



# OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, June 11, 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 Pogrund, Member

# A G E N D A

## PERSONNEL COMMISSION

### OCEAN VIEW SCHOOL DISTRICT

THURSDAY, JUNE 11, 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 May 13, 2015.

Pages 1-4

(Action)

Moved: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

## COMMISSION BUSINESS

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

Pages 5-56

(Action)

Moved: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

### 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:

The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. (*Eligibility lists provided to Commissioners only.*)

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

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:
- May 5, 2015 – (Exhibit A)
  - May 19, 2015 – (Exhibit B)
  - June 2, 2015 – (Exhibit C)
8. **RATIFY ADVANCED STEP PLACEMENT - JIM CHOATE, DIRECTOR OF MAINTENANCE, OPERATIONS, AND FACILITIES:** The Personnel Commission will receive the Director's recommendation to ratify the advanced step placement for Jim Choate, Director of Maintenance, Operations, and Facilities.
9. **RECOMMENDATION TO RECLASSIFY INCUMBENT MARIA GOFFREDO FROM INSTRUCTIONAL ASSISTANT TO PRESCHOOL INSTRUCTIONAL ASSISTANT:** The Personnel Commission will receive the Director's recommendation to reclassify incumbent, Maria Goffredo, from Instructional Assistant to Preschool Instructional Assistant.
10. **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*)
11. **MERIT RULE REVIEW AND REVISION, CHAPTER 11, SECTION 1.7 – HEALTH EXAMINATIONS – SECOND READING AND ADOPTION:** The Personnel Commission will receive the Director's recommendation to adopt the proposed changes to Merit Rule, Chapter 11, Section 1.7, Health Examinations.
12. **PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2015-2016:** The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2015-2016.
- Pages 57-63  
(Information)
- Pages 64-66  
(Action)  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Pages 67-76  
(Action)  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Pages 77-78  
(Action)  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Pages 79-87  
(Action)  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Pages 88  
(Action)  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

## COMMUNICATIONS

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

14. COMMISSIONERS' REPORTS

15. DIRECTOR AND STAFF REPORTS

16. 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](http://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  
May 13, 2015**

- CALL TO ORDER** Commissioner Gooch called the May 13, 2015, Regular Personnel Commission Meeting to order at 4:35 p.m.
- PLEDGE OF ALLEGIANCE** Michelle Eifert, Personnel Assistant, led the Pledge of Allegiance.
- ROLL CALL** Commissioners Gooch, Ewing, and Pogrund were all present. Director Vellanoweth was also present.
- PUBLIC COMMENTS** Michael Hoeker invited the Commissioners to the Classified Banquet on June 5, 2015, on behalf of C.S.E.A.
- MINUTES OF APRIL 9, 2015** Motion by Commissioner Ewing to approve the minutes of the April 9, 2015, Regular Personnel Commission meeting.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote. Commissioner Pogrund abstained from the vote.

**COMMISSION BUSINESS**

- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
- A. Job Description Reviews/Revisions:
    - 1. Instructional Assistant – Special Education
    - 2. Instructional Assistant – Severely Disabled
    - 3. Director of Transportation
  - B. Recruitment and Testing – Eligibility Lists:
    - 1. 2014 – 45 Instructional Assistant
    - 2. 2014 – 46 Payroll Technician
    - 3. 2014 – 47 Food Distribution Worker
    - 4. 2014 – 48 Human Resources Technician
    - 5. 2014 – 49 Director of Transportation
    - 6. 2014 – 50 Child Care Attendant
    - 7. 2014 – 51 Public Information Assistant

Commissioner Gooch had a question about the licenses required for Instructional Assistant – Severely Disabled, which indicate that within two months of employment the employee is required to possess and maintain valid, current CPR and First Aid certifications. He asked since administering CPR and First Aid as necessary is an essential function of the job for Instructional Assistant – Severely Disabled, why is it not required prior to employment.

**CONSENT  
CALENDAR  
(CONTINUED)**

Director Vellanoweth answered that doing so would potentially exclude many qualified candidates. Applicants are advised at the time they complete the application that this certification will be required of them, so they do have an opportunity to start working towards obtaining it. These are also aide or assistant positions that are working under the direction of a certificated teacher. There are also School Health Technicians and other certified staff on site. This time frame is also well within the six months probationary period, so that if an employee does not complete the certification they could be released for not meeting the qualifications.

Commissioner Gooch also had a question regarding the physical demands, working environment and hazards in the job description for Instructional Assistant – Severely Disabled. He asked for clarification on the wording “pushing disabled students in paired or multiple lifts weighing up to 200 pounds.”

Director Vellanoweth answered that this would most likely be one student weighing up to 200 pounds and two or more employees would be paired to lift the student. One employee would not be expected to lift the student by themselves.

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Pogrund 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 April 14, 2015, and April 28, 2015, Board of Trustees meetings.

**PUBLIC HEARING  
ON THE  
PROPOSED  
ANNUAL BUDGET  
OF THE  
PERSONNEL  
COMMISSION  
FOR FISCAL  
YEAR 2015-2016**

Commissioner Gooch opened the Public Hearing on the proposed annual budget of the Personnel Commission for the fiscal year 2015-2016, at 4:37 p.m.

Director Vellanoweth stated that this had come to the Commission last month as a first reading. She went through the proposed budget again, explaining any changes that were being recommended.

There were no requests to address the Personnel Commission during the Public Hearing.

Commissioner Gooch closed the Public Hearing on the proposed annual budget of the Personnel Commission for the fiscal year 2015-2016, at 4:39 p.m.

**ADOPTION OF  
THE PROPOSED  
ANNUAL BUDGET  
OF THE  
PERSONNEL  
COMMISSION  
FOR FISCAL  
YEAR 2015-2016**

Commissioner Gooch asked for a motion to adopt the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2015-2016.

Motion by Commissioner Pogrund to adopt the Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2015-2016.

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

**REMOVAL OF  
NAME FROM  
ELIGIBILITY LIST**

Director Vellanoweth stated that as we are utilizing the eligibility lists to hire either permanent employees or substitutes, making offers of employment, and conducting criminal background checks, one of the eligibles did not disclose something on his application that subsequently appeared on his criminal history report received from the California Department of Justice. Director Vellanoweth has been in contact with the candidate and advised him that the offer of employment is being rescinded. He was also advised that it will be recommended to the Personnel Commission to remove his name from the eligibility list.

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

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

**MERIT RULE  
REVIEW AND  
REVISION,  
CHAPTER 11,  
SECTION 1.7 –  
HEALTH  
EXAMINATIONS –  
FIRST READING  
AND DISCUSSION**

Director Vellanoweth stated that a bill was passed in January 2015, which amends the Education Code for tuberculosis testing for public school employees. In the past, public school employees were required to have a TB skin test or chest x-ray every four years to verify that they did not have active tuberculosis. This past year there was a nationwide shortage of serum to perform the skin tests. During that time the state instructed the District to perform risk assessments. Afterward, an adoption was made to change the Education Code on a permanent basis. Employees will now be seen by a doctor or a nurse, and have a risk assessment for TB, and if it is felt that there is a high risk for TB, then they would be sent for an actual TB skin test or chest x-ray.

Given the change in the Ed Code, the District has already moved forward with changing the Board Policy. This matter is also mentioned in the Personnel Commission's Merit System Rules and Regulations.

The first part of the change to the Rules largely encompasses tuberculosis examinations as updated via the Ed Code. At the same time, while reviewing this section, it was noticed that there was minimal information about medical examinations, both pre-placement exams, return to work medical exams, and medical exams for school bus drivers. Director Vellanoweth referenced the model merit system rules and regulations that have been developed by CSPCA in cooperation with merit systems statewide to see if there was any new wording or additions that could be incorporated into our own rules.

Suggestions relating to medical exams have been incorporated into the proposed changes and are consistent with practices already in place in the Personnel Commission Office.

Director Vellanoweth also 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.

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONERS' REPORTS** Commissioner Ewing reminded the Commission that the date of the next Personnel Commission meeting is scheduled for June 11, 2015.

Commissioner Ewing asked where the District was in the recruitment process for the Director of Transportation. Director Vellanoweth answered that a recruitment was conducted which yielded one eligible. He was offered the position and accepted. The following day he contacted the Human Resources department and advised that he was not going to accept the position. A new recruitment is being flown and the deadline is June 28, 2015. The requirement for the Driver Instructor certificate was changed from required to desirable.

Commissioner Ewing asked whether this puts the District at risk. Director Vellanoweth answered no. Transportation has a Driver Instructor, Kelly Daniel. She is a behind-the-wheel and classroom instructor. Conversations have been held, as well, to see if there may be other in-house employees who are interested in participating in training to become Driver Instructors.

Commissioner Ewing asked how often the school bus drivers were given behind-the-wheel assessments. Director Vellanoweth answered once each year.

Commissioners Pogrund and Gooch had nothing to report.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth asked that the next time the Commissioners happen to walk through Building C, to please take a look at the brand new Classified School Employee of the Year perpetual plaque.

At the May 19, 2015, Board Meeting, the Classified School Employees of the Year and the Teachers of the Year will be recognized. At the June 2, 2015, Board Meeting, the Board will recognize the District's retirees.

Director Vellanoweth provided the Commissioners with a link to the online survey for the Superintendent search and urged them to complete it.

Director Vellanoweth stated that she was invited to attend the CBAC, Community Budget Advisory Committee. Several items were reviewed including the District's organizational chart. She was asked to explain the purpose and functions of the Personnel Commission.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn in recognition of Memorial Day in honor of those who sacrificed their lives for our freedom.

Motion by Commissioner Ewing to adjourn the May 13, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Pogrund, and carried with a 3:0 vote at 4:56 p.m.

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

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Date

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A1 : Job Description Revision – Associate Preschool 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 Associate Preschool Educator classification was adopted in June 2003 and reviewed with minor revisions in December 2006. Although the classification is not currently in use, it is recommended for updates in order to maintain consistency with similar preschool job classifications, should it be needed in the future.

Based upon the review and recommended updates to the Preschool Educator job classification, 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 Preschool Educator incumbents and the Principal at Oak View Preschool, modifications are proposed to the Associate Preschool Educator 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 supervisor has reviewed and recommends the final draft which is attached.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Associate Preschool Educator job description.

Attachment: Proposed revised job description for Associate Preschool Educator dated June 11, 2015.

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## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Associate Preschool Educator job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



OCEAN VIEW SCHOOL DISTRICT

## ASSOCIATE PRESCHOOL EDUCATOR

### JOB SUMMARY:

#### DEFINITION:

Under direction of the Preschool site administrator or designee ~~Coordinator~~, plans, organizes and implements approved developmentally appropriate curriculum for the development of children enrolled in the District preschool program; provides a safe and nurturing environment conducive to the growth and development of children.

#### CLASS CHARACTERISTICS:

Both the- Preschool Educator and Associate Preschool Educator classes are fully permitted to provide instruction at a State authorized preschool and to provide daily direction to a Preschool Instructional Assistants and Preschool Instructional Assistant Bilinguals ~~Instructional Aide~~ assigned to the same classroom. The Associate Preschool Educator class differs from the OVPP Associate Preschool Educator class where the OVPP Associate Preschool Educator also works with special needs children mainstreamed in the OVPP Preschool. The Associate Preschool Educator class differs from the Preschool Educator class in that substantially less experience and education in CD/ECE is required and the Associate class has a Child Development Associate Teacher Permit instead of the higher level Child Development Teacher Permit.

