: Job Description Revision – Instructional Assistant – Sign Language (Deaf/HoH)

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Instructional Assistant – Sign Language (Deaf/HoH) was fully reviewed in September 2006, reviewed with no revisions in April 2007, updated for changes in qualification standards in August 2008 and updated for recruitment purposes in November 2013.

Recently the incumbents of the class were provided a copy of their job description for review. They also provided detailed information about their current positions by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to all Principals who were asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbents and supervisors, modifications are proposed to the Instructional Assistant – Sign Language (Deaf/HoH) job description. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbents and supervisors have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Sign Language (Deaf/HoH) job description.

Attachment: Proposed revised job description for Instructional Assistant – Sign Language (Deaf/HoH) dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – Sign Language (Deaf/HoH) job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT–SIGN LANGUAGE (DEAF/HOH)

JOB SUMMARY:

Under ~~daily~~ direction of ~~a classroom teacher certificated staff~~ and general supervision by the ~~school principal/site administrator~~ or designee, performs paraprofessional instructional activities utilizing, sign language to communicate/translate/interpret verbal and educational information or instructions for deaf/hard of hearing students; uses communication skills including, but not limited to, American Sign Language (A.S.L.), English gestures, visual imagery/pictures, and individual Signed Exact English (S.E.E.); performs associated clerical and supportive tasks.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by requiring the ability to communicate with deaf and hard of hearing students using appropriate sign language (A.S.L. or S.E.E.) and other communication skills as required by the student's Individual Education Plan (IEP). ~~Incumbents may be assigned to sign and interpret for a student being mainstreamed~~ into general education classroom or may assist in a deaf/hard of hearing classroom.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Work with deaf/hard of hearing students individually and/or in groups tutoring, reinforcing, and following-up on learning activities; *E*

Translate oral or written English through simultaneous signing and oral communication to facilitate the instructional process; E

~~Translate oral or written English using sign language; E~~

Interpret for ~~a classroom teacher certificated staff~~ when assisting a single or small group of main streamed deaf/hard of hearing student(s) into a general education classroom; E

Guide, instruct and/or provide examples to students in a variety of areas, including physical development and fitness, communication, personal hygiene, academic learning, vocational skills, individualizing instruction in accordance with established guidelines and modeling certificated staff teaching patterns; *E*

Assist students to learn normal oral speech patterns by helping them produce sounds, words and sentences; *E*

Assist students to learn sign language; *E*

Assist in preparing and utilize a variety of instructional materials according to instruction/ guidance of certificated staff; *E*

~~May be called upon to attend meetings and to utilize interpreting skills in various contacts with parents and others in a school environment; *E*~~

~~Assist certificated staff with student supervision during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, and during emergency and preparedness drills;~~

~~Supervise student activities, including outdoor exercise and on field trips;~~

Help students relate to others who are not disabled ~~and assist students in improving their self-reliance;~~

~~Assist students in improving their self-reliance;~~

Assist students in learning to be aware of their personal appearance, and be responsible for their personal needs;

~~Perform routine office duties such as record keeping, filing and duplicating instructional materials as assigned;~~

~~May operate a wide variety of office equipment;~~

~~Keep records, order supplies and keep inventories;~~

Consult with certificated staff regarding student progress and behavior;

Assist in maintaining a disciplined, neat, orderly and attractive learning environment;

~~May be called upon to attend meetings and to utilize interpreting skills in various contacts with parents and others in a school environment;~~

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the ~~school principal~~ site administrator or designee. ~~Daily d~~Direction is provided by ~~certificated staff~~ certificated special education teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices, techniques, and terminology used in the instruction of deaf and/or hard of

hearing students, including knowledge of academic subject matter at a level sufficient to ensure proper use of terminology and signs, logical sequence of ideas and overall continuity of an interpretation;

- Current developments, trends, techniques in interpreting for the deaf and hard of hearing;
- General needs and behaviors of deaf and hard of hearing children;
- Practical learning patterns and behavior of students;
- Basic concepts of child development and behavior;
- Adaptive devices and resources available to deaf and hard-of-hearing students;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- ~~Appropriate~~ English usage, reading, writing, speaking, spelling, grammar and punctuation skills;
- Basic record-keeping procedures;
- ~~Basic math~~ Regular classroom subjects including language arts, reading, mathematics and other.