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

#### EXAMPLES OF DUTIES:

Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District. **E**

Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs. **E**

Develop and implement daily lesson plans to meet developmental needs and interests of children. set up and prepare materials to promote student learning. **E**

Conduct developmental -assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records. **E**

Assist in identifying children with special needs and refer to proper agencies for testing and evaluation; *E*

Participate with children and encourage their involvement in activities; *E*

Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce s positive attitudes and social skills; *E*

Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem; *E*

Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; ~~P~~ provide parent education; *E*

Conduct one home visit for each child prior to the beginning of school; *E*

Develop positive public relations through communication and activities; ~~I~~ involve parents and families in school activities; ~~P~~ plan with other ~~F~~ facilitators and collaborating agencies to implement family activities; *E*

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

Attend staff meetings;

Participate in training workshops, conferences, courses and other professional growth activities as required for early childhood school educators;

Maintain all appropriate records in compliance with State Preschool and licensing guidelines;

Provide training and work direction to ~~aides/assistants~~ Instructional Assistants and volunteers; participate in evaluations as requested;

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

Change children's clothes and tend to injuries, illnesses and toileting needs as necessary;

Assure appropriate classroom supplies and materials are available; order, purchase and transport materials as necessary following District's procedures for purchasing and ordering;

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

~~Perform related duties as required.~~

## SUPERVISION:

Direction is received from the ~~Preschool Coordinator~~Preschool site administrator or designee.

Leadership and/or direction is provided to Preschool Instructional Assistants, Preschool Instructional Assistant Bilinguals ~~Instructional Assistants~~ and parent volunteers.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- Methods of instruction appropriate for preschool age children;
- Basic child psychology and development;
- Lesson development and planning formats and policies;
- Methods of observing, evaluating and recording child behavior;
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Health and safety procedures and techniques;

### Ability to:

- Plan, organize and implement approved curriculum for the development of enrolled children;
- Organize and direct activities for preschool age children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;
  - Demonstrate cross-cultural sensitivity and respect;
- Work independently and prioritize projects;
- Maintain records, equipment and facilities in an effective manner;
- Provide for the safety, health and psychological needs of children;
- 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;



- Train and provide work direction of others;
- Observe health and safety regulations;
- Be resourceful, show initiative and use integrity and discretion;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

## **EDUCATION AND EXPERIENCE:**

### **EMPLOYMENT STANDARDS:**

#### **Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- The following minimum qualifications are required to register a valid and current Child Development Associate Teacher Permit or to obtain a temporary county certificate toward Child Development Associate Teacher Permit, for more qualification options refer to the Child Development Permit Matrix:
  - 12 units ECE/CD including core courses and experience equaling 50 days of 3+ hours per day within 2 years; **OR**
  - Child Development Associate (CDA) Credential.

#### **Experience:**

- Experience in working with special needs children is desirable or experience in a licensed day care center or comparable group child care program.

~~Graduation from High school or equivalent and 12 units of CD/ECE college course work including specific core courses and possess a Child Development Associate Teacher Permit with written acknowledgment of the requirements to complete 15 additional units toward the CD Teacher Permit~~

### **Associate Preschool Educator – Continued**

**Page 5**

~~and within 5 years complete requirements for California Child Development Teacher Permit. The experience required is 50 days (min. 3 hrs/day) of experience in the last 2 years in a licensed day care center or comparable group child care program.~~

### **LICENSES AND CERTIFICATES REQUIRED:**

Valid and current Child Development Associate Teacher Permit; **OR**

Valid and current temporary county certificate toward Child Development Associate Teacher Permit, with proof of Child Development Associate Teacher Permit within 2 months of employment.

Possession of valid CPR and First Aid Certificates.

All of the above licenses and certificates must be maintained as a condition of continued

employment.

### **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 in an classroom or playground environment; 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 preschool classroom and/or playground environment 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.

### **~~LICENSES REQUIRED:~~**

~~Child Development Associate Teacher Permit.~~  
~~Possession of a valid CPR and First Aid Certificate.~~

Adopted by Personnel Commission 6/12/03

Revisions effective 12/7/06

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A2: Job Description Revision – Instructional Aide – Bilingual

## 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 Aide – Bilingual classification was fully reviewed and updated in April 2004, reviewed with minor revisions in April 2007 and revised for recruitment purposes in March 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 Aide – Bilingual job description. In order to provide consistency in instructional job titles, it is recommended that the current title of the position Instructional Aide – Bilingual be changed to Instructional Assistant - Bilingual. 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 Aide – Bilingual job description and change the title of the classification from Instructional Aide – Bilingual to Instructional Assistant - Bilingual.

Attachment: Proposed revised job description for Instructional Assistant – Bilingual dated June 11, 2015.

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## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## INSTRUCTIONAL ASSISTANT AIDE - BILINGUAL

### JOB SUMMARY:

Under daily direction of a classroom Teacher, Preschool Educator, or Associate Preschool Educator and general supervision of the school Principal, site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist ~~and free~~ certificated/permitted instructional staff in delivering the educational program; uses a student's primary language as needed to provide assistance in learning academic concepts for students who speak limited or no English; regularly translates, writes and converses in a foreign language; ~~assumes and performs related work as necessary or required.~~

### 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 in the performance of duties requiring interpretation of lessons to non or limited English speaking students and translation of learning and other materials into/from a foreign language for students and parents, and the tutoring of small groups of students who speak limited or no English. Some incumbents may be required to travel between more than one school site.

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

Assist certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lecture; E

Tutor individual or small groups of limited-English proficient students, reinforcing instruction directed by teacher in regular classroom subjects including language arts, reading, mathematics and other; E

Communicate with students in English and a designated second language to facilitate the instructional processes; E

Interpret for teachers or non-English speaking parents as needed; translate notes, letters and other materials as assigned; E

~~Tutor, monitor, assist students having non or limited English speaking abilities in activities such as drills, practices, study habits and research in a variety of subject areas utilizing a variety of instructional materials in both English and in the student's primary language in individual and small group settings according to instruction/guidance of~~

~~certificated/permitted staff; E~~

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

~~Assist certificated staff with student supervision. Oversee and supervise students during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, and during fire and earthquake emergencies emergency and preparedness drills; E~~

~~Assist parent volunteers and may be called upon to utilize bilingual skills~~

~~Serve as an interpreter in various contacts with parents and others in the school environment, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; E~~

~~As directed, researches, and prepare instructional materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications; E~~

~~Assist the classroom Teacher/Preschool Educator or Associate Preschool Educator in maintaining a disciplined, neat, orderly and attractive learning environment; E~~

~~Consult with certificated/permitted staff regarding student progress and behavior; E~~

~~Monitor students in the classroom to assure understanding of material being presented; assist in determining English proficiency of identified students; E~~

~~Reads and converse with students explaining words and meanings, rephrasing materials to enhance student understanding, as necessary translates so that lessons and tests may be prepared; E~~

~~Correct and score classroom and homework assignments, administers, scores tests, and records grades, as directed;~~

~~Prepare and Maintain a variety of records as assigned;~~

~~Operate and/or assists students in the use of audio-visual technology and other equipment in classroom and learning center environments;~~

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

~~Operate a variety of office equipment;~~

~~May answer telephone, take and transmit messages regarding student performance;~~

~~Attend school and in-service meetings; answer telephone, take and transmit messages regarding student performance;~~

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 provided by a certificated classroom teacher, Preschool Educator or Associate Preschool Educator.

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;
- Classroom procedures and appropriate student contact;
- Modern office equipment and procedures, including the operation of personal computers and word processing software;
- Basic math and science, good reading, writing, speaking skills in English;
- Regular classroom subjects including language arts, reading, mathematics and other;
- Appropriate ~~u~~Usage, spelling, grammar and punctuation in English and a designated second language; ~~other than English.~~
- Simple Basic record keeping.

### **Ability to:**

- Speak, read and write effectively in English and in a designated language other than English;
- Clearly communicate in English and effectively model English usage;
- Work successfully with a variety of students;
- Apply skills, knowledge and abilities in classrooms and the general school environment requiring interpreting;
- Learn and apply District and school policies and procedures;
- Determine and retain privileged communications;
- Change priorities rapidly based on teacher requirements;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Operate various office equipment, including personal computers and word processing software;
- Establish and maintain accurate records;
- Establish and maintain effective working relationships;
- Perform routine clerical work and basic mathematical calculations;
- Use copy machines, computers, and other office equipment and software to prepare learning materials and resources;
- 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:**

- High school diploma or equivalent;
- ~~Graduation from high school or equivalent.~~
- Passing the Instructional Assistant Competency Examination and passing the District bilingual proficiency examination in a designated second language is required.
- ~~For preschool positions -~~Some post-secondary education in child development or early childhood education is desirable.

### **Experience:**

- Some paid or unpaid experience involving the supervision of children in an organized setting whose primary language is not English is highly desirable.

## **LICENSES REQUIRED:**

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

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

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT 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.

Last revised 4/04

Revisions effective 4/26/07

Revisions Effective: 3/14/2013

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A3: Job Description Revision – OVPP Associate Preschool 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 OVPP Associate Preschool Educator classification was adopted in August 2011 and was reviewed for recruitment purposes in June 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 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 incumbents and the Principal at Ocean View Preparatory Preschool (OVPP), modifications are proposed to the OVPP Associate Preschool Educator 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 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 OVPP Associate Preschool Educator job description.

Attachment: Proposed revised job description for OVPP Associate Preschool Educator dated June 11, 2015.

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## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the OVPP Associate Preschool Educator job description.





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## OVPP ASSOCIATE PRESCHOOL EDUCATOR

### JOB SUMMARY:

Under direction of the Ocean View Preparatory Preschool (OVPP) Preschool site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for the development of children enrolled in the District preschool program and for the special needs children mainstreamed into the OVPP Preschool; provides a safe and nurturing environment conducive to the growth and development of children.

### CLASS CHARACTERISTICS:

Both the OVPP Preschool Educator and OVPP Associate Preschool Educator classes are fully permitted to provide instruction at a State authorized preschool with mainstreamed special needs children and to provide daily direction to a Preschool Instructional Assistants and Instructional Aide assigned to the same classroom. The OVPP Preschool Educator acts as the lead in the classroom and the OVPP Associate Preschool Educator assists/works alongside the OVPP Preschool Educator. The OVPP Associate Preschool Educator is capable of acting as the lead in the classroom in the absence of the OVPP Preschool Educator. -The OVPP Associate Preschool Educator differs from the Associate Preschool Educator where the OVPP Associate Preschool Educator also works with special needs children mainstreamed in the OVPP. The OVPP Associate Preschool Educator class differs from the OVPP Preschool Educator class in that substantially less experience and education in CD/ECE is required and the Associate class has a Child Development Associate Teacher Permit instead of the higher level Child Development Teacher Permit.

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

Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District and support the Special Education teacher with specific individual educational plans (IEPs) for special needs mainstreamed students within their classes; *E*

Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs and implement the specific individual educational plans (IEPs) for special needs mainstreamed students within their classes; *E*

Develop and implement daily lesson plans to meet developmental needs and interests of children, set up and prepare materials to promote student learning; ; *E*

Conduct developmental assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records; *E*

Assist through observation and/or data collection in monitoring special needs student progress on IEP goals and objectives; *E*

Assist in identifying children with special needs and refer to proper agencies for testing and evaluation; *E*

Participate with children and encourage their involvement in activities; *E*

Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce positive attitudes and social skills; *E*

Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem; *E*

Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; *E*

Develop positive public relations through communication and activities; involve parents and families in school activities; plan with other facilitators and collaborating agencies to implement family activities; *E*

Participate in training workshops, conferences, courses and other professional growth activities including special education as required for early childhood school educators working with special needs students; *E*

Attend staff meetings;

Maintain all appropriate records in compliance with State Preschool and licensing guidelines;

Provide training and work direction to Instructional Assistants ~~aides/assistants~~ and volunteers; participate in evaluations as requested;

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

Change children's clothes and tend to injuries, illnesses and toileting needs as necessary;

Assure appropriate classroom supplies and materials are available; order, purchase and transport materials as necessary following District's procedures for purchasing and ordering;

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

## **SUPERVISION:**

Direction is received from the OVPP site administrator or designee.

Leadership and/or direction are provided to Preschool Instructional Assistants; ~~Instructional Assistants and parent volunteers.~~

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- ~~Methods of instruction appropriate for preschool age children and preschool age children with disabilities;~~
- Basic child psychology and development;
- Lesson development and planning formats and policies;
- ~~Methods of observing, evaluating and recording child behavior;~~
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Health and safety procedures and techniques.

### **Ability to:**

- ~~Plan, organize and implement approved curriculum for the development of enrolled children;~~
- Organize and direct activities for preschool age children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;
- Demonstrate cross-cultural sensitivity and respect;
- Work independently and prioritize projects;

- Maintain records, equipment and facilities in an effective manner;
- Provide for the safety, health and psychological needs of children;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- ~~Establish and maintain effective interpersonal relationships using tact, patience and courtesy;~~
- Adapt to changes in schedule and work environment;
- Train and provide work direction of others;
- Observe health and safety regulations;
- Be resourceful, show initiative and use integrity and discretion:-
- ~~Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.~~

## **EMPLOYMENT STANDARDS:**

### **Education:**

- ~~Graduation from High School Diploma or equivalent;~~
- ~~Passing the Instructional Assistant Competency Examination is required;~~
- ~~The following minimum qualifications are required to register a valid and current Child Development Associate Teacher Permit or current copy of to obtain a temporary county certificate toward Child Development Associate Teacher Permit, for more qualification options refer to the Child Development Permit Matrix:-~~
  - ~~- 12 units ECE/CD including core courses and experience equaling 50 days of 3+ hours per day within 2 years; OR~~
  - ~~- Child Development Associate (CDA) Credential.~~

### **Experience:**

- Experience in working with special needs children is desirable or experience in a licensed day care center or comparable group child care program.

## **LICENSES AND CERTIFICATES REQUIRED:**

Valid and current Child Development Associate Teacher Permit: OR

Valid and current temporary county certificate toward Child Development Associate Teacher Permit, with proof of Child Development Associate Teacher Permit within 2 months of employment.

Possession of valid CPR and First Aid Certificates.

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

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

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 in an classroom or playground environment; 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; has regular direct contact with other district staff, including preschool Special Day Class teachers. Works in a preschool classroom and/or playground environment 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.

New classification adopted by Personnel Commission 8/11/11

Revisions effective: 6/12/14

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A4: Job Description Revision – OVPP Preschool 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 OVPP Preschool Educator classification was adopted in August 2011 and has not been reviewed since that time.

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 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 incumbents and the Principal at Ocean View Preparatory Preschool (OVPP), modifications are proposed to the OVPP Preschool Educator 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 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 OVPP Preschool Educator job description.

Attachment: Proposed revised job description for OVPP Preschool Educator dated June 11, 2015.

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**Recommendation**

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the OVPP Preschool Educator job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

## OVPP PRESCHOOL EDUCATOR

### DEFINITION JOB SUMMARY:

Under general supervision of the Ocean View Preparatory Preschool (OVPP)-Preschool site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for the development of children enrolled in the District preschool program and for the special needs children mainstreamed into the OVPP Preschool; provide a safe and nurturing environment conducive to the growth and development of children.

### CLASS CHARACTERISTICS:

Both the OVPP Preschool Educator and OVPP Associate Preschool Educator classes are fully permitted to provide instruction at a State authorized preschool with mainstreamed special needs children and to provide daily direction to a Preschool Instructional Assistants and Instructional Aide assigned to the same classroom. The OVPP Preschool Educator acts as the lead in the classroom and the OVPP Associate Preschool Educator assists/works alongside the OVPP Preschool Educator. The OVPP Associate Preschool Educator is capable of acting as the lead in the classroom in the absence of the OVPP Preschool Educator. The OVPP Associate Preschool Educator class differs from the OVPP Associate Preschool Educator class in that substantially more experience and education in CD/ECE is required and the Associate class has a Child Development Associate Teacher Permit instead of the higher level Child Development Teacher Permit.

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

Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District and support the Special Education teacher with ~~implements the~~ specific individual educational plans (IEP=s) for special needs mainstreamed students within their classes; **E**

Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs and ~~implements the~~ specific individual educational plans (IEP=s) for special needs mainstreamed students within their classes; **E**

Develop and implement daily lesson plans to meet developmental needs and interests of children; set up and prepare materials to promote student learning; *E*

Conduct developmental -assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records. *E*

Assist through observation and/or data collection in monitoring special needs student progress on IEP goals and objectives; *E*

Assist in identifying children with special needs and refer to proper agencies for testing and evaluation; *E*

Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforces positive attitudes and social skills. *E*

Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem; *E*

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

Participate with children and encourage their involvement in activities; *E*

Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; *E*

Develop positive public relations through communication and activities; involve parents and families in school activities; plan with other facilitators and collaborating agencies to implement family activities; *E*

Participate in training workshops, conferences, courses and other professional growth activities including special education as required for early childhood school educators working with special needs students; *E*

Attend staff meetings;

Maintain all appropriate records in compliance with State Preschool and licensing guidelines;

Provide training and work direction to ~~aides/assistants~~ Instructional Assistants and volunteers; participate in evaluations as requested;

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

Change children's clothes and tend to injuries, illnesses and toileting needs as necessary;



Assure appropriate classroom supplies and materials are available, order, purchase and transport materials as necessary following District's procedures for purchasing and ordering;

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

## **SUPERVISION:**

General Supervision is received from the OVPP ~~Preschool~~ site administrator or designee.

Daily direction, leadership and/or guidance are provided to Preschool Instructional Assistants, ~~Instructional Aides and parent volunteers.~~

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- Methods of instruction appropriate for preschool age children and preschool age children with disabilities;
- Basic child psychology and development;
- Lesson development and planning formats and policies;
- Methods of observing, evaluating and recording child behavior;
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Health and safety procedures and techniques.

### **Ability to:**

- Plan, organize and implement approved curriculum for the development of enrolled children;
- Organize and direct activities for preschool age children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;

~~Ability to continued:~~

- ~~Demonstrate cross-cultural sensitivity and respect;~~
- ~~Work independently and prioritize projects;~~
- ~~Maintain records, equipment and facilities in an effective manner;~~
- ~~Provide for the safety, health and psychological needs of children;~~
- ~~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;~~
- ~~Train and provide work direction of others;~~
- ~~Observe health and safety regulations;~~
- ~~Be resourceful, show initiative and use integrity and discretion;~~
- ~~Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.~~

**EDUCATION AND EXPERIENCE: EMPLOYMENT STANDARDS:**

**Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- The following minimum qualifications are required to register a valid and current Child Development Teacher Permit or to obtain a temporary county certificate toward Child Development Teacher Permit, for more qualification options refer to the Child Development Permit Matrix:
  - 24 units ECE/CD including core courses plus 16 General Education (GE) units and experience equaling 175 days of 3+ hours per day within 4 year; **OR**
  - AA or higher in ECE/ CD or related field with 3 semester units supervised field experience in ECE/CD setting.

• ~~Graduation from High school or equivalent is required and one of the following:~~

~~Child Development Teacher Permit with 24 units ECE/CD (Early Childhood Education/Child Development) including core courses, plus 16 General Education units and one year experience (175 days @ 3 hrs/day) working with preschool-age children. **OR**~~

~~Current elementary teaching credential with 12 units of ECE or CD with 3 semester units of supervised ECE field experience. **OR**~~

~~AA or higher in ECE or related field with 3 semester units of supervised ECE field experience. **OR**~~

~~BA or higher with 12 units of ECE with 3 semester units of supervised ECE field experience.~~

**Experience:**

- Experience in working with special needs children or experience in a licensed day care center or comparable group child care program is desirable.  
Experience in working with special needs children is desirable.

**LICENSES REQUIRED:**

Valid and current Child Development Teacher Permit: OR

Valid and current temporary county certificate toward Child Development Teacher Permit, with proof of Child Development Teacher Permit within 2 months of employment.

Possession of a valid CPR and First Aid Certificate.

All of the above licenses and 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 in an classroom or playground environment; 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; has regular direct contact with other district staff, including preschool Special Day Class teachers. Works in a preschool classroom and/or playground environment 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.

**LICENSES REQUIRED:**

- An appropriate Teaching Permit, Credential or AA or higher degree with required semester units in ECE — or CD.
- Possession of a valid CPR and First Aid Certificate.

New classification adopted by Personnel Commission 8/11/11  
Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 11, 2015  
**SUBJECT:** Agenda Item No. 6A5: Job Description Revision – Preschool Educator

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## 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 Preschool Educator classification was fully reviewed and updated in August 2003, reviewed with minor revisions in December 2006 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 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 incumbents and the Principal at Oak View Preschool, modifications are proposed to the Preschool Educator 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 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 Preschool Educator job description.

Attachment: Proposed revised job description for Preschool Educator dated June 11, 2015.

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## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Preschool Educator job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## PRESCHOOL EDUCATOR

### JOB SUMMARY:

Under general supervision of the Preschool site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for the development of children enrolled in the District preschool program; provides a safe and nurturing environment conducive to the growth and development of children.

### CLASS CHARACTERISTICS:

Both the Preschool Educator and Associate Preschool Educator classes are fully permitted to provide instruction at a State authorized preschool and to provide daily direction to Preschool Instructional Assistants—Bilinguals and Instructional Aide—Bilinguals and Preschool Instructional Assistant Bilinguals assigned to the same classroom. The Preschool Educator class differs from the OVPP Preschool Educator class where the OVPP Preschool Educator also works with special needs children mainstreamed in the OVPP Preschool. The Associate Preschool Educator class differs from the Associate Preschool Educator class in that substantially more experience and education in CD/ECE is required and the Preschool Educator Associate class has a higher level Child Development Associate Teacher Permit instead of the higher level Child Development Associate Teacher Permit.

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

Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District; *E*

Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs; *E*

Develop and implement daily lesson plans to meet developmental needs and interests of children; set up and prepare materials to promote student learning; *E*

Conduct developmental assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records; *E*

Assist in identifying children with special needs and refer to proper agencies for testing and evaluation; *E*

Participate with children and encourage their involvement in activities; *E*

Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce positive attitudes and social skills; *E*

Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem; *E*

Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; provide parent education; *E*

Conduct one home visit for each child prior to the beginning of school; *E*

Develop positive public relations through communication and activities; involve parents and families in school activities; plan with other ~~F~~facilitators and collaborating agencies to implement family activities; *E*

Attend staff meetings;

Participate in training workshops, conferences, courses and other professional growth activities as required for early childhood school educators;

Maintain all appropriate records in compliance with State Preschool and licensing guidelines;

Provide training and work direction to ~~aides/assistants~~Instructional Assistants and volunteers; participate in evaluations as requested;

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

Change children's clothes and tend to injuries, illnesses and toileting needs as necessary;

Assure appropriate classroom supplies and materials are available, order, purchase and transport materials as necessary following District's procedures for purchasing and ordering;

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

## **SUPERVISION:**

General Supervision is received from the Preschool site administrator or designee.