Ability to:

- Interpret to students written and verbal educational materials utilizing American Sign Language or Signed Exact English;
- Translate sign language into oral English;
- Assist deaf/hard of hearing students in a flexible and understanding manner;
- Work successfully with a variety of students;
- Work and communicate effectively with other adults in the school setting;
- ~~Interpret to students written and verbal educational materials utilizing American Sign Language;~~
- ~~Translate sign language into oral English;~~
- Motivate students to participate in learning activities;
- Develop and/or modify instructional materials to meet the needs of deaf and/or hard of hearing students;
- Learn to instruct following modeling of certificated ~~teaching~~ staff assigned;
- Learn and apply District and school policies and procedures;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Determine and retain privileged communications;
- Establish and maintain accurate records;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- Understand and carry out ~~oral and written~~ instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff.;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- ~~Graduation from high school or equivalent. High school diploma or equivalent;~~
- ~~Passing the Instructional Assistant Competency Examination is required;~~
- Completion of course work in interpreting for the deaf is desirable.

Experience:

- Prior paid or unpaid experience as an interpreter for the deaf, using expressive and receptive forms of manual and oral methods of communication is highly desirable;
- Prior paid or unpaid experience involving the supervision of children in an organized setting is highly desirable.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver License.

~~Requires qualification standards for educational interpreters that meet the State requirements as follows:~~

~~Effective July 1, 2009, and thereafter, an educational interpreter shall be required to meet the following State qualification standards:~~

- ~~Certified by the National Registry of Interpreters for the Deaf (RID), or equivalent; OR~~
- ~~In lieu of RID certification or equivalent, must have achieved a score of 4.0 or above on the:~~
 - ~~– Educational Interpreter Performance Assessment (EIPA); OR~~
 - ~~– Educational Sign Skills Evaluation-Interpreter and Receptive (ESSE-I/R); OR~~
 - ~~– National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) assessment.~~
- ~~Registry of Interpreters for the Deaf (RID) Certification, Or Educational Interpreter Performance Assessment (EIPA), Score 4.0 or above certification, Or~~
- ~~American Consortium of Certified Interpreters (ACCI), Score 4.0 or above Certification, Or~~
- ~~National Association of the Deaf (NAD) Certification, score 4.0 or above, Or~~
- ~~Educational Sign Skills Evaluation Interpreter/Receptive (ESSE-I/R), score 4.0 or above.~~

If providing Cued Language Transliteration, in addition to the above certification shall possess the following:

- ~~Testing/Evaluation and Certification Unit (TECUnit) certification; OR~~
- ~~In lieu of TECUnit certification, must have achieved a score of 4.0 or above on the Educational Interpreter Performance Evaluation (EIPA) Cued Speech.~~

- ~~Cued Speech TEC Unit Certification, Or~~
- ~~Educational Interpreter Performance Evaluation (EIPA) Cued Speech, score 4.0 or above.~~

All of the above certificates and registrations must be maintained as a condition of continued employment.

PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks, sits, stoops, bends, and reaches over head; constantly uses fingers on both hands, twists wrists and uses body and facial expressions for signing; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment and to see students signing; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a classroom and/or playground environment, with guidance from a classroom teacher and/or available site administrator. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last Revised 9/14/06

Reviewed with no revisions 4/26/07

Revised 8/14/08

Revisions effective: 11/14/2013

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: July 9, 2015

SUBJECT: Agenda Item No. 6A9: Job Description Revision – Parent Educator

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Parent Educator classification was developed in January 2003, reviewed with minor revisions in December 2006 and reviewed for recruitment purposes in November 2012.

Recently the incumbent of the class was provided a copy of their job description for review. They also provided detailed information about their current position by completing a job analysis questionnaire and worked with the Personnel Analyst and Director, Classified Personnel to answer more detailed questions about the tasks they perform in their jobs. Draft revisions were prepared and provided to the Principal who was asked to review the proposed changes as well as provide feedback on identifying essential duties.