Daily direction, leadership and/or guidance is provided to Preschool Instructional Assistants and Preschool Instructional Assistant Bilinguals ~~-Bilinguals, Instructional Aide -Bilinguals~~ and parent volunteers.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- Methods of instruction appropriate for preschool age children;
- Basic child psychology and development;
- Lesson development and planning formats and policies;
- Methods of observing, evaluating and recording child behavior;
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Health and safety procedures and techniques.

### Ability to:

- Plan, organize and implement approved curriculum for the development of enrolled children;
- Organize and direct activities for preschool age children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;
- Demonstrate cross-cultural sensitivity and respect;
- Work independently and prioritize projects;
- Maintain records, equipment and facilities in an effective manner;
- Provide for the safety, health and psychological needs of children;
- 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;
- Train and provide work direction ~~to~~ others;
- Observe health and safety regulations;
- Be resourceful, show initiative and use integrity and discretion;
- Establish and maintain effective interpersonal relationships using tact, patience, ~~and~~ courtesy and respect.

## EMPLOYMENT STANDARDS:

### Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- The following minimum qualifications are required to register a ~~Valid~~ and current Child Development Teacher Permit or ~~current copy to obtain a of temporary~~ county certificate toward Child Development Teacher Permit, for more qualification options refer to the Child Development Permit Matrix:
  - 24 units ECE/CD including core courses plus 16 General Education (GE) units and experience equaling 175 days of 3+ hours per day within 4 year; **OR**
  - AA or higher in ECE-~~or~~ CD or related field with 3 semester units of supervised ECE field experience in ECE/CD setting; **OR**
  - Valid and current elementary teaching credential with 12 units of ECE or CD with 3 semester units of supervised ECE field experience; **OR**
  - BA or higher with 12 units of ECE or CD with 3 semester units of supervised ECE field experience.

#### **Experience:**

- Experience working in a licensed day care center or comparable group child care program is desirable.

#### **LICENSES REQUIRED:**

Valid and current Child Development Teacher Permit; **OR**

Valid and current temporary county certificate toward Child Development Teacher Permit, with proof of Child Development Teacher Permit within 2 months of employment.

Possession of a valid CPR and First Aid Certificate.

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

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

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 in an classroom or playground environment; 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 preschool classroom and/or playground environment 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.



Last Revised 8/14/03

Revisions effective 12/7/06

Revisions effective 9/11/14

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A6: Job Description Revision – Preschool Instructional 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 Preschool Instructional Assistant classification was developed in May 2009 and has not been updated since that time.

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 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 Principals at Oak View Preschool and Ocean View Preparatory Preschool, modifications are proposed to the Preschool Instructional Assistant 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 Preschool Instructional Assistant job description.

Attachment: Proposed revised job description for Preschool Instructional Assistant dated June 11, 2015.

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## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

## PRESCHOOL INSTRUCTIONAL ASSISTANT

### JOB SUMMARY: DEFINITION:

Under daily direction of the assigned Preschool Educator or Associate Preschool Educator ~~assigned to~~ and general supervision of the site administrator or designee, assists instructional personnel with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting; monitors and reports student progress regarding behavior and performance.

### **CLASS CHARACTERISTICS:**

This classification is distinguished from other Instructional Assistant classes in that incumbents work ~~involves~~ with preschool aged children and incumbents must have taken a prescribed number of Early Childhood Education or Child Development units to work in this capacity. Incumbents provide assistance to instructional personnel in the care, supervision and learning activities of preschool age children in the classroom and on the playground. ~~working with preschool children.~~

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

Assist the Preschool Educator or Associate Preschool Educator in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students; E

Assist the Preschool Educator or Associate Preschool Educator with the preparation and presentation of learning materials for individual students or groups of children; E

Supervise children in all activities ~~including~~ indoors and outdoors, during snack and mealtime, ~~during~~ parent meetings, and ~~on~~ field trips and emergency and preparedness drills; E

~~Assist with planning, preparing and implementing a variety of activities to meet the needs and interests of preschool-aged children. E~~

Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance; E

Participate with children and encourage their involvement in activities; E

~~Observe and control behavior of students according to approved procedures. Report progress regarding student performance and behavior to teacher/supervisor. *E*~~

~~Observe and redirect student behavior according to approved procedures; *E*~~

~~Monitor student behavior and communicate with teacher and parents regarding student activities; *E*~~

~~Provide support to the Preschool Educator or Associate Preschool Educatorteacher by setting up work areas and operating audio-visual technological equipment; *E*~~

~~Prepare instructional materials as directed by the supervisor. *E*~~

~~Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner; *E*~~

~~Assist communicating with children and parents as directed; *E*~~

~~Assist students in developing communication skills and serve as an appropriate language model; *E*~~

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

~~Assist children in the development of independence, social skills and self-help skills; *E*~~

~~Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate; assist children with toileting, changing those who have experienced toileting accidents; assist students in developing self-help skills. *E*~~

~~Communicate with Preschool Educator or Associate Preschool Educatorteacher regarding needs for appropriate materials to meet the developmental and linguistic needs of the children; *E*~~

~~Assist the Preschool Educator or Associate Preschool Educator in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines; *E*~~

~~Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;~~

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

~~Attend staff meetings and participate in meetings and in-service training programs as~~

assigned;:

~~Attend staff meetings;:~~

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

## **SUPERVISION:**

General supervision is received from the site administrator of the Preschool Program or designee. Daily direction, leadership and/or guidance is received from assigned Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- ~~Basic principles of early childhood development including proper discipline applicable in a preschool setting;:~~
- ~~Student behavior management strategies and techniques;~~
- ~~Needs and characteristics of preschool age children;~~
- ~~Basic instructional methods and techniques in early childhood education;~~
- ~~Subjects taught in the primary grades, including mathematics, reading and writing;~~
- ~~Safe practices for Ppreschool classroom and playground activities;:~~
- ~~Appropriate English usage, spelling, grammar and punctuation;:~~
- ~~Basic record-keeping procedures;:~~
- ~~Written and oral communication principles and practices.~~
- ~~Interpersonal relations skills using tact, patience and courtesy.~~

### **Ability to:**

- ~~Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;:~~
- ~~Demonstrate an understanding, patient, and receptive attitude toward young children;~~
- ~~Monitor and report student behavior and progress according to approved policies and procedures;~~
- ~~Read, write and communicate effectively in English;:~~
- ~~Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;:~~
- ~~Establish and maintain cooperative working relationships with children and adults.~~
- ~~Assist in planning and implementing a variety of activities to meet the needs and interests of Ppreschool aged children;:~~
- ~~Coordinate and participate in activities with groups of children;:~~
- ~~Use positive and appropriate methods of behavior control and modification for Ppreschool aged children;:~~
- ~~Ensure that preschoolers are supervised at all times;~~

- Work collaboratively in a team environment;
- Maintain classroom in a clean, sanitary, orderly and safe condition;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written directions;
- Perform clerical duties such as filing, duplicating and maintaining simple records;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

## **EMPLOYMENT STANDARDS:**

### **EDUCATION AND EXPERIENCE:**

#### **Education:**

- Graduation from High school or equivalent is required and
- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- eCompletion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

#### **Experience:**

- Prior paid or volunteer experience working with preschool aged children is desirable.

### **LICENSES REQUIRED:**

Within two (2) months of employment all Preschool Instructional Assistants are required to possess and maintain valid 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 in a classroom or playground environment; 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 preschool classroom and/or playground environment 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.

### **LICENSES REQUIRED:**

Possession of a valid CPR and First Aid Certificate.

New classification adopted by Personnel Commission 5/14/09

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A7: Job Description Revision – Preschool Instructional Assistant  
Bilingual

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## 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 Preschool Instructional Assistant – Bilingual classification was developed in July 2000, reviewed with minor revisions in August 2003 and December 2006 and revised for recruitment purposes in May 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 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 incumbents and the Principal at Oak View Preschool, modifications are proposed to the Preschool Instructional Assistant – Bilingual 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 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 Preschool Instructional Assistant – Bilingual job description.

Attachment: Proposed revised job description for Preschool Instructional Assistant – Bilingual dated June 11, 2015.

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## Recommendation

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## PRESCHOOL INSTRUCTIONAL ASSISTANT - BILINGUAL

### JOB SUMMARY:

Under daily direction of the assigned Preschool Educator or Associate Preschool Educator ~~assigned to~~ and general supervision of the site administrator or designee, assists instructional personnel with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting to students needing English language development; monitors and reports student progress regarding behavior and performance; translates written and verbal information in a designated second language.

### CLASS CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classes in that incumbents work ~~involves with~~ preschool aged children, ~~and incumbents~~ must have taken a prescribed number of Early Childhood Education or Child Development units and be bilingual in a designated second language to work in this capacity. Incumbents provide assistance to instructional personnel in the care, supervision and learning activities of preschool age children requiring English language development in the classroom and on the playground. ~~working with preschool children requiring English language development.~~

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

Assist the Preschool Educator or Associate Preschool Educator in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students; E

Assist the Preschool Educator or Associate Preschool Educator with the preparation and presentation of learning materials for individual students or groups of children; E

Communicate with students in English and a designated second language to facilitate instruction; E

Provide translations, orally and written, for limited or non-English speaking parents and school staff; E

Supervise children in all activities ~~including~~ indoors and outdoors, during snack and mealtime, ~~during parent meetings and on field trips and emergency and preparedness drills~~; E

Assist with planning, preparing and implementing a variety of activities to meet the needs



~~and interests of preschool-aged children; *E*~~

Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance; *E*

Participate with children and encourage their involvement in activities; *E*

~~Observe and control behavior of students according to approved procedures. Report progress regarding student performance and behavior to teacher/supervisor; *E*~~

Observe and redirect student behavior according to approved procedures; *E*

Monitor student behavior and communicate with teacher and parents regarding student activities; *E*

Provide support to the Preschool Educator or Associate Preschool Educator ~~teacher~~ by setting up work areas and operating audio-visual technological equipment; *E*

~~Prepare instructional materials as directed by the supervisor; *E*~~

Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner; *E*

Assist communicating with children and parents in a designated second language; translate written and oral information as directed; *E*

Assist students in developing communication skills and serve as an appropriate language model; *E*

Assist children in the development of independence, social skills and self-help skills; *E*

Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate; assist children with toileting, changing those who have experienced toileting accidents; assist students in developing self-help skills; *E*

Communicate with Preschool Educator or Associate Preschool Educator ~~teacher~~ regarding needs for appropriate materials to meet the developmental and linguistic needs of the children; *E*

Assist the Preschool Educator or Associate Preschool Educator in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines; *E*

Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;

Perform routine office duties such as filing and duplicating instructional materials as assigned;

Attend staff meetings and Pparticipate in meetings and in-service training programs as assigned;

~~Attend staff meetings;~~

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

### **SUPERVISION:**

General supervision is received from the site administrator of the Preschool Program or designee. Daily direction, leadership and/or guidance is received from assigned Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Student behavior management strategies and techniques;
- Needs and characteristics of preschool age children;
- Basic instructional methods and techniques in early childhood education;
- Subjects taught in the primary grades, including mathematics, reading and writing;
- Safe practices for Ppreschool classroom and playground activities;
- ~~Appropriate~~ English usage, spelling, grammar and punctuation;
- ~~Appropriate u~~Usage, spelling, grammar and punctuation of a designated language other than English;-
- Basic record-keeping procedures;
- Written and oral communication principles and practices.
- \_\_\_\_\_
- ~~Interpersonal relations skills using tact, patience and courtesy.~~

#### **Ability to:**

- Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Read, write and communicate effectively in English and a designated second language;
- Communicate effectively with preschool children and adults, demonstrating poise, patience

and understanding;

- ~~Establish and maintain cooperative working relationships with children and adults;~~
- Assist in planning and implementing a variety of activities to meet the needs and interests of preschool aged children.
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods of behavior control and modification for preschool aged children;
- ~~Ensure that preschoolers are supervised at all times;~~
- ~~Work collaboratively in a team environment;~~
- ~~Maintain classroom in a clean, sanitary, orderly and safe condition;~~
- Determine appropriate action within clearly defined guidelines;
- ~~Understand and follow oral and written directions;~~
- ~~Perform clerical duties such as filing, duplicating and maintaining simple records;~~
- ~~Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.~~

## **EMPLOYMENT STANDARDS:**

### **Education:**

- ~~Graduation from High school or equivalent is required and~~
- ~~High School Diploma or equivalent;~~
- ~~Passing the Instructional Assistant Competency Examination is required;~~
- eCompletion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

### **Experience:**

- Prior paid or volunteer experience working with preschool aged children is desirable.

## **LICENSES REQUIRED:**

Within two (2) months of employment all Preschool Instructional Assistants are required to possess and maintain valid 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:**

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 in a classroom or playground environment; 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 preschool classroom and/or playground environment 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.

Classification adopted 3/16/01

Revised 7/18/02, 8/14/03, 12/7/06, 5/9/13

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A8: Job Description Revision – Speech and Language Aide

## 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 Speech and Language Aide classification was developed in October 2004, reviewed with no revisions in April 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 and the Speech and Language Pathologists 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 Director, Special Education, modifications are proposed to the Speech and Language Aide 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 Speech and Language Aide job description.

Attachment: Proposed revised job description for Speech and Language Aide dated June 11, 2015.

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## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Speech and Language Aide job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## SPEECH AND LANGUAGE AIDE

### JOB SUMMARY:

Under general supervision of the school principal or designee and immediate supervision of a certificated Speech and Language Pathologist, assists in providing authorized and appropriate speech and language services for students identified as having special needs in the area of speech and language communication.

### CLASS CHARACTERISTICS:

This class is distinguished from Instructional Assistant- Special Education in that they have specific education qualifying them to assist Speech and Language Pathologists working with students having identified special needs in speech and language communication. Participates as a member of an educational team in developing and providing services for students with communication disorders to improve their speech and language skills. This class also differs from Speech and Language Assistant in that incumbents must be supervised at all times by a Speech and Language Pathologist when providing authorized speech and language services for a student. This class is to be utilized as a training class for students enrolled in a speech and language pathology assistant certificate program and/or those having substantial progress toward or having attained a Bachelors or higher degree in speech and language pathology or communication disorders (which includes the speech and language courses required for a speech and language pathology certificate) to acquire the required hours of supervised field experience for registration as a Speech and Language Pathology Assistant.

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

Assist Speech and Language Pathologists with prescribed therapy by working under immediate supervision with and implementing services to individuals and small groups of students, utilizing established lesson plans and specific Individual Education Plans (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills; *E*

May assist instructional staff with the implementation of IEP's and implement behavior management programs for students as designed by certificated staff; *E*

Observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities; *E*

May assist Speech and Language Pathologists during speech-language screenings and assessment of students and confer with Speech and Language Pathologist regarding student progress; *E*

Assist instructional staff with the implementation of IEP's; *E*

Assist in documenting student progress by maintaining student records, tallying data, preparing charts, records, graphs and reports; *E*

Prepare, adapt and modify learning materials and under immediate supervision assist students in the use of alternative communication methods and a variety of computerized speech and language augmentative alternate communication devices; *E*

Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, creating an orderly and clean classroom environment, etc.; *E*

Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology; *E*

Maintain confidentiality of information pertaining to students and their families; *E*

Assure the health and safety of students by following all health and safety rules and utilize positive restraint strategies according to established procedures as necessary; *E*

~~May assist Speech and Language Pathologists during assessment of students;~~

~~May implement behavior management programs for students as designed by certificated staff; observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities;~~

Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling, and laminating as needed;

Perform a variety of case management support duties ~~classroom related clerical work~~ such as sorting, filing, record keeping, establishing and maintaining files, recording attendance, completing forms, etc.;

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

#### **SUPERVISION:**

General supervision is received from the school principal or designee. Immediate supervision is provided by a certificated Speech and Language Pathologist.

Supervision is not exercised over other employees.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- General methods and techniques of individual and group therapy;
- Speech and Language development theories and practices;
- Speech and language pathology equipment, materials and procedures;
- Language, articulation and hearing disorders in children;
- Language development in children;
- Articulation development;
- Learning patterns in children;
- Student behavior management techniques and strategies;
- Learning problems of children with special educational needs;
- ~~Correct~~ English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- Health and safety procedures and techniques.

**Ability to:**

- Under immediate supervision, assist in providing speech therapy services for identified students according to Individual Education Plan (IEP) and Speech Improvement Plan (SIP) goals;
- Under immediate supervision, assist with conducting speech-language screenings and assessment;
- Understand and carry out oral and written directions, including intervention plans;
- Learn and utilize current speech and language methods and procedures used in an instructional setting;
- Under immediate supervision utilize and maintain specialized augmentative communication systems and devices;
- Maintain confidentiality of sensitive and privileged information;
- ~~Assist in the educational program of assigned student(s);~~
- Communicate effectively orally and in written form;
- Operate standard office equipment including: copier machines, calculators, and personal computers (PC's) utilizing word processing, learning and educational software;
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Maintain records and prepare reports related to assigned students and activities;
- ~~Establish and maintain a cooperative and 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 is required;
- Graduation from or current enrollment in an Associate degree program in speech and language pathology, or
- Current enrollment in a speech and language pathology assistant certificate program, or
- Substantial progress toward or having attained a Bachelors or higher degree in speech and language pathology or communication disorders (which includes the speech and language courses required for a speech and language pathology certificate).

### **Experience:**

- Paid or volunteer experience in working with elementary school age children is desirable.
- Paid or volunteer experience working with individuals with speech and language disabilities or communicative disorders is preferable.
- Prior experience in working with elementary school age children is desirable.

## **LICENSES REQUIRED:**

Registration by the supervising Speech and Language Pathologist as a Speech-Language Pathology Aide with the California Speech-Language Pathology and Audiology Board, upon employment.

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

All of the above licenses, 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; 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; 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 environment with guidance from certificated staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Classification adopted by Personnel Commission 10/14/04

Reviewed with no revisions 4/26/07

Revisions effective 9/12/13

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6A9: Job Description Revision – Speech and Language 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 Speech and Language Assistant classification was fully reviewed and updated in September 2004, reviewed with no revisions in March 2006 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 and the Speech and Language Pathologists 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 Director, Special Education, modifications are proposed to the Speech and Language Assistant 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 Speech and Language Assistant job description.

Attachment: Proposed revised job description for Speech and Language Assistant dated June 11, 2015.

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## Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Speech and Language Assistant job description.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## SPEECH AND LANGUAGE ASSISTANT

### JOB SUMMARY:

Under general supervision of the school principal or designee and daily direction and ~~both direct and indirect~~ supervision of a certificated Speech and Language Pathologist, assists in providing authorized and appropriate speech and language services for students identified as having special needs in the area of speech and language communication.

### CLASS CHARACTERISTICS:

Incumbents in this class are distinguished from Instructional Assistant- Special Education in that they have specific education and experience qualifying them to assist Speech and Language Pathologists working with students having speech and language communication special needs. Participates as a member of an educational team in developing and providing services for students with communication disorders to improve their speech and language skills. This class also differs from the Speech and Language Aide class in that incumbents may perform authorized speech and language services for a student under the indirect supervision of a Speech and Language Pathologist.

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

Assist Speech and Language Pathologist with prescribed therapy by working with and implementing services to individuals and small groups of students, utilizing established lesson plans and specific Individual Education Plans (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills; *E*

Assist instructional staff with the implementation of IEP's and implement behavior management programs for students as designed by certificated staff;

Observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities; *E*

Assist Speech and Language Pathologist during speech-language screenings and assessment of students and confer with Speech and Language Pathologist regarding student progress; *E*

Assist in documenting student progress by maintaining student records, tallying data, preparing charts, records, graphs and reports; *E*

Assist instructional staff with the implementation of IEP's; *E*

Prepare, adapt and modify learning materials and assist students in the use of alternative communication methods and a variety of computerized speech and language augmentative alternate communication devices; *E*

Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, creating an orderly and clean classroom environment, etc.; *E*

Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology; *E*

Maintain confidentiality of information pertaining to students and their families; *E*

Assure the health and safety of students by following all health and safety rules and utilize positive restraint strategies according to established procedures as necessary; *E*

~~Implement behavior management programs for students as designed by certificated staff; observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities; *E*~~

~~Prepare learning materials and assist students in the use of alternative communication methods and a variety of computerized speech and language communication devices; *E*~~

Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling, and laminating as needed; *E*

~~Perform a variety of classroom related clerical work~~case management support duties such as sorting, filing, record keeping, establishing and maintaining files, recording attendance, completing forms, etc.; *E*

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

## **SUPERVISION:**

General supervision is received from the school principal or designee. Daily direction and ~~both direct and indirect~~ supervision is provided by a certificated Speech and Language Pathologist.

Supervision is not exercised over other employees.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- General methods and techniques of individual and group therapy;
- Speech and Language development theories and practices;
- Speech and language pathology equipment, materials and procedures;
- Language development in children;
- Articulation development;
- Language, articulation and hearing disorders in children;
- Learning patterns in children;
- Student behavior management techniques and strategies;
- Learning problems of children with special educational needs;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- Health and safety procedures and techniques.

#### **Ability to:**

- Assist in providing speech therapy services for identified students according to Individual Education Plan (IEP) and Speech Improvement Plan (SIP) goals;
- Assist with conducting speech-language screenings and assessment;
- Understand and carry out oral and written directions, including intervention plans;
- Learn and utilize current speech and language methods and procedures used in an instructional setting;
- Maintain confidentiality of sensitive and privileged information;
- Utilize and maintain specialized augmentative communication systems and devices;
- Assist in the educational program of assigned student(s);
- Communicate effectively orally and in written form;
- Operate standard office equipment including: copier machines, calculators, and personal computers (PC's) utilizing word processing, learning and educational software;
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Maintain records and prepare reports related to assigned students and activities;
- Establish and maintain cooperative and 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 is required;
- The following qualifications are required to register as a Speech and Language Pathology Assistant with the California Speech-Language Pathology and Audiology Board:
  - A bachelor's degree in Speech-Language Pathology or Communicative Disorders from an accredited educational institution OR an Associate of Arts or Sciences Degree in Speech-Language Pathology Assistant from a Board approved SLPA program.
  - Must have 70 hours of fieldwork experience OR nine months of full-time work experience performing the duties of an SLPA in a public school setting OR nine months of full-time work as an SLPA in another state with the appropriate authorization to practice.
- An Associate degree in and/or graduation from a speech and language pathology assistant certificate program or
- Substantial progress toward a Bachelor's degree in speech and language pathology or communication disorders (which includes the speech and language courses required for a speech and language pathology certificate).
- Field experience, supervised by a ASHA-certified speech-language pathologist (minimum of 100 hours or that which is required by a speech language pathology certificate program in order to register as a Speech-Language Pathology Assistant with the California Speech-Language Pathology and Audiology Board).