Based upon information provided by the incumbent and the supervisor, modifications are proposed to the Parent Educator job description. It is recommended that the current title of the position Parent Educator be changed to Parent Educator – Bilingual in order to clarify the requirement that incumbents of the position be bilingual in a designated second language. This proposed title change will not have any effect on the current salary of the position. In addition, standard formatting changes and updates are proposed by the Director, Classified Personnel in order to maintain consistency with the current job description format. The incumbent and supervisor have reviewed and recommend the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Parent Educator job description and change the title of the classification from Parent Educator to Parent Educator - Bilingual.

Attachment: Proposed revised job description for Parent Educator – Bilingual dated July 9, 2015.

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Parent Educator job description and change the title of the classification from Parent Educator to Parent Educator – Bilingual.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



PARENT EDUCATOR – BILINGUAL

JOB SUMMARY:

DEFINITION:

Under ~~general~~ supervision of the ~~School Readiness Coordinator~~ site administrator or designee, works with parents of preschool aged children by conducting parenting classes and providing information on child development and effective parenting techniques. Incumbents are responsible for recruiting families to participate in the early learning program and parent education classes.

CLASS CHARACTERISTICS:

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other ~~Community Liaison–Project Assistant~~ positions in that the primary duties of this class involve educating parents on how to work with their children (age birth to 5 years) to develop the social, motor, cognitive and language skills necessary for being successful in school. Incumbents are expected to work independently, prepare instructional and recruitment materials, and understand and present material to participating parents.

REPRESENTATIVE DUTIES (E denotes an essential function of the job.):

EXAMPLES OF DUTIES: (E denotes an essential function of the job)

Conducts ~~the~~ weekly Learning Link classes for children and their parents/caretakers in areas such as social skills, child development, and effective parenting techniques in English and the designated second language; E

Prepare and present parent education classroom instruction utilizing projectors and/or computer equipment's; E

Together with the School Readiness Nurse, periodically screens children in the program for intellectual, physical, social and language development; E

Accurately create and maintain computerized records pertaining to parent educator program participation, attendance, and activities; E

~~Completes attendance and other records for classes that are conducted.~~ E

Recruit and schedule parents to participate in parenting classes; E

Utilize various Microsoft Office applications to prepare, advertise and present instructional materials related to the parent educator program; E

~~Prepares instructional materials in compliance with program requirements;~~ E

~~Prepares and presents parent education classroom instruction as required. E~~

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;

Attend ongoing trainings or workshops in order to conduct the parent education classes that are required in the agreement with the Children and Families Commission of Orange County (i.e. Latino Family Literacy, Building Blocks of Communication);

~~Utilizes both English and the language of the program participants to conduct job responsibilities as described. E~~

~~Assists other staff as necessary.;~~

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

~~General-s~~Supervision is received from the ~~School Readiness Programs Coordinator~~site administrator or designee.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic concepts of child growth & development and behavior characteristics of children age birth to 5 years;
- Appropriate teaching and presenting skills for parents and children;
- Cultural differences and cross-cultural issues and concerns of the population to be served;
- Interpersonal skills using tact, patience and courtesy;
- Usage, spelling, grammar and punctuation in English and the designated second language;
 - ~~English usage, grammar, spelling, punctuation and vocabulary;~~
 - ~~Usage, grammar, spelling, punctuation and vocabulary of a specified language other than English;~~
- Oral and written communication skills;
 - ~~Mathematics, including fractions, percents and ratios;~~
- Basic record-keeping techniques.;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.
 - ~~Basic computer skills~~

Ability to:

- Learn methods of instruction appropriate for parents of children age birth to 5 years;
- Communicate effectively in English and the designated second language with parents and children as necessary;
- ~~— Attend ongoing trainings or workshops in order to conduct the parent education classes that are required in the agreement with the Children and Families Commission of Orange County (i.e. Latino Family Literacy, Building Blocks of Communication);~~
- Develop ~~plans~~ parent education lesson plans in accordance with established policies;
- Organize, coordinate and conduct a variety of parent education classes;
- ~~— Communicate effectively in English and/or a specified language other than English with parents of~~
- ~~— program children orally and in writing;~~
- Observe and evaluate child behavior and development;
- Demonstrate patience, respect and understanding of others;
- ~~— Demonstrate cross-cultural sensitivity and respect;~~
- Work independently and prioritize assignments;
- Understand and carry out instructions;
- Maintain records in an effective and accurate manner;
- Operate various office equipment, including data and word processing equipment and software programs;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- ~~— Establish and maintain effective working relationships with others;~~
- Adapt to changes in schedule and work environment;
- Be resourceful, show initiative and use integrity and discretion;
- Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Some post-secondary education in child development or early childhood education is desirable.