### **Experience:**

- -Paid or volunteer experience in working with elementary school age children is desirable.
- Paid or volunteer experience working with individuals with speech and language disabilities or communicative disorders is preferable.

### **LICENSES REQUIRED:**

Registration as a Speech-Language Pathology Assistant with the California Speech-Language Pathology and Audiology Board.

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

All of the above licenses, 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; 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; 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 environment with guidance from certificated staff.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Classification adopted 6/18/02

Last revised 12/9/04

Revisions effective 3/9/06

Revisions effective 9/12/13

Job Description Review and Proposed Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 6B: ELIGIBILITY LIST(S)

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### Background Information

The following eligibility list(s) are forwarded for ratification. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. *(Commissioners only)*.

Following are the current lists for ratification:

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

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### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2014 – 52, 2014 – 53 .



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** June 11, 2015

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

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### Background Information

At the Ocean View School District, Regular Board Meetings of May 5, 2015, (Exhibit A), May 19, 2015, (Exhibit B), and June 2, 2015, (Exhibit C), 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.

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### Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of May, 5, 2015, May 19, 2015, and June 2, 2015.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
May 5, 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>
Anaya, Cynthia	Instructional Assistant - ABA (substitute)	\$16,070 per hour	26.1	04/13/15
Bavouset, Monica	Food Distribution Worker	\$13,189 per hour	18.1	04/22/15
Gilbert, Emily	Instructional Assistant (substitute)	\$14,199 per hour	21.1	04/21/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	04/21/15
	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	04/21/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	04/21/15
	Instructional Assistant - Adapted Physical Education (substitute)	\$15,676 per hour	25.1	04/21/15
Gomez, Alexandra	Instructional Assistant - ABA (substitute)	\$16,070 per hour	26.1	03/19/15
Herrera, Melina	Instructional Assistant - ABA (substitute)	\$16,070 per hour	26.1	03/19/15
Johnson, Desiree	Bus Driver Trainee	\$9,000 per hour		04/20/15
Maguire, Michelle	Instructional Assistant - ABA (substitute)	\$16,070 per hour	26.1	03/19/15
McMahon, Heather	Instructional Assistant (substitute)	\$14,199 per hour	21.1	04/23/15
Miller, Richard	Custodian (substitute)	\$16,890 per hour	28.1	
Nelson, Whitney	Bus Driver Trainee	\$9,000 per hour		04/20/15
Nguyen, Tina	Instructional Assistant (substitute)	\$15,676 per hour	21.3	04/15/15
Ortiz, Angel	Head Custodian (substitute)	\$18,635 per hour	32.1	04/20/15
Pham, Tung	Bus Driver Trainee	\$9,000 per hour		04/20/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
May 5, 2015

**Approve Employment (Continued)**

**In accordance with Merit System testing procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Rios, Francisco	Delivery Worker (substitute)	\$18,176 per hour	31.1	04/23/15
Sacks, Kayla	Instructional Assistant (substitute) Preschool Instructional Assistant (substitute)	\$14,199 per hour \$14,554 per hour	21.1 22.1	04/13/15 04/13/15
Sanchez, Frank Jr.	Delivery Worker (substitute)	\$18,176 per hour	31.1	04/21/15
Santy, Amy	Instructional Assistant	\$14,199 per hour	21.1	04/21/15
Show, Zak	Delivery Worker (substitute)	\$18,176 per hour	31.1	04/21/15
Sims, Rebekah	Instructional Assistant - ABA (substitute) Instructional Assistant - ABA	\$16,070 per hour \$16,070 per hour	26.1 26.1	03/19/15 04/20/15
Smith, Yolanda	Bus Driver Trainee	\$9,000 per hour		04/23/15
TerBorg, Mackensie	Payroll Technician	\$3,542.00 per month	37.1	04/20/15
Ventura Torres, Cindy	Preschool Instructional Assistant Bilingual (substitute)	\$14,921 per hour	23.1	03/30/15
Wojciechowski, Janice	Instructional Assistant - ABA (substitute)	\$16,070 per hour	26.1	03/19/15

**Approve Separation**

**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>REASON</u></b>	<b><u>START DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hernandez, David	Instructional Assistant - ABA	Resignation - Another Job	07/16/07	04/03/15
Wilkening, Colette	Department Secretary (substitute)	Resignation - Another Job	10/08/12	08/22/14

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
May 19, 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>
Herrera, Melina	Instructional Assistant - ABA	\$16,070 per hour	26.1	04/13/15
Jojola, Teresa	Human Resources Technician	\$3,457.00 per month	36.1	04/27/15
Maguire, Michelle	Instructional Assistant - ABA	\$16,070 per hour	26.1	04/03/15
Moyer, Lori	Food Distribution Worker (Substitute)	\$13,189 per hour	18.1	04/24/15

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>
Hospedales, Christina	School Office Clerk	Resignation - Another Job	8/21/2013	05/01/15
Noah Valadez, Jr.	Head Custodian	Resignation - Personal	6/30/2006	04/30/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
June 2, 2015

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
			<u>STEP</u>	<u>DATE</u>
Alston, Cheri	Instructional Assistant (substitute)	\$14,199 per hour	21.1	05/04/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	05/04/15
	Instructional Assistant - Severely Disabled (substitute)	\$15,676 per hour	25.1	05/04/15
	Instructional Assistant - Physical Education (substitute)	\$15,676 per hour	25.1	05/04/15
	Instructional Assistant - Adapted Physical Education (substitute)	\$15,676 per hour	25.1	05/04/15
Atchley, Tanner	Child Care Attendant	\$13,189 per hour	18.1	05/11/15
Choate, Jim	Director, Maintenance, Operations, and Facilities	\$7,127.00 per month	M65.1	06/03/15
Cordova, Rick	Custodian (substitute)	\$16,890 per hour	28.1	05/21/15
	Maintenance/Grounds Helper (substitute)	\$16,890 per hour	28.1	05/21/15
Grove, Esther	District Receptionist (substitute)	\$18,176 per hour	31.1	05/06/15
	Personnel Assistant (substitute)	\$22,704 per hour	40.1	05/06/15
Gutierrez, Crystal	Instructional Assistant (substitute)	\$14,199 per hour	21.1	05/12/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1	05/12/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	05/12/15
Hernandez, Cynthia	OVPP Preschool Educator (substitute)	\$18,635 per hour	32.1	
Kavetsky, Barbara	Child Care Attendant	\$13,189 per hour	18.1	05/18/15
Mandayan, Padmini	School Office Clerk (substitute)	\$16,890 per hour	28.1	05/12/15
McMahon, Heather	Instructional Assistant (substitute)	\$14,199 per hour	21.1	05/05/15
	Instructional Assistant - EL (substitute)	\$14,921 per hour	23.1	05/05/15
	Instructional Assistant - Special Education (substitute)	\$14,554 per hour	22.1	05/05/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
June 2, 2015

Approve Employment (Continued)

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Nagatoshi, Patricia	School Office Clerk (substitute)	\$16,890 per hour	28.1	05/12/15
Ortiz, Angel	Delivery Worker (substitute) Maintenance/Grounds Helper (substitute)	\$18,176 per hour \$16,890 per hour	31.1 28.1	05/12/15 05/12/15
Ramirez, Karla	Instructional Assistant (substitute) Instructional Assistant - Special Education (substitute) Instructional Assistant Bilingual (substitute) Community Liaison Bilingual Assistant (substitute)	\$14,199 per hour \$14,554 per hour \$14,554 per hour \$14,921 per hour	21.1 22.1 22.1 23.1	05/05/15 05/05/15 05/05/15 05/05/15
Rios, Francisco	Custodian (substitute) Maintenance/Grounds Helper (substitute)	\$16,890 per hour \$16,890 per hour	28.1 28.1	05/12/15 05/12/15
Rivera, Delmy Wendy	Custodian (substitute)	\$16,890 per hour	28.1	05/11/15
Salas, Anthony	Custodian (substitute) Maintenance/Grounds Helper (substitute)	\$16,890 per hour \$16,890 per hour	28.1 28.1	05/11/15 05/11/15
Sellers, Brian	Custodian (substitute) Maintenance/Grounds Helper (substitute)	\$16,890 per hour \$16,890 per hour	28.1 28.1	05/11/15 05/11/15
Springer, Eriq	Child Care Attendant (substitute)	\$13,189 per hour	18.1	05/11/15
Vang, Victoria	Instructional Assistant (substitute) Instructional Assistant - Special Education (substitute) Instructional Assistant - EL (substitute)	\$14,199 per hour \$14,554 per hour \$14,921 per hour	21.1 22.1 23.1	05/05/15 05/05/15 05/05/15
Veal, Lisa	Intermediate Clerk Typist (substitute)	\$15,890 per hour	28.1	05/13/15

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
June 2, 2015

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Soldan, Cheryl	School Office Manager	11/28/95	04/20/15

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>
Cameron, Amberlee	School Health Technician (substitute)	No Longer Available	07/01/11	04/20/15
	School Office Clerk (substitute)	No Longer Available	07/01/11	04/20/15
	School Office Manager (substitute)	No Longer Available	07/01/11	04/20/15
	School Library Specialist (substitute)	No Longer Available	07/01/11	04/20/15
	District Receptionist (substitute)	No Longer Available	07/01/11	04/20/15

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>
Chou, Khanh	Speech and Language Assistant	Child Rearing Leave	05/20/15	06/17/15
Delgleize, Cindy	Department Secretary - Bilingual	Child Rearing Leave	06/08/15	08/28/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** **Agenda Item No. 8: Ratify Advanced Step Placement**  
**Jim Choate – Director of Maintenance, Operations and Facilities**

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## Background Information

A request for advanced step placement has been received from Superintendent, Gustavo Balderas for Mr. Jim Choate who has been offered and accepted the position of Director of Maintenance, Operations and Facilities. This request is also recommended by the Director, Classified Personnel and Assistant Superintendent, Human Resources Felix Avila. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is brought to the Personnel Commission for ratification.

## Analysis

The advanced step placement request for Range M65, Step 4 placement (\$8,265/month) on the appropriate salary range for the class of Director, Maintenance, Operations and Facilities (Salary Range M65, \$7,127/month to \$8,685/month) comes to the Commission upon the request of Superintendent, Gustavo Balderas with the recommendation of both Assistant Superintendent, Human Resources Felix Avila and the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission include: Eleven years of experience in maintenance, operations and construction programs in California schools in addition to nine years of experience in project management and business development services for construction/facilities related work in the private sector. This far exceeds the five years required. Additionally, his rate of pay with his most current employers (minimum of \$8,333 per month) is well above Ocean View's Step 1 salary of \$7,127 per month for the class. A Step 4 placement would mostly closely match the candidate's current salary.

Attachments: Copy of Merit Rule 7.2.1.3.A  
Advanced Step Placement Request Form

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## Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 4 (\$8,265 per month) advanced step placement of Mr. Jim Choate, Director of Maintenance, Operations and Facilities, in accord with Merit Rule 7.2.1.3.A.4.



## **7.2 APPLICATION OF SALARY SCHEDULES**

### **7.2.1 Initial Placement**

New employees shall be hired at the first step of the salary unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled ADVANCED STEP PLACEMENT REQUEST FORM and attach any support materials.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

#### **A. Approval**

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.
4. **The approved request will be placed upon the Commission agenda for ratification.**
5. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).  
*Revised 2/12/04*
6. A copy of the form is then placed in the employee's personnel file.



Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Gustavo Balderas Date: 5/20/15

The District has interviewed for the open vacancy in the classification of Director Maintenance, Operations and Facilities

and has selected Jim Choate as their choice.  
*name of candidate*

The District is requesting advanced step placement on range M65, step 4, for one or more of the following reasons:

1. Candidate's job related experience exceeds that required in the classification. (Explain)

Position requires 5 years of progressively responsible experience in supervising a large maintenance and operations or construction program involving the utilization of crafts, custodial and grounds personnel preferably in a California school environment. Candidate has 11 years of maintenance, operations and construction experience in California school environments with an additional 9 years of experience in project management and business development services for construction/facilities related work in the private sector.

2. Candidate's training and/or education exceeds that which is required. (Explain)(Example: exceptional recruitment difficulties)

Position requirements: Bachelor's degree in Business Administration, Business Management, Construction Management or related field is preferred. Candidate holds a Bachelor's degree in Business and Management, a Master's degree in Public Administration with an emphasis on School Business and is in pursuit of his Doctorate in Organizational Leadership.

3. Candidate's current base salary exceeds that of step 3 of our salary range.

(Explain and attach copy of last paycheck stub or other verification of compensation).

Candidate is currently self-employed. In his past employment, including his most recent school district employment, he earned within the \$100,000 to \$120,000 salary range. A Step 4 placement would help to meet the most current salary.

4. Any other extraordinary circumstances not covered above. (Explain)

Approval  
Signatures:

Appointing Authority:

Date:

Senior Director, Human Resources

Date:

Director, Classified Personnel

Date:

☐ Approved  
☐ Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 9: Recommendation to Reclassify Incumbent Maria Goffredo  
From Instructional Assistant to Preschool Instructional Assistant

## Background Information

While conducting the job description review of the Preschool Instructional Assistant and Instructional Assistant classification, Maria Goffredo was identified to be working out of classification. Ms. Goffredo currently works as an Instructional Assistant at Oak View Preschool. Ms. Goffredo is the only Instructional Assistant assigned to Oak View Preschool. After a conversation with the principal of Oak View Preschool, Joyce Horowitz, she confirmed that Ms. Goffredo works in the same environment and performs the same duties as a Preschool Instructional Assistant.

The classification of Preschool Instructional Assistant is distinguished from other Instructional Assistant classes in that incumbents work with preschool aged children and incumbents must have taken six units of Early Childhood Education or Child Development from an accredited college, university or community college to work in this capacity. All other requirements of the two positions are essentially the same.

## Historical Perspective

Current Instructional Assistants at the Oak View Preschool are encouraged to pursue a higher education in Early Childhood Education and Child Development. This allows them the opportunity to gain increased knowledge and skill in working with preschool age students as well as the opportunity to potentially promote. Ms. Goffredo was originally hired at the Oak View Preschool in the classification of Instructional Aide in 2001. In 2007 she obtained a Child Development Teacher Permit which requires the holder to have completed 24 units of Early Childhood Education/Child Development (ECE/CD) units. After a review of her position and verification of her EDE/CD units obtained, it was determined that Ms. Goffredo should be reclassified to the higher class of Preschool Instructional Assistant.

*Recommendation to Reclassify Incumbent Maria Goffredo  
From Instructional Assistant to Preschool Instructional Assistant  
Page Two*

**Analysis**

Ms. Goffredo currently meets the criteria for reclassification as there has been a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities. She has passed the Instructional Assistant competency exam which is required of the position and has provided verification of the appropriate number of ECE/CD units required. In addition, as Ms. Goffredo has met the two years of required time in her job classification and has performed in a satisfactory manner, she is entitled to placement as a Preschool Instructional Assistant without examination.

The Director of Classified Personnel, Principal at Oak View Preschool, Assistant Superintendent, Human Resources and CSEA all support this reclassification.

.....  
**Recommendation:**

The Director, Classified Personnel recommends that Ms. Goffredo be reclassified from Instructional Assistant to Preschool Instructional Assistant as Ms. Goffredo has been performing the majority of the duties and responsibilities described in the job description of Preschool Instructional Assistant for over two years, has met all of the minimum requirements for the position and is eligible for reclassification as a result of gradual accretion of duties in accord with Merit Rules 3.3.1 and 3.3.4 (Education Code 45285).

Attachments: Merit Rules 3.3.1 and 3.3.4  
Job Description – Instructional Assistant dated 3/5/15  
Job Description – Preschool Instructional Assistant dated 5/14/09

### **3.3 RECLASSIFICATION**

#### **3.3.1 Basis for Reclassification**

The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

#### **3.3.4 Affect on Incumbents**

Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or
2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or
3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination.

*(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)*



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## INSTRUCTIONAL ASSISTANT

### JOB SUMMARY:

Under daily direction of a classroom teacher or Preschool Educator and general supervision of the school principal, site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist and free certificated/permitted instructional staff in delivering the educational process.

### CLASS CHARACTERISTICS:

This class differs from others in the Instructional series in that incumbents are assigned to academic classrooms to assist teachers working with the general student population. Other classifications in the Instructional series work with student populations having specifically identified needs or in programs directed at other than academic achievement, such as Physical Education.

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

Assist certificated/permitted staff with the presentation of learning materials; *E*

Tutor students individually and in small groups; *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 according to instruction/guidance of certificated staff; *E*

Oversee and supervise students during classroom activities, learning center, library, recess and field trip activities, and during fire and earthquake emergencies and preparedness drills; *E*

As directed, research and prepare instructional, motivational and decorative materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications; *E*

Assist the classroom Teacher/Preschool Educator in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Consult with certificated/permitted staff regarding student progress and behavior; *E*

Read and converse with students explaining words and meanings;

As directed, administer, score tests, and record grades;

Correct and score classroom and homework assignments;

Order and distributes audio visual and other equipment and supplies;

Operate a variety of office equipment;

Attend school and in-service meetings; answer telephone, take and transmit messages;

Maintain a variety of records as assigned;

May accompany and assist certificated staff in supervising field trips;

May take roll;

May collect and record receipt/disbursement of student monies;

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 provided by a certificated classroom teacher or Preschool Educator.

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;
- Classroom procedures and appropriate student contact;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- Basic mathematics and science, English usage including reading, grammar, spelling and punctuation;
- Simple record keeping.

**Ability to:**

- Work successfully with a variety of students;
- Work and communicate effectively 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 environment;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Learn and apply District and school policies and procedures;
- Determine what are and retain privileged communications;
- Change priorities rapidly based on teacher requirements;
- Establish and maintain accurate records;
- Perform routine clerical work and basic arithmetical calculations;
- Use copy machines, computers, and other equipment to prepare learning materials and resources;
- 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:**

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

**Experience:**

- Some paid or unpaid experience involving the supervision of children in an organized setting is highly desirable.

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

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 40 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 or playground environment; works primarily inside, occasionally outside; 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 8/03

Reviewed with no revisions 11/9/06

Revisions effective: 9/12/13

Revisions effective: 3/5/15

## **PRESCHOOL INSTRUCTIONAL ASSISTANT**

### **DEFINITION:**

Under daily direction of the Preschool Educator or Associate Preschool Educator assigned to and general supervision of the site administrator or designee, assists instructional personnel with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting; monitors and reports student progress regarding behavior and performance.

### **CLASS CHARACTERISTICS:**

This classification is distinguished from other Instructional Assistant classes in that work involves Preschool aged children and incumbents must have taken a prescribed number of Early Childhood Education units to work in this capacity. Incumbents provide assistance to instructional personnel working with preschool children.

### **EXAMPLES OF DUTIES:**

Supervise children in all activities, indoors and outdoors, during snack and mealtime, during parent meetings and on field trips. *E*

Assist with planning, preparing and implementing a variety of activities to meet the needs and interests of preschool-aged children. *E*

Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance. *E*

Participate with children and encourage their involvement in activities. *E*

Observe and control behavior of students according to approved procedures. Report progress regarding student performance and behavior to teacher/supervisor. *E*

Provide support to the teacher by setting up work areas and operating audio-visual equipment. *E*

Prepare instructional materials as directed by the supervisor. *E*

Provide for the safety of the children as required; guide students into safe place activities; respond to a child=s needs and problems in a patient, caring and sensitive manner. *E*

Assist communicating with children and parents as directed. *E*

Assist students in developing communication skills and serve as an appropriate language model. *E*

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

Set up and clean up eating areas, assist children with washing as needed; assist children with toileting, changing those who have experienced toileting accidents; assist students in developing self-help skills. *E*

Communicate with teacher regarding needs for appropriate materials to meet the developmental and linguistic needs of the children. *E*

Assist the Preschool Educator or Associate Preschool Educator in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool=s health and safety guidelines. *E*

Participate in meetings and in-service training programs as assigned.

Attend staff meetings.

Perform other related duties as assigned.

#### **SUPERVISION:**

General supervision is received from the site administrator of the Preschool Program or designee. Daily direction, leadership and/or guidance is received from assigned Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

Basic principles of early childhood development including proper discipline applicable in a preschool setting.

Safe practices for Preschool classroom and playground activities.

Appropriate English usage, spelling, grammar and punctuation.

Basic record-keeping procedures.

Interpersonal relations skills using tact, patience and courtesy.

##### **Ability to:**

Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines.

Read, write and communicate effectively in English.

Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding.

Establish and maintain cooperative working relationships with children and adults.

Assist in planning and implementing a variety of activities to meet the needs and interests of Preschool aged children.

Coordinate and participate in activities with groups of children.

Use positive and appropriate methods of behavior control and modification for Preschool aged children.

Determine appropriate action within clearly defined guidelines.

Understand and follow oral and written directions.

**EDUCATION AND EXPERIENCE:**

Graduation from High school or equivalent is required and completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college. Prior paid or volunteer experience working with preschool aged children is desirable.

**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 in a classroom or playground environment; 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 preschool classroom and/or playground environment without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test.

**LICENSES REQUIRED:**

Possession of a valid CPR and First Aid Certificate.

New classification adopted by Personnel Commission 5/14/09

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** June 11, 2015  
**SUBJECT:** Agenda Item No. 10: Removal of Name from Eligibility List

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## 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:

Robert Manus  
Eligibility List: 2014-39 Custodian

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove Mr. Manus 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. Robert Manus dated May 13, 2015 (*Commissioners only*)  
Personnel Commission Rule 6.1.8

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## Recommendation:

The Director, Classified Personnel recommends that Mr. Robert Manus 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  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** June 11, 2015

**SUBJECT:** Agenda Item No. 11: Merit Rule Review and Revision Chapter 11,  
Section 1.7

**HEALTH EXAMINATIONS**

**SECOND READING AND ADOPTION**

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Periodically the Merit System Rules and Regulations for the Classified Service must be revised to reflect changes in policy and/or reflect new legislation.