EDUCATION AND EXPERIENCE:

~~Graduation from high school or equivalent is required. Additionally, an Associate Arts degree, or completion of two years (48 semester units) of post-secondary course work, or passing the Instructional Assistant Competency Exam is required. Following employment, attend ongoing trainings or workshops in order to conduct the parent education classes that are required in the agreement with the Children and Families Commission of Orange County (i.e. Latino Family~~

Literacy, Building Blocks of Communication).

Experience:

- Prior paid or ~~volunteer~~ unpaid experience working with children age birth to 5 years ~~or is~~ desirable;
- Prior paid or unpaid experience performing community social service work with adults in a culturally different community is desirable.

LICENSE REQUIRED:

LICENSES AND CERTIFICATES REQUIRED:

~~Possession of a valid CPR and First Aid Certificate.~~

Within two (2) months of employment, possess and maintain valid and current First Aid and Adult/Child CPR Certificates.

All the above certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details has frequent direct contact with parents and preschool age children; is exposed to minor and on occasion to severe, contagious illnesses; has frequent contact with program administrator and other district staff. Interacts with parents and preschool age children without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted 1/16/03

Last revised 12/7/06

Revisions effective 11/8/12

Job Description Review and Proposed Revisions Effective: 7/9/15

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: July 9, 2015

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meetings of June 16, 2015, (Exhibit A), and July 7, 2015, (Exhibit B), the Board of Trustees received the Classified Personnel Activity Lists for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of June 16, 2015, and July 7, 2015.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 16, 2015

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Aponte, Vilma	School Office Manager (substitute)	\$20,577 per hour	36.1	06/01/15
	School Office Clerk (substitute)	\$16,890 per hour	28.1	06/01/15
Cazessus, Ruben	Custodian (substitute)	\$16,890 per hour	28.1	05/21/15
	Maintenance/Grounds Helper (substitute)	\$16,890 per hour	28.1	05/21/15
Garcia, Maricela	Child Care Attendant (substitute)	\$13,189 per hour	18.1	06/08/15
Jennings, Julie	Public Information Assistant	\$21,615 per hour	38.1	06/01/15
Lopp, Keith	Mechanic	\$4,007.00 per month	42.1	06/03/15
Miller, Richard	Head Custodian (substitute)	\$18,635 per hour	32.1	05/21/15
Sanchez, Patricia	Clerk Typist (substitute)	\$20,357 per hour	23.5	05/21/15

Approve Promotion

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Campbell, Dana	School Office Clerk	\$18,635 per hour	28.3	06/04/15
Metherell, Michele	School Office Manager	\$3,813.60 per month	36.2	05/26/15
Thompson, Brandi	School Office Clerk	\$21.94 per hour	28.5	05/26/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 16, 2015

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>START DATE</u>	<u>EFFECTIVE DATE</u>
Alexander, Amanda	Child Care Attendant	Resignation - Moving	09/19/09	06/17/15
Braddy, Lana	Instructional Assistant - EL	Resignation - Moving	08/30/04	06/17/15
Riley, Brandy	Child Care Attendant	Resignation - Personal	06/19/00	05/29/15
Schiller, Lindsey	Speech and Language Assistant	Resignation - Another Job	9/3/2008	06/17/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
July 7, 2015

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Haglund, Jessica	School Office Clerk (substitute)	\$16,890 per hour	28.1	06/22/15
Lopez, Guillermo	Mechanic (substitute)	\$23,852 per hour	42.1	06/15/15
Mardam Bey, Maya	Community Liaison Bilingual Assistant - Arabic (substitute)	\$14,921 per hour	23.1	06/22/15
	Instructional Assistant (substitute)	\$14,199 per hour	21.1	06/22/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1	06/22/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	06/22/15
Ordonez, Patricia	Department Secretary	\$3,457.00 per month	36.1	06/15/15
Trejo, Griselda	Child Care Attendant (substitute)	\$13,189 per hour	18.1	06/03/15
	Instructional Assistant (substitute)	\$14,199 per hour	21.1	06/03/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1	06/03/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	06/03/15

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
King, Randi	Instructional Assistant - Special Education	Personal	09/09/15	01/15/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 9, 2015
SUBJECT: Agenda Item No. 8: Removal of Name from Eligibility List

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently in the course of contacting eligibles for substitute employment, it was recommended by the Director, Classified Personnel that an eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

Moustafa Mahmoud
Eligibility List: 2014-39 Custodian

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove Mr. Mahmoud from Eligibility List 2014-39 Custodian. This letter was sent to the eligible via certified mail and notified him of the eligibility list he is being removed from, the reason for removal in accord with Personnel Rule 6.1.8, provided him a copy of Rule 6.1.8 and gave him the opportunity to protest the action of removal of his name.

Attachment: Letter to eligible Mr. Moustafa Mahmoud dated June 5, 2015 (*Commissioners only*)
Personnel Commission Rule 6.1.8

Recommendation:

The Director, Classified Personnel recommends that Mr. Moustafa Mahmoud be removed from Eligibility List 2014-39 Custodian in accordance with Personnel Commission Rule 6.1.8.

6.1.8 **Removal of Names from Eligibility List**

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal.
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)



Ocean View School District

17200 Pinehurst Lane
Huntington Beach
California 92647-5569
Tel: (714) 847-2551
Fax: (714) 847-1430
Web: www.ovsd.org

Superintendent
Gustavo Balderas, D. Ed.

Board of Trustees
Gina Clayton-Tarvin, President
John Briscoe, Clerk
Debbie Cotton, Member
Joseph Gaglione, Member
Jack C. Souders, Member

June 5, 2015

CERTIFIED AND REGULAR U.S. MAIL - RETURN RECEIPT REQUESTED # 7012 3460 0000 9441 4427

Moustafa Mahmoud
10799 Poplar Street #313
Loma Linda, CA 92354

Mr. Mahmoud,

This letter is to confirm that, in accord with Merit System Rules 4.1.3 and 6.1.8, your offer of substitute employment as a Custodian contingent upon passing Department of Justice fingerprint clearance is being rescinded and your name is being removed from Eligibility List #2014-39 for Custodian for the following reasons:

Merit Rule 4.1.3: Rejection of Application:

An applicant may be refused examination or after examination may be refused certification or appointment for any of the following reasons:

C. *The false statement of material fact* or practicing any deception or fraud in certification or appointment or in securing eligibility to take the examination.

Merit Rule 6.1.8: Removal of Names from Eligibility List:

The name of an eligible may be removed from an eligibility list for any of the following reasons:

H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.

Substitute employment is considered at-will. This means that the District may rescind or terminate your employment at any time. After being offered the opportunity for substitute employment, you were sent for fingerprint clearance. Upon receipt of your Department of Justice fingerprint record it was discovered that you did not disclose prior misdemeanor convictions on your employment application. Failure to disclose this information is cause for the District to rescind your offer of substitute employment and to remove your name from the Custodian eligibility list.

You will not be eligible in the future to apply for any position with Ocean View School District. You may file a written protest of the District's removal of your name from the eligibility list and refusal for further consideration to the Director, Classified Personnel within seven (7) calendar days of this notice. Failure to protest within seven (7) calendar days makes the rejection final. The protest may be based on either of the following reasons:

1. Unlawful discrimination of any kind, including but not limited to discrimination on the basis of race, color, creed, sex, national origin, marital status, age or disability not subject to reasonable accommodation.
2. A reasonable factual basis does not exist to support the decision.

Moustafa Mahmoud
Page 2 of 2
June 5, 2015

The written protest shall state specifics related to the claimed discrimination or the lack of basis leading to the rejection/disqualification. Following receipt of a timely written protest, the Director, Classified Personnel will contact you to schedule an interview to review your written protest and any additional information you may have in support of your protest. The Director, Classified Personnel will render a written decision of this administrative review within seven (7) calendar days of the review.

If you have any questions regarding this action or the appeal process, please feel free to contact me at 714-847-2551 ext. 1400.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michelle Vellanoweth".

Michelle Vellanoweth
Director of Classified Personnel

Attachments: Merit System Rule 4.1.3 & 6.1.8

Chapter 4

4.1.3 Rejection of Application

An applicant may be refused examination or after examination may be refused certification or appointment for any of the following reasons:

- A. Conviction of or pleading guilty in court to a narcotics offense (as defined by E.C. 44011), a controlled substance offense (as defined by E.C. 44011), a crime of moral turpitude, any sex offense (as defined by E.C. 44010), mistreatment of children, or who has been determined to be a sexual psychopath (as defined by E.C. 45124).
- B. Criminal, infamous, dishonest, immoral or notoriously disgraceful conduct.
- C. The false statement of material fact or practicing any deception or fraud in certification or appointment or in securing eligibility to take the examination.
- D. Addiction to the use of narcotics as defined in the Health and Safety Code Section 11001.
- E. Evidence of being under the influence of intoxicating beverages or controlled substances while on duty.
- F. Conviction of a felony.
- G. Physical or mental unfitness for the performance of the duties of the class, not subject to reasonable accommodation.
- H. Unwarranted refusal to furnish testimony at a hearing before the Commission or the Governing Board.
- I. Dismissal for cause from a previous employment if the cause would have subjected the applicant to dismissal by the District.
- J. Involuntary separation from the Ocean View School District as a regular or substitute employee because of incompetency or inefficiency, or any disciplinary cause, or voluntary separation while such charges were pending against such employee.
(Reference Education Code sections 45260 and 45261) (Revised 07/18/02)
- K. Used or attempted to use political or other coercion, pressure, or bribery to secure an advantage in the examination or appointment.
- L. Advocacy of overthrow of the Government of the United States or the State of California by force, violence or other unlawful means.
- M. Failure to report for duty after an assignment has been offered and accepted.
- N. Directly or indirectly obtaining or seeking to obtain question(s) to be utilized in any examination given, or to be given by the Commission.
- O. Failure to submit application for employment correctly or within the prescribed time limits.
- P. Failure to execute the oath or affirmation of allegiance required by the State of California (Section 3, Article 20 of the California Constitution).
- Q. Discharge from the armed forces for conditions other than honorable.
- R. Failure, after being duly noticed, to report promptly for review of any other basis of rejection of application.
- S. Failure to submit to or pass pre-employment medical evaluations (may include drug screening).
- T. Other reasons deemed sufficient by the Commission

Chapter 6

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal.
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants. (Revised 01/16/03)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: July 9, 2015

SUBJECT: Agenda Item No. 9: Removal of Inactive Job Classifications

Background Information

Now that the third of the three year cycle of job description reviews is near completion, it is recommended by the Director, Classified Personnel to remove the job classifications within those job series reviewed that are no longer in use. These inactive classifications would also be removed from the salary schedule.

The Director has shared this proposal to remove the inactive classes to Assistant Superintendent, Human Resources Felix Avila and with CSEA.

Your Director brings this to the Commission's attention, should they be asked what happened to a specific classification. These classifications would not be taken out of the classified service; they would only be removed from the salary schedule. The fact remains that the Personnel Commission has adopted these class specifications at some point in time, when the duties described were being assigned by the Board. Now that these specific duties are no longer being assigned, the associated job descriptions would be placed in an inactive file. They would remain part of the classified service and could be reactivated and updated at any point in time by the Commission, should the Board once again assign those specific duties.

This same type of request was agreed to by the District Administration and CSEA, and presented to the Commission as an agenda item in July 2013 and 2014 at the conclusion of the first and second cycles of job description reviews. Your Director recommends this come to the Commission as an agenda item so that there will be a historical record of the status of these classifications.

Attached is a copy of the classified salary schedule. The job series that were reviewed this year and the proposed inactive classes to be removed are highlighted. These classifications include:

American Indian Education Program Assistant
American Indian Education Project Coordinator
Community Resource Coordinator
Lead Preschool Educator – Oak Preschool

Each year with the review of another 1/3 of classified job descriptions, the Director will review those classifications no longer in use and will recommend to the Commission which, if any, should be removed from the salary schedule.

Attachment: 2015-2016 Classified Bargaining Unit Range Placement, dated 7/1/15.
(Classes being removed are highlighted)

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Recommendation

The Director recommends that the Personnel Commission review, discuss and approve of the removal of the inactive classifications of American Indian Education Program Assistant, American Indian Education Project Coordinator, Community Resource Coordinator and Lead Preschool Educator – Oak Preschool.

OCEAN VIEW SCHOOL DISTRICT

2015-2016* Classified Bargaining Unit Range Placement

Salary Range

ACCOUNTING SERIES

35	Senior Account Clerk
37	Accounting Technician
37	Payroll Technician
45	Financial Analyst

CHILD CARE SERIES (Reviewed 2014/2015)

18	Child Care Attendant
32	Child Care Program Facilitator

CLERICAL SERIES

23	Clerk Typist
28	Intermediate Clerk Typist
28	School Office Clerk
29	Intermediate Clerk Typist-Bilingual
29	School Office Clerk-Bilingual
31	District Receptionist
31	Senior Clerk Typist
33	Translator/Interpreter

CUSTODIAL SERIES

28	Custodian
32	Head Custodian

DELIVERY SERIES

31	Delivery Worker
37	Storekeeper

FOOD SERVICE SERIES

18	Food Distribution Worker
35	Central Kitchen Coordinator

GROUNDS SERIES

31	Groundskeeper I
33	Grounds Equipment Operator
34	Groundskeeper II
35	Grounds Maintenance Worker
37	Sprinkler Mechanic

HEALTH SERIES

26	School Health Technician
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HUMAN RESOURCE SERIES

35	Personnel Technician
36	Human Resources Technician
39	Benefits & Workers' Compensation Specialist
40	Personnel Assistant
41	Human Resources Analyst
41	Personnel Analyst

INSTRUCTIONAL SERIES (Reviewed 2014/2015)

21	Instructional Assistant
22	Instructional Assistant-Bilingual
22	Instructional Assistant - Special Education
22	Preschool Instructional Assistant
23	Instructional Assistant-Computer I
23	Instructional Assistant - EL
23	Instructional Assistant-Farm Facility
23	Instructional Assistant-Sign Language (Deaf/Hard of Hearing)
23	Preschool Instructional Assistant - Bilingual
24	Speech and Language Aide
25	Instructional Assistant-Adapted Physical Ed
25	Instructional Assistant-Physical Education
25	Instructional Assistant-Severely Disabled
26	Inst Asst-Applied Behavior Analysis (ABA)
27	Instructional Assistant-Computer II
29	Associate Preschool Educator
29	OVPP Associate Preschool Educator
31	Lead Behavior Intervention Assistant
31	Lead DTT/ABA - Instructional Assistant
32	Preschool Educator
32	OVPP Preschool Educator
32	Speech and Language Assistant
36	Lead Preschool Educator-Oak View Preschool

Salary Range

LIBRARY/MEDIA SERIES

27	School Library Specialist
34	Library/Instructional Materials Technician

MAINTENANCE SERIES

28	Maintenance/Grounds Helper
33	Maintenance Worker
37	Flooring Repair Worker
37	Skilled Maintenance Worker
40	Locksmith
40	Painter
41	Maintenance Carpenter/Cabinetmaker
41	Maintenance Heating, Ventilation & Air Conditioning Mechanic
41	Maintenance Electrician
41	Maintenance Plumber
50	Facilities Planner/Coordinator

NETWORK/COMMUNICATIONS SERIES

37	Field Service Technician
45	Computer/Multimedia Technician
45	Database Analyst
50	Network Systems Manager

PRINTING SERIES

33	Reprographic Technician
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PURCHASING SERIES

34	Senior Purchasing Clerk
38	Buyer

SECRETARIAL SERIES

35	Program Support Specialist
36	Department Secretary
36	School Office Manager
37	Department Secretary-Bilingual
37	School Office Manager-Bilingual
40	Administrative Secretary

SPECIAL PROGRAM SERIES (Reviewed 2014/2015)

19	ALC Attendant
23	Community Liaison/Bilingual Assistant
23	Community Resource Coordinator
25	Parent Educator
27	American Indian Education Program Assistant
31	Community Liaison
31	American Indian Education Project Coord
38	Public Information Assistant

TRANSPORTATION SERIES

32	Bus Driver
35	Driver Instructor
36	Mechanic Assistant
38	Transportation Dispatcher
42	Mechanic
45	Lead Mechanic

Longevity:

- At beginning of 10th year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively, but no later than 6/30/16.
- Effective 7/1/14 and the Board of Trustees approved on 11/4/14: 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%.

- Salaries effective 7/1/07.
Retroactive Across the Board Increase of 4% Board approved 12/11/07.

Schedule Updated 7/1/15

OCEAN VIEW SCHOOL DISTRICT
Classified Bargaining Unit
Master Salary Schedule
2015-2016

	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
RANGE	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Step 4 Monthly	Hourly	Monthly	Hourly
10	1819	10.827	1912	11.378	2007	11.949	2108	12.545	2216	13.189
11	1863	11.089	1958	11.653	2057	12.244	2162	12.867	2270	13.510
12	1912	11.378	2007	11.949	2108	12.545	2216	13.189	2329	13.858
13	1958	11.653	2057	12.244	2162	12.867	2270	13.510	2386	14.199
14	2007	11.949	2108	12.545	2216	13.189	2329	13.858	2445	14.554
15	2057	12.244	2162	12.867	2270	13.510	2386	14.199	2506	14.921
16	2108	12.545	2216	13.189	2329	13.858	2445	14.554	2570	15.296
17	2162	12.867	2270	13.510	2386	14.199	2506	14.921	2633	15.676
18	2216	13.189	2329	13.858	2445	14.554	2570	15.296	2700	16.070
19	2270	13.510	2386	14.199	2506	14.921	2633	15.676	2767	16.470
20	2329	13.858	2445	14.554	2570	15.296	2700	16.070	2837	16.890
21	2386	14.199	2506	14.921	2633	15.676	2767	16.470	2907	17.303
22	2445	14.554	2570	15.296	2700	16.070	2837	16.890	2979	17.730
23	2506	14.921	2633	15.676	2767	16.470	2907	17.303	3053	18.176
24	2570	15.296	2700	16.070	2837	16.890	2979	17.730	3130	18.635
25	2633	15.676	2767	16.470	2907	17.303	3053	18.176	3208	19.095
26	2700	16.070	2837	16.890	2979	17.730	3130	18.635	3290	19.580
27	2767	16.470	2907	17.303	3053	18.176	3208	19.095	3374	20.079
28	2837	16.890	2979	17.730	3130	18.635	3290	19.580	3457	20.577
29	2907	17.303	3053	18.176	3208	19.095	3374	20.079	3542	21.083
30	2979	17.730	3130	18.635	3290	19.580	3457	20.577	3632	21.615
31	3053	18.176	3208	19.095	3374	20.079	3542	21.083	3722	22.153
32	3130	18.635	3290	19.580	3457	20.577	3632	21.615	3815	22.704
33	3208	19.095	3374	20.079	3542	21.083	3722	22.153	3909	23.268
34	3290	19.580	3457	20.577	3632	21.615	3815	22.704	4007	23.852
35	3374	20.079	3542	21.083	3722	22.153	3909	23.268	4108	24.449
36	3457	20.577	3632	21.615	3815	22.704	4007	23.852	4210	25.060
37	3542	21.083	3722	22.153	3909	23.268	4108	24.449	4316	25.689
38	3632	21.615	3815	22.704	4007	23.852	4210	25.060	4426	26.345
39	3722	22.153	3909	23.268	4108	24.449	4316	25.689	4534	26.989
40	3815	22.704	4007	23.852	4210	25.060	4426	26.345	4648	27.665
41	3909	23.268	4108	24.449	4316	25.689	4534	26.989	4763	28.354
42	4007	23.852	4210	25.060	4426	26.345	4648	27.665	4883	29.063
43	4108	24.449	4316	25.689	4534	26.989	4763	28.354	5004	29.790
44	4210	25.060	4426	26.345	4648	27.665	4883	29.063	5130	30.539
45	4316	25.689	4534	26.989	4763	28.354	5004	29.790	5260	31.313
46	4426	26.345	4648	27.665	4883	29.063	5130	30.539	5389	32.081
47	4534	26.989	4763	28.354	5004	29.790	5260	31.313	5524	32.881
48	4648	27.665	4883	29.063	5130	30.539	5389	32.081	5663	33.708
49	4763	28.354	5004	29.790	5260	31.313	5524	32.881	5805	34.555
50	4883	29.063	5130	30.539	5389	32.081	5663	33.708	5951	35.420