Assembly Bill 1667, effective January 1, 2015, amends Education Code Section 49406 regarding tuberculosis testing requirements for public school employees. Current law mandates that prior to initial employment, individuals must have submitted to a tuberculosis test within the past 60 days and submit to retesting every four years. Under AB 1667, the mandatory tuberculosis test is replaced with a tuberculosis risk assessment.

Education Code Section 49406, as amended states that a person shall not be employed by a school district, or employed under contract, in a certificated or classified position unless the person has submitted to a tuberculosis risk assessment within the past 60 days. The State Department of Public Health, in consultation with the California Tuberculosis Controllers Association, shall develop a risk assessment questionnaire to conduct tuberculosis risk assessments required by this section. The risk assessment questionnaire shall be administered by a health care provider. If tuberculosis risk factors are identified in the risk assessment, the employee must be examined to determine that he or she is free of infectious tuberculosis by specified medical professionals.

At their April 14, 2015 meeting, the Board of Trustees adopted revised Board Policy and Administrative Regulation to reflect this new legislation. As the protocol for classified employee Tuberculosis testing is also reflected in Ocean View's Merit System Rules and Regulations Chapter 11, section 1.7, the Director recommends the associated rule be updated to be consistent with new Board Policy and Administrative Regulation approved by the Board of Trustees. In addition, after reviewing the model Merit System Rules compiled by California School Personnel Commissioner's Association, the Director recommends updates to other items in the health examinations section of the rules in order that they are more current and thorough.

*Merit Rule Review and Revision, Chapter 11, Section 1.7*  
*Health Examinations – Second Reading and Adoption*  
*Page Two*

The proposed revisions have been shared with and reviewed by Personnel Commission staff, the Superintendent's Cabinet and CSEA and were brought to the Commission for a first reading at the May 13, 2015 meeting. The Director now presents the proposed revisions to Merit System Rule 11.1.7 Health Examinations for a second reading and adoption.

Attachments: Ocean View School District Board Policy, Administrative Regulation 4112.4, Health Examinations, dated 4/14/15.

Proposed revised Merit Rule 11.1.7 HEALTH EXAMINATIONS, dated 5/13/15.

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**Recommendation**

The Director recommends that the Personnel Commission review, discuss and receive the proposed changes to Merit Rules, Chapter 11, Section 1.7, HEALTH EXAMINATIONS, for a second reading and adoption.



**ADMINISTRATIVE REGULATION**

**AR 4112.4**

**ALL PERSONNEL**

**HEALTH EXAMINATIONS**

**Tuberculosis Tests**

No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless he/she has submitted to a tuberculosis risk assessment within the past 60 days and, if tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the applicant shall obtain an x-ray of the lungs. At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment. (Education Code 49406)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4112 - Appointment and Conditions of Employment)*

*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*

*(cf. 4212 - Appointment and Conditions of Employment)*

Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

An applicant who was previously employed in another school district or private or parochial school shall be deemed to have fulfilled the tuberculosis testing requirement if he/she produces a certificate showing that he/she was found to be free of infectious tuberculosis within 60 days of initial hire or if his/her previous employer verifies that it has a certificate on file showing that the applicant is free from infectious tuberculosis. (Education Code 49406)

Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment and an examination whenever risk factors are identified, at least once every four years or more often when required by the Governing Board upon recommendation of the county health officer. However, once an employee has a documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California

**ADMINISTRATIVE REGULATION**

**AR 4112.4**

Whenever the district contracts for the transportation of students, the contract shall require that all drivers who will be transporting students complete the tuberculosis risk assessment and, if indicated, the examination for infectious tuberculosis within 60 days of initial hire. (Education Code 49406)

*(cf. 3312 - Contracts)*

*(cf. 3540 - Transportation)*

*(cf. 3542 - School Bus Drivers)*

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge and belief, he/she is free from infectious tuberculosis

Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is inflicted with infectious tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted.

*(cf. 4030 - Nondiscrimination in Employment)*

**Examination of Certificated Employees for Disabling Diseases**

To fill a certificated position with an applicant who has not previously been employed in a certificated position in California, or with a retirant who has not been employed as a retirant, the district shall have on file a medical certification indicating that the applicant or retirant is free from any disabling disease which would render him/her unfit to instruct or associate with children. (Education Code 44839, 44839.5)

*(cf. 4117.14/4317.14 - Postretirement Employment)*

The certificate shall be completed and submitted directly to the district by an authorized health care provider. The medical examination referenced in the certificate must have been conducted within six months of the date that the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)

Applicants and retirants shall pay for the cost of obtaining the medical certification. (Education Code 44849, 44839.5)

Certificated employees and/or retirants shall be required to periodically undergo, at district expense, a medical examination pursuant to Education Code 44839 or 44839.5 to determine that they are free from any communicable disease making them unfit to instruct or associate with children. (Education Code 44839, 44839.5)

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California

**ADMINISTRATIVE REGULATION**

**AR 4112.4**

**Mental Examination for Certificated Employees**

Whenever the Board is considering the suspension or transfer of a certificated employee based on its reasonable belief that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties, the employee shall be offered the opportunity of being examined by a three-member panel of psychiatrists and psychologists in accordance with Education Code 44942. The employee shall select the members of the panel from a list of psychiatrists and psychologists provided by the district. The examination shall be conducted, at district expense, within 15 days of the ordered suspension or transfer. The employee shall submit to the examination, but shall also be entitled to present a report of any psychiatrist, psychologist, or physician of his/her own choice. (Education Code 44942)

(cf. 4032 - Reasonable Accommodation)

(cf. 4114 - Transfers)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

*Legal Reference:*

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

44932 Grounds for dismissal of permanent employee

44942 Suspension or transfer of certificated employee on ground of mental illness

45122 Physical examinations

49406 Examination for tuberculosis

BUSINESS AND PROFESSIONS CODE

2700-2838 Nurses

3500-3546 Physician assistants

HEALTH AND SAFETY CODE

121525 Private and parochial school employees, examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5502 Filing of notice of physical examination for employment of retired persons

5503 Physical examination for employment of retired persons

5504 Medical certification procedures

COURT DECISIONS

Doe v. Lincoln Unified School District, (2010) 188 Cal.App.4th 758

Leonel v. American Airlines, Inc., (2005) 400 F.3d. 702

Raven v. Oakland Unified School District, (1989) 213 Cal.App.3d 1347

*Management Resources:*

WEB SITES

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Public Health Institute: <http://www.phi.org>

U.S. Food and Drug Administration: <http://www.fda.gov>

Regulation Adopted:

EXHIBIT A (Page 3 of 3)

Ocean View School District  
Merit System Rules and Regulations for the Classified Service

Chapter 11: Miscellaneous

11.1.7 Health Examinations

~~A. Initial Employment~~

- ~~1. Every person being employed by the District is required to submit proof that (s)he has undergone a test for tuberculosis (TB) and has been found free of active TB.~~
- ~~2. The District may require that applicants for employment pass a qualifying health exam.~~

~~B. After Employment~~

- ~~1. Every employee must have a TB examination every 4 years.~~
- ~~2. The District shall maintain adequate records on each employee which indicate compliance with this rule.~~
- ~~3. Required TB tests following employment shall be provided at District expense at a place designated by the District.~~

**A. Tuberculosis Examinations** (Reference Education Code 49406)

- 1. No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless he/she has submitted to a tuberculosis risk assessment within the past 60 days and, if tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the applicant shall obtain an x-ray of the lungs. At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment.**
- 2. Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis.**
- 3. An applicant who was previously employed in another school district or private or parochial school shall be deemed to have fulfilled the tuberculosis testing requirement if he/she produces a certificate showing**

that he/she was found to be free of infectious tuberculosis within 60 days of initial hire or if his/her previous employer verifies that it has a certificate on file showing that the applicant is free from infectious tuberculosis.

4. Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment and an examination whenever risk factors are identified, at least once every four years or more often when required by the Governing Board upon recommendation of the county health officer. However, once an employee has a documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care.
5. The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee.
6. The District shall maintain adequate records on each employee which indicate compliance with this rule.
7. The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination:
  - a. An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge and belief, he/she is free from infectious tuberculosis.
  - b. Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is afflicted with infectious tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted.

**B. Medical Examinations** (Reference Education Code 45122)

1. ~~The District may require that applicants for employment pass a qualifying health examination.~~ Individuals appointed to a position in the Classified Service, or as a substitute, limited-term, temporary, provisional, or exempt employee may be required to pass a job related physical examination prior to initial appointment. Promotional eligibles who have been offered employment in a classification possessing different physical requirements may also be required to undergo a medical examination as determined by the Personnel Commission. The examination will be administered after the initial offer of employment but prior to actual finalization of the appointment. The examination shall be administered by a physician chosen by the District. The determination of the kind and extent of the examination shall be determined by the Personnel Commission. Costs associated with this physical shall be borne by the District.
2. The District's physician shall determine the ability of the applicant, candidate, or eligible to perform the prescribed duties of the class in which he/she shall be employed, and shall notify the Personnel Administrator of the medical findings.
3. If the District's physician proposes to disqualify the individual, the doctor shall provide the Personnel Administrator with a statement describing the specific condition and the limitations that have resulted in the individual's disqualification.
4. In consultation with the District's physician, the Personnel Administrator shall make a determination if reasonable accommodation can be made for the individual. If the determination is that reasonable accommodation can be made, the appointment shall be made. If the determination is that reasonable accommodation is not possible, the individual will be so notified by the Personnel Administrator and informed of appeal rights to the Personnel Commission.

**C. Return to Work and Unscheduled Exams** (Reference Education Code 45122)

1. An employee may be required to undergo a physical examination at any time there is deemed to be reasonable cause by the District Administration, subject to review by the Personnel Administrator.
2. Employees returning from illness/injury leave of absence may be required to submit to a medical evidence to verify sufficient recovery to return to the employee's regularly assigned duties and any limitations.

**D. School Bus Driver Medical Examinations** (Reference Education Code 45122)

1. In addition to any other examination that may be required **by these rules**, Bus Drivers must have a ~~separate examination to meet minimum medical requirements set forth by Department of Motor Vehicles.~~ **valid medical card as required by state law.** The District shall arrange for and defray any cost for the Bus Drivers' examination for District employees.
2. **Under Federal law Bus Drivers must also test negative in a pre-employment drug screen as well as in subsequent random drug screens during their employment.**

E. Medical Review Board

1. Any rejection for medical reasons of an eligible or of an employee who has been on leave of absence may be appealed to the Personnel Commission.
2. **The appeal process shall be conducted pursuant to these Rules.**
3. The Commission may employ outside medical experts to give a medical advisory opinion.
4. The Commission, based on evidence submitted and the advice of medical experts **to the Commission**, shall determine whether or not the denial of appointment or return from leave shall be sustained. **The decision of the Commission shall be final and binding on all parties.**

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** June 11, 2015

**SUBJECT: Agenda Item No. 12: PROPOSED PERSONNEL COMMISSION MEEETING  
DATES FOR 2015-2016**

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### Background Information

The Personnel Commission meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2015-2016 school year and are forwarded for ratification:

- July 9, 2015
- August 13, 2015
- September 10, 2015
- October 8, 2015
- November 12, 2015
- December 10, 2015
- January 14, 2016
- February 11, 2016
- March 10, 2016
- April 14, 2016
- May 12, 2016
- June 9, 2016

Based upon the District's calendar for 2015-2016, these dates do not coincide with any holiday periods or breaks, with the exception of November 12 being the day after Veterans Day.

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### Recommendation

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates.