



**OCEAN VIEW SCHOOL DISTRICT**

**PERSONNEL COMMISSION  
AGENDA**

**Thursday, April 25, 2019**

***SPECIAL MEETING***

**4:00 p.m.**

**Educational Services  
Conference Room  
Building C**

*Classified Employees*  
in **PARTNERSHIP** with **EDUCATION**  
**Personnel Commission**  
1966 - 2019

**PERSONNEL COMMISSION:**  
**Bob Ewing, Chair**  
**Lance Bidnick, Vice-Chair**  
**Dan Gooch, Member**

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

**THURSDAY, APRIL 25, 2019**  
**SPECIAL MEETING**  
**4:00 p.m.**  
**EDUCATIONAL SERVICES**  
**CONFERENCE ROOM**  
**BUILDING C**

- 1. CALL TO ORDER TIME: \_\_\_\_\_
- 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.

**COMMISSION BUSINESS**

- 5. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the consent calendar:  
  
**JOB DESCRIPTION REVIEW/REVISIONS:** The Personnel Commission will receive the Director's recommendation to review, discuss, and adopt the proposed revisions to the following job descriptions:
  - a. Preschool Instructional Assistant
  - b. Preschool Instructional Assistant - Bilingual

**ACTION**  
**Pages 1-11**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

- 6. **CONSOLIDATION OF CLASSIFICATIONS – PRESCHOOL EDUCATOR AND OVPP PRESCHOOL EDUCATOR TO NEW CLASSIFICATION OF EARLY LEARNING EDUCATOR:** The Personnel Commission will receive the Director's recommendation to review, discuss, and approve the consolidation of classifications of Preschool Educator and OVPP Preschool Educator to new classification of Early Learning Educator.
- 7. **CONSOLIDATION OF CLASSIFICATIONS – ASSOCIATE PRESCHOOL EDUCATOR AND OVPP ASSOCIATE PRESCHOOL EDUCATOR TO NEW CLASSIFICATION OF EARLY LEARNING ASSOCIATE EDUCATOR:** The Personnel Commission will receive the Director's recommendation to review, discuss, and approve the consolidation of classifications of Associate Preschool Educator and OVPP Associate Preschool Educator to new classification of Early Learning Associate Educator.

**ACTION**  
**Pages 12-31**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**ACTION**  
**Pages 32-51**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

- 8. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
- 9. **COMMISSIONER REPORTS**

**AGENDA FOR THE SPECIAL PERSONNEL COMMISSION MEETING – APRIL 25, 2019 - PAGE 2**

**10. DIRECTOR AND STAFF REPORTS**

**11. ADJOURNMENT**

**TIME:** \_\_\_\_\_

**ACTION**

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

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

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

The Ocean View School District Personnel Commission meets on the second 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, extensions 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, 8:00a.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  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** April 25, 2019

**SUBJECT: Agenda Item No. 5a: 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 fully reviewed and updated in June 2015.

Classifications serving preschools are being reviewed with a design to serve preschool students at multiple locations and/or configurations, including state funded, special education, and/or fee based programs.

Draft revisions are therefore proposed by the Director, Classified Personnel for the Preschool Instructional Assistant job description. Standard formatting changes and updates are proposed from the previous description in order to maintain consistency with the current job description format. In addition, the new title of Early Learning Instructional Assistant more accurately reflects the current terminology used to identify students of preschool age as early learners, and provides consistency with other position titles that serve early learners.

Draft revisions reflecting these changes to the job description were prepared and provided to the Director, Child Development Programs, the Assistant Superintendent, Educational Services, the Assistant Superintendent, Human Resources, and CSEA. All 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 and change the title of the classification from Preschool Instructional Assistant to Early Learning Instructional Assistant.

Attachment: Proposed revised job description for Preschool Instructional Assistant draft dated August 28, 2018.

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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 and change the title of the classification from Preschool Instructional Assistant to Early Learning Instructional Assistant.



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

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**Early Learning Instructional Assistant**  
**Formerly Preschool Instructional Assistant**  
**Proposed for Multiple Preschool Sites/Locations**

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**JOB SUMMARY:**

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists 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 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 certificated/permitted staff in the care, supervision and learning activities of preschool age children in the classroom and on the playground.

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

**The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.**

**Essential Duties:**

- Assist in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students; ***E***
- Assist 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, parent meetings, field trips and emergency and preparedness drills; ***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 redirect student behavior according to approved procedures; ***E***
- Monitor student **progress and** behavior and communicate with certificated/permitted staff and parents regarding student activities; ***E***
- **Maintain awareness of special needs of each student; *E***

- Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment; *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*
- 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; *E*
- Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children; *E*
- Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines; *E*

### **Other Related Duties:**

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

### **SUPERVISION:**

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

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 preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

**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;
- 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 **in a manner that reflects positively on the District.**

**EMPLOYMENT STANDARDS:****Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion 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~~ **Early Learning** Instructional Assistants are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

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

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

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

### **Work Environment:**

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; 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 **has regular contact with** other district staff.

### **Physical Demands:**

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; 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 5/14/09

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

**Job Description Review and Revisions Effective: Draft 8/28/18**



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** April 25, 2019  
**SUBJECT: Agenda Item No. 5b: 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 fully reviewed and updated in June 2015.

Classifications serving preschools are being reviewed with a design to serve preschool students at multiple locations and/or configurations, including state funded, special education, and/or fee based programs.

Draft revisions are therefore proposed by the Director, Classified Personnel for the Preschool Instructional Assistant Bilingual job description. Standard formatting changes and updates are proposed from the previous description in order to maintain consistency with the current job description format. In addition, the new title of Early Learning Instructional Assistant Bilingual more accurately reflects the current terminology used to identify students of preschool age as early learners, and provides consistency with other position titles that serve early learners.

Draft revisions reflecting these changes to the job description were prepared and provided to the Director, Child Development Programs, the Assistant Superintendent, Educational Services, the Assistant Superintendent, Human Resources, and CSEA. All 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 and change the title of the classification from Preschool Instructional Assistant Bilingual to Early Learning Instructional Assistant Bilingual.

Attachment: Proposed revised job description for Preschool Instructional Assistant Bilingual draft dated August 28, 2018.

**Preschool Instructional Assistant Bilingual to  
New Classification of Early Learning Instructional Assistant Bilingual  
Page 2**

.....  
**Recommendation**

The director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Preschool Instructional Assistant Bilingual job description and change the title of the classification from Preschool Instructional Assistant Bilingual to Early Learning Instructional Assistant Bilingual.



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## **Early Learning Instructional Assistant Bilingual**

### **Formerly Preschool Instructional Assistant Bilingual**

### **Proposed for Multiple Preschool Sites/Locations**

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#### **JOB SUMMARY:**

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists 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 with preschool aged children, 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 certificated/permitted staff in the care, supervision and learning activities of preschool age children requiring English language development in the classroom and on the playground.

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

**The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.**

#### **Essential Duties:**

- Assist in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students; **E**
- Assist 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, parent meetings, field trips and emergency and preparedness drills; **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 redirect student behavior according to approved procedures; *E*
- Monitor student **progress and** behavior and communicate with certificated/permitted staff and parents regarding student activities; *E*
- **Maintain awareness of special needs of each student; *E***
- Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment; *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; *E*
- Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children; *E*
- Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines; *E*

**Other Related Duties:**

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

**SUPERVISION:**

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

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 preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

**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;
- 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 **in a manner that reflects positively on the District.**

**EMPLOYMENT STANDARDS:**

**Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion 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 ~~Pre-school~~ **Early Learning** Instructional Assistants Bilingual are required to possess and maintain valid, current First Aid and

Adult/Child CPR Certificates.

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

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

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

**Work Environment:**

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; 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 **has regular contact with** other district staff.

**Physical Demands:**

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; 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 5/14/09

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

**Job Description Review and Revisions Effective: Draft 8/28/18**

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** April 25, 2019  
**SUBJECT: Agenda Item No. 6: Consolidation of Classifications  
Preschool Educator and OVPP Preschool Educator to  
New Classification of Early Learning 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 classifications of Preschool Educator and OVPP Preschool Educator were fully reviewed and updated in June 2015.

Last year the Director of Child Development Programs, Ms. Nicole Baitx-Kennedy, approached the Director, Classified Personnel with the desire to review classifications serving preschool student populations. Ideally, these classifications would not identify to any one specific site, but would be designed to serve preschool students at multiple locations and/or configurations, including state funded, special education, and/or fee based programs.

Preschool Educator classifications are currently structured as follows:

<u>Pleasant/OVPP</u>	<u>Oak View Preschool</u>	
OVPP Preschool Educator	Preschool Educator	Both Salary Range 32
OVPP Associate Preschool Educator	Associate Preschool Educator	Both Salary Range 29

These classifications have always maintained the same basic education requirements, regardless of the working site. As such, their salaries are comparably established. However, at the time these classifications were separated in 2011, it was thought necessary to define and differentiate the duties required for positions at OVPP in mainstreaming special education students, versus the Oak View state funded preschool site.

Since 2011, the approach to providing for needs of preschool students, and students district wide, continues to evolve. All district programs are inclusive and have some level of participating students with special needs. As such, classifications should also evolve and be designed so all employees are prepared and expected to work with all students within a particular program. Therefore, the need no longer exists to have separate educator classifications serving the OVPP and Oak View Preschools.

**Consolidation of Classifications  
Preschool Educator and OVPP Preschool Educator to  
New Classification of Early Learning Educator  
Page 2**

**Analysis**

Consolidating the classifications of Preschool Educator and OVPP Preschool Educator into one new classification, and deactivating the previous classifications, as is the Personnel Commission's responsibility to classify under Education Code 45256, will provide the following:

- Allow the district greater flexibility in staffing preschool programs
- Offer employees greater flexibility to request transfer within the new classification with expanded positions throughout the district
- Will consolidate recruitments and eliminate the need to recruit separately for positions at different sites
- Will maintain the current salary (Range 32) for all employees within the two current educator classifications who have the same basic educational and minimum qualifications
- Will allow incumbents to move into the new classification without having to go through an examination process
- Will allow incumbents to carry with them the seniority they had from the time they entered into their current classification

The following draft job description consolidates the two existing classifications of Preschool Educator and OVPP Preschool Educator, into one new classification entitled Early Learning Educator. The new title more accurately reflects the current terminology used to identify students of preschool age as early learners. Standard formatting changes and updates are proposed from the previous descriptions by the Director, Classified Personnel in order to maintain consistency with the current job description format. In addition, changes have been incorporated to reflect the proposed consolidation of other classes and other title changes within the preschool program.

With the consolidation of classifications in to one new job class, the classifications of Preschool Educator and OVPP Preschool Educator may be deactivated, as they will no longer be necessary.

**Salary**

It is the Director's recommendation that the salary for the new classification of Early Learning Educator be established at Range 32, \$3,504 to \$4,271 per month on the Classified Bargaining Unit Salary Schedule. This will maintain the current salary for all employees in the consolidated classifications of Preschool Educator and OVPP Preschool Educator.

**Other Considerations**

The Director of Child Development Programs, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and CSEA have all reviewed and support the consolidation of classifications, the new classification description, and salary recommendation.



**Consolidation of Classifications  
Preschool Educator and OVPP Preschool Educator to  
New Classification of Early Learning Educator  
Page 3**

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**Recommendation**

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and adopt the consolidation of the Preschool Educator and OVPP Preschool Educator classifications to the new classification of Early Learning Educator, and that the previous classifications of Preschool Educator and OVPP Preschool Educator be deactivated. It is also recommended that the new classification of Early Learning Educator be assigned to Salary Range 32, \$3,504 to \$4,271 per month on the classified bargaining unit salary schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments:

- Proposed job description for Early Learning Educator, draft dated March 6, 2019
- Classified Bargaining Unit Salary Schedule Draft
- Current job description for Preschool Educator
- Current job description for OVPP Preschool Educator



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**Early Learning Educator**  
**Formerly OVPP Preschool Educator and Preschool Educator**  
**Proposed for Multiple Preschool Sites/Locations**

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**JOB SUMMARY:**

Under supervision of the ~~Preschool~~ site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for children enrolled in the District's ~~preschool~~ **early learning** programs ~~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 ~~Preschool~~ **Early Learning** Educator and Associate ~~Preschool~~ **Early Learning** Educator classes are fully permitted to provide instruction at a **California** State authorized preschool ~~with mainstreamed special needs children~~ and to provide daily direction, **leadership, and/or guidance** to ~~Preschool~~ **Early Learning** Instructional Assistants, **Instructional Assistants, and volunteers** and ~~Preschool Instructional Assistant Bilinguals~~ assigned to the same classroom. ~~The OVPP Preschool Educator acts as a lead in the classroom and the OVPP Associate Preschool Educator is capable of acting as the lead in the classroom in the absence of the OVPP Preschool Educator. 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.~~ The ~~Preschool~~ **Early Learning** Educator class differs from the Associate ~~Preschool~~ **Early Learning** Educator class in that substantially more experience and education in CD/ECE is required and the ~~Preschool~~ **Early Learning** Educator class has a higher level Child Development Teacher Permit instead of the Child Development Associate Teacher Permit.

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

**The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.**

**Essential 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 certificated staff with 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 implement 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*
- **Support and implement the individual educational plans (IEP's) for students with special needs;**
- 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*
- Assist through observation and/or data collection in monitoring ~~special needs student~~ progress on IEP goals and objectives **for students with special needs;**
- 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 facilitators and collaborating agencies to implement family activities; *E*

### **Other Related Duties:**

- Attend staff meetings;
- 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;~~
- Maintain all appropriate records in compliance with State Preschool and licensing guidelines;
- Provide training and work direction to 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:**

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

Daily direction, leadership and/or guidance is provided to ~~Preschool~~ **Early Learning** Instructional Assistants, **Instructional Assistants,** and ~~Preschool Instructional Assistant 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 ~~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;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- 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, courtesy and respect **in a manner that reflects positively on the District.**

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- 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 years; **OR**
  - AA or higher in ECE/ CD or related field with 3 semester units supervised field experience in ECE/CD setting.

### **Experience:**

- Experience working in a licensed day care center or comparable group child care program is desirable.
- Experience working with **children 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, and permits must be maintained as a condition of continued employment.

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

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

### **Work Environment:**

Works in a preschool classroom and/or playground environment without direct guidance from supervisor. 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 has regular contact with other district staff ~~including preschool Special Day Class teachers~~.

### **Physical Demands:**

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; 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.~~

**SALARY RANGE**

Range 32

Classified Bargaining Unit

Established 3/16/01

~~Last Revised 8/14/03~~

~~Revisions effective 12/7/06~~

~~Revisions effective 9/11/14~~

Revised 3/16/01, 7/18/02, 6/2003, 8/14/03, 12/7/06, 9/11/14

Job Description Review and Revisions Effective: ~~6/11/15~~ Draft 8/28/18 Updated 3/6/19

Proposed Revisions Effective:

**OCEAN VIEW SCHOOL DISTRICT**  
**2018-2019\* Classified Bargaining Unit Range Placement**

Salary Range

Salary Range

**ACCOUNTING SERIES**

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

**CHILD CARE SERIES**

18 Child Care Attendant  
 32 Child Care Program Facilitator

**CLERICAL SERIES**

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

**CUSTODIAL SERIES**

28 Custodian  
 30 Lead Evening Custodian  
 32 Head Custodian

**DELIVERY SERIES**

31 Delivery Worker  
 37 Storekeeper

**FOOD SERVICE SERIES**

18 Food Service Worker  
 21 Lead Food Service Worker  
 35 Central Kitchen Coordinator

**GROUNDS SERIES**

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

**HEALTH SERIES**

26 School Health Technician

**HUMAN RESOURCE SERIES**

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

**INSTRUCTIONAL SERIES**

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

**INSTRUCTIONAL SERIES (Continued)**

32 Preschool Educator  
 32 OVPP Preschool Educator  
 32 **Early Learning Educator (Proposed)**  
 32 Speech and Language Assistant

**LIBRARY/MEDIA SERIES**

27 School Library Specialist  
 34 Library/Instructional Materials Technician

**MAINTENANCE SERIES**

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

**NETWORK/COMMUNICATIONS SERIES**

37 Field Service Technician  
 39 Data and Assessment Technician  
 45 Computer/Multimedia Technician  
 45 Database Analyst  
 47 Network Systems Specialist  
 50 Network Systems Manager

**PRINTING SERIES**

33 Reprographic Technician  
 36 Lead Reprographic Technician

**PURCHASING SERIES**

34 Senior Purchasing Clerk  
 38 Buyer

**SECRETARIAL SERIES**

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

**SPECIAL PROGRAM SERIES**

19 Alternative Learning Center Attendant  
 23 Parent Liaison Instructional Assistant-Bilingual  
 25 Parent Educator-Bilingual  
 31 Community Liaison-Bilingual  
 38 Public Information Assistant

**TRANSPORTATION SERIES**

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

**Salaries:**

\* 1.5% Retroactive Across the Board Salary Increase effective 1/1/18 and Board of Trustees approved on 11/13/18

**Longevity:**

- At beginning of 10<sup>th</sup> year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

**OCEAN VIEW SCHOOL DISTRICT**  
 Classified Bargaining Unit  
Master Salary Schedule  
 2018-2019

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,036	12.120	2,141	12.738	2,247	13.376	2,360	14.044	2,480	14.764
11	2,086	12.413	2,192	13.046	2,303	13.707	2,421	14.406	2,543	15.125
12	2,141	12.738	2,247	13.376	2,360	14.044	2,480	14.764	2,607	15.514
13	2,192	13.046	2,303	13.707	2,421	14.406	2,543	15.125	2,671	15.895
14	2,247	13.376	2,360	14.044	2,480	14.764	2,607	15.514	2,736	16.294
15	2,303	13.707	2,421	14.406	2,543	15.125	2,671	15.895	2,805	16.703
16	2,360	14.044	2,480	14.764	2,607	15.514	2,736	16.294	2,878	17.124
17	2,421	14.406	2,543	15.125	2,671	15.895	2,805	16.703	2,948	17.549
18	2,480	14.764	2,607	15.514	2,736	16.294	2,878	17.124	3,023	17.990
19	2,543	15.125	2,671	15.895	2,805	16.703	2,948	17.549	3,098	18.438
20	2,607	15.514	2,736	16.294	2,878	17.124	3,023	17.990	3,176	18.908
21	2,671	15.895	2,805	16.703	2,948	17.549	3,098	18.438	3,254	19.371
22	2,736	16.294	2,878	17.124	3,023	17.990	3,176	18.908	3,336	19.848
23	2,805	16.703	2,948	17.549	3,098	18.438	3,254	19.371	3,418	20.347
24	2,878	17.124	3,023	17.990	3,176	18.908	3,336	19.848	3,504	20.860
25	2,948	17.549	3,098	18.438	3,254	19.371	3,418	20.347	3,591	21.377
26	3,023	17.990	3,176	18.908	3,336	19.848	3,504	20.860	3,682	21.920
27	3,098	18.438	3,254	19.371	3,418	20.347	3,591	21.377	3,777	22.478
28	3,176	18.908	3,336	19.848	3,504	20.860	3,682	21.920	3,871	23.036
29	3,254	19.371	3,418	20.347	3,591	21.377	3,777	22.478	3,966	23.602
30	3,336	19.848	3,504	20.860	3,682	21.920	3,871	23.036	4,066	24.198
31	3,418	20.347	3,591	21.377	3,777	22.478	3,966	23.602	4,168	24.801
32	3,504	20.860	3,682	21.920	3,871	23.036	4,066	24.198	4,271	25.417
33	3,591	21.377	3,777	22.478	3,966	23.602	4,168	24.801	4,377	26.048
34	3,682	21.920	3,871	23.036	4,066	24.198	4,271	25.417	4,486	26.702
35	3,777	22.478	3,966	23.602	4,168	24.801	4,377	26.048	4,599	27.370
36	3,871	23.036	4,066	24.198	4,271	25.417	4,486	26.702	4,713	28.056
37	3,966	23.602	4,168	24.801	4,377	26.048	4,599	27.370	4,831	28.759
38	4,066	24.198	4,271	25.417	4,486	26.702	4,713	28.056	4,954	29.492
39	4,168	24.801	4,377	26.048	4,599	27.370	4,831	28.759	5,076	30.215
40	4,271	25.417	4,486	26.702	4,713	28.056	4,954	29.492	5,204	30.971
41	4,377	26.048	4,599	27.370	4,831	28.759	5,076	30.215	5,333	31.742
42	4,486	26.702	4,713	28.056	4,954	29.492	5,204	30.971	5,467	32.535
43	4,599	27.370	4,831	28.759	5,076	30.215	5,333	31.742	5,602	33.349
44	4,713	28.056	4,954	29.492	5,204	30.971	5,467	32.535	5,743	34.187
45	4,831	28.759	5,076	30.215	5,333	31.742	5,602	33.349	5,889	35.054
46	4,954	29.492	5,204	30.971	5,467	32.535	5,743	34.187	6,033	35.914
47	5,076	30.215	5,333	31.742	5,602	33.349	5,889	35.054	6,183	36.810
48	5,204	30.971	5,467	32.535	5,743	34.187	6,033	35.914	6,340	37.736
49	5,333	31.742	5,602	33.349	5,889	35.054	6,183	36.810	6,498	38.684
50	5,467	32.535	5,743	34.187	6,033	35.914	6,340	37.736	6,662	39.651





OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## **PRESCHOOL EDUCATOR**

### **JOB SUMMARY:**

Under supervision of the Preschool site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for 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 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. The 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 class has a higher level Child Development Teacher Permit instead of the 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 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 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:**

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 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;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- 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, courtesy and respect.

**EMPLOYMENT STANDARDS:**

**Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- 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.

**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.

**Preschool Educator - Continued**

**Page 5**

Last Revised 8/14/03

Revisions effective 12/7/06

Revisions effective 9/11/14

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## OVPP PRESCHOOL EDUCATOR

### **JOB SUMMARY:**

Under supervision of the Ocean View Preparatory Preschool (OVPP) site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for 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 Preschool Instructional Assistants 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 Preschool Educator differs from the Preschool Educator where the OVPP Preschool Educator also works with special needs children mainstreamed in the OVPP. The 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):**

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 certificated staff 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*

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*

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 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:**

Supervision is received from the OVPP site administrator or designee.

Daily direction, leadership and/or guidance are provided to Preschool Instructional Assistants.

**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;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;



- 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:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- 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.

**Experience:**

- Experience in working with special needs children or experience 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; 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  
Job Description Review and Revisions Effective: 6/11/15

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** April 25, 2019  
**SUBJECT: Agenda Item No. 7: Consolidation of Classifications  
Associate Preschool Educator and  
OVPP Associate Preschool to New Classification of  
Early Learning Associate 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 classifications of Associate Preschool Educator and OVPP Associate Preschool Educator were fully reviewed and updated in June 2015.

Last year the Director of Child Development Programs, Ms. Nicole Baitx-Kennedy, approached the Director, Classified Personnel with the desire to review classifications serving preschool student populations. Ideally, these classifications would not identify to any one specific site, but would be designed to serve preschool students at multiple locations and/or configurations, including state funded, special education, and/or fee based programs.

Preschool Educator classifications are currently structured as follows:

<u>Pleasant/OVPP</u>	<u>Oak View Preschool</u>	
OVPP Preschool Educator	Preschool Educator	Both Salary Range 32
OVPP Associate Preschool Educator	Associate Preschool Educator	Both Salary Range 29

These classifications have always maintained the same basic education requirements, regardless of the working site. As such, their salaries are comparably established. However, at the time these classifications were separated in 2011, it was thought necessary to define and differentiate the duties required for positions at OVPP in mainstreaming special education students, versus the Oak View state funded preschool site.

Since 2011, the approach to providing for needs of preschool students, and students district wide, continues to evolve. All district programs are inclusive and have some level of participating students with special needs. As such, classifications should also evolve and be designed so all employees are prepared and expected to work with all students within a particular program. Therefore, the need no longer exists to have separate educator classifications serving the OVPP and Oak View Preschools.

## **Consolidation of Classifications**

### **Associate Preschool Educator and OVPP Associate Preschool Educator to New Classification of Early Learning Associate Educator**

**Page 2**

#### **Analysis**

Consolidating the classifications of Associate Preschool Educator and OVPP Associate Preschool Educator into one new classification, and deactivating the previous classifications, as is the Personnel Commission's responsibility to classify under Education Code 45256, will provide the following:

- Allow the district greater flexibility in staffing preschool programs
- Offer employees greater flexibility to request transfer within the new classification with expanded positions throughout the district
- Will consolidate recruitments and eliminate the need to recruit separately for positions at different sites
- Will maintain the current salary (Range 29) for all employees within the two current associate educator classifications who have the same basic educational and minimum qualifications
- Will allow incumbents to move into the new classification without having to go through an examination process
- Will allow incumbents to carry with them the seniority they had from the time they entered into their current classification

The following draft job description consolidates the two existing classifications of Associate Preschool Educator and OVPP Associate Preschool Educator, into one new classification entitled Early Learning Associate Educator. The new title more accurately reflects the current terminology used to identify students of preschool age as early learners. Standard formatting changes and updates are proposed from the previous descriptions by the Director, Classified Personnel in order to maintain consistency with the current job description format. In addition, changes have been incorporated to reflect the proposed consolidation of other classes and other title changes within the preschool program.

With the consolidation of classifications in to one new job class, the classifications of Associate Preschool Educator and OVPP Associate Preschool Educator may be deactivated, as they will no longer be necessary.

#### **Salary**

It is the Director's recommendation that the salary for the new classification of Early Learning Associate Educator be established at Range 29, \$3,254 to \$3,966 per month on the Classified Bargaining Unit Salary Schedule. This will maintain the current salary for all employees in the consolidated classifications of Associate Preschool Educator and OVPP Associate Preschool Educator.

#### **Other Considerations**

The Director of Child Development Programs, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and CSEA have all reviewed and support the consolidation of classifications, the new classification description, and salary recommendation.

**Consolidation of Classifications  
Associate Preschool Educator and OVPP Associate Preschool Educator to  
New Classification of Early Learning Associate Educator  
Page 3**

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**Recommendation**

The Director, Classified Personnel recommends that the Personnel Commission review, discuss and adopt the consolidation of the Associate Preschool Educator and OVPP Associate Preschool Educator classifications to the new classification of Early Learning Associate Educator, and that the previous classifications of Associate Preschool Educator and OVPP Associate Preschool Educator be deactivated. It is also recommended that the new classification of Early Learning Associate Educator be assigned to Salary Range 29, \$3,254 to \$3,966 per month on the classified bargaining unit salary schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Attachments:

- Proposed job description for Early Learning Associate Educator, draft dated August 28, 2018.
- Classified Bargaining Unit Salary Schedule Draft
- Current job description for Associate Preschool Educator
- Current job description for OVPP Associate Preschool Educator



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

**Early Learning Associate Educator**  
**Formerly OVPP Associate Preschool Educator and Associate Preschool Educator**  
**Proposed for Multiple Preschool Sites/Locations**

**JOB SUMMARY:**

Under supervision of the ~~Preschool~~ site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for children enrolled in the District's ~~preschool~~ **early learning** programs ~~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 ~~Preschool~~ **Early Learning** Educator and ~~Early Learning Preschool~~ Associate Educator classes are fully permitted to provide instruction at a **California** State authorized preschool ~~with mainstreamed special needs children~~ and to provide daily direction, **leadership, and/or guidance** to ~~Preschool~~ **Early Learning** Instructional Assistants, **Instructional Assistants, and volunteers** and ~~Preschool Instructional Assistant Bilinguals~~ 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 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 ~~Preschool~~ **Early Learning** Associate Educator class differs from the ~~Preschool~~ **Early Learning** 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):~~

**The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.**

- 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 certificated staff with 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 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*
- **Support and implement the individual educational plans (IEP's) for students with special needs;**
- 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*
- Assist through observation and/or data collection in monitoring ~~special needs student~~ progress on IEP goals and objectives for students with special needs;
- 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; 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 facilitators and collaborating agencies to implement family activities; *E*

### Other Related Duties:

- Attend staff meetings;
- 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;~~
- Maintain all appropriate records in compliance with State Preschool and licensing guidelines;
- Provide training and work direction to 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:

Supervision is received from the Preschool site administrator or designee.

Daily direction, leadership and/or direction guidance is provided to Preschool Early Learning Instructional Assistants, Instructional Assistants, Preschool Instructional

~~Assistant 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 ~~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;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- 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 in a manner that reflects positively on the District.

## **EMPLOYMENT STANDARDS:**



### **Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- 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 **working** in a licensed day care center or comparable group child care program is desirable;
- Experience in working with **children with** special needs ~~children~~ is desirable.

### **Licenses 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 a valid CPR and First Aid Certificates.

All of the above licenses, ~~and~~ certificates **and permits** be maintained as a condition of continued employment.

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

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

#### **Work Environment:**

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; 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 **has regular contact with** other district staff ~~including preschool Special Day Class teachers~~.

#### **Physical Demands:**

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; 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.~~

**SALARY RANGE**

**Range 29**

**Classified Bargaining Unit**

Adopted by Personnel Commission 6/12/03

Revisions effective 12/7/06

Job Description Review and Revisions Effective: ~~6/11/15~~ **Draft 8/28/18**

**Proposed Revisions Effective**

**OCEAN VIEW SCHOOL DISTRICT**  
**2018-2019\* Classified Bargaining Unit Range Placement**

Salary Range

Salary Range

**ACCOUNTING SERIES**

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

**CHILD CARE SERIES**

18 Child Care Attendant  
 32 Child Care Program Facilitator

**CLERICAL SERIES**

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

**CUSTODIAL SERIES**

28 Custodian  
 30 Lead Evening Custodian  
 32 Head Custodian

**DELIVERY SERIES**

31 Delivery Worker  
 37 Storekeeper

**FOOD SERVICE SERIES**

18 Food Service Worker  
 21 Lead Food Service Worker  
 35 Central Kitchen Coordinator

**GROUNDS SERIES**

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

**HEALTH SERIES**

26 School Health Technician

**HUMAN RESOURCE SERIES**

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

**INSTRUCTIONAL SERIES**

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

**INSTRUCTIONAL SERIES (Continued)**

32 Preschool Educator  
 32 OVPP Preschool Educator  
 32 **Early Learning Educator (Proposed)**  
 32 Speech and Language Assistant

**LIBRARY/MEDIA SERIES**

27 School Library Specialist  
 34 Library/Instructional Materials Technician

**MAINTENANCE SERIES**

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

**NETWORK/COMMUNICATIONS SERIES**

37 Field Service Technician  
 39 Data and Assessment Technician  
 45 Computer/Multimedia Technician  
 45 Database Analyst  
 47 Network Systems Specialist  
 50 Network Systems Manager

**PRINTING SERIES**

33 Reprographic Technician  
 36 Lead Reprographic Technician

**PURCHASING SERIES**

34 Senior Purchasing Clerk  
 38 Buyer

**SECRETARIAL SERIES**

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

**SPECIAL PROGRAM SERIES**

19 Alternative Learning Center Attendant  
 23 Parent Liaison Instructional Assistant-Bilingual  
 25 Parent Educator-Bilingual  
 31 Community Liaison-Bilingual  
 38 Public Information Assistant

**TRANSPORTATION SERIES**

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

**Salaries:**

\* 1.5% Retroactive Across the Board Salary Increase effective 1/1/18 and Board of Trustees approved on 11/13/18

**Longevity:**

- At beginning of 10<sup>th</sup> year of employment and each succeeding year employees receive a 1% longevity increase above base pay until a maximum of 8% is reached. This plan remains in effect until all employees currently accruing longevity as of 7/1/14 transition into new plan approved by Board of Trustees and CSEA on 11/4/14 and 11/3/14 respectively.
- 3% at year 10; 3% at year 15; 3% at year 18; 3% at year 21, 3% at year 25, for a maximum of 15%. Effective 7/1/14 and the Board of Trustees approved on 11/4/14.

**OCEAN VIEW SCHOOL DISTRICT**  
 Classified Bargaining Unit  
Master Salary Schedule  
 2018-2019

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
10	2,036	12.120	2,141	12.738	2,247	13.376	2,360	14.044	2,480	14.764
11	2,086	12.413	2,192	13.046	2,303	13.707	2,421	14.406	2,543	15.125
12	2,141	12.738	2,247	13.376	2,360	14.044	2,480	14.764	2,607	15.514
13	2,192	13.046	2,303	13.707	2,421	14.406	2,543	15.125	2,671	15.895
14	2,247	13.376	2,360	14.044	2,480	14.764	2,607	15.514	2,736	16.294
15	2,303	13.707	2,421	14.406	2,543	15.125	2,671	15.895	2,805	16.703
16	2,360	14.044	2,480	14.764	2,607	15.514	2,736	16.294	2,878	17.124
17	2,421	14.406	2,543	15.125	2,671	15.895	2,805	16.703	2,948	17.549
18	2,480	14.764	2,607	15.514	2,736	16.294	2,878	17.124	3,023	17.990
19	2,543	15.125	2,671	15.895	2,805	16.703	2,948	17.549	3,098	18.438
20	2,607	15.514	2,736	16.294	2,878	17.124	3,023	17.990	3,176	18.908
21	2,671	15.895	2,805	16.703	2,948	17.549	3,098	18.438	3,254	19.371
22	2,736	16.294	2,878	17.124	3,023	17.990	3,176	18.908	3,336	19.848
23	2,805	16.703	2,948	17.549	3,098	18.438	3,254	19.371	3,418	20.347
24	2,878	17.124	3,023	17.990	3,176	18.908	3,336	19.848	3,504	20.860
25	2,948	17.549	3,098	18.438	3,254	19.371	3,418	20.347	3,591	21.377
26	3,023	17.990	3,176	18.908	3,336	19.848	3,504	20.860	3,682	21.920
27	3,098	18.438	3,254	19.371	3,418	20.347	3,591	21.377	3,777	22.478
28	3,176	18.908	3,336	19.848	3,504	20.860	3,682	21.920	3,871	23.036
29	3,254	19.371	3,418	20.347	3,591	21.377	3,777	22.478	3,966	23.602
30	3,336	19.848	3,504	20.860	3,682	21.920	3,871	23.036	4,066	24.198
31	3,418	20.347	3,591	21.377	3,777	22.478	3,966	23.602	4,168	24.801
32	3,504	20.860	3,682	21.920	3,871	23.036	4,066	24.198	4,271	25.417
33	3,591	21.377	3,777	22.478	3,966	23.602	4,168	24.801	4,377	26.048
34	3,682	21.920	3,871	23.036	4,066	24.198	4,271	25.417	4,486	26.702
35	3,777	22.478	3,966	23.602	4,168	24.801	4,377	26.048	4,599	27.370
36	3,871	23.036	4,066	24.198	4,271	25.417	4,486	26.702	4,713	28.056
37	3,966	23.602	4,168	24.801	4,377	26.048	4,599	27.370	4,831	28.759
38	4,066	24.198	4,271	25.417	4,486	26.702	4,713	28.056	4,954	29.492
39	4,168	24.801	4,377	26.048	4,599	27.370	4,831	28.759	5,076	30.215
40	4,271	25.417	4,486	26.702	4,713	28.056	4,954	29.492	5,204	30.971
41	4,377	26.048	4,599	27.370	4,831	28.759	5,076	30.215	5,333	31.742
42	4,486	26.702	4,713	28.056	4,954	29.492	5,204	30.971	5,467	32.535
43	4,599	27.370	4,831	28.759	5,076	30.215	5,333	31.742	5,602	33.349
44	4,713	28.056	4,954	29.492	5,204	30.971	5,467	32.535	5,743	34.187
45	4,831	28.759	5,076	30.215	5,333	31.742	5,602	33.349	5,889	35.054
46	4,954	29.492	5,204	30.971	5,467	32.535	5,743	34.187	6,033	35.914
47	5,076	30.215	5,333	31.742	5,602	33.349	5,889	35.054	6,183	36.810
48	5,204	30.971	5,467	32.535	5,743	34.187	6,033	35.914	6,340	37.736
49	5,333	31.742	5,602	33.349	5,889	35.054	6,183	36.810	6,498	38.684
50	5,467	32.535	5,743	34.187	6,033	35.914	6,340	37.736	6,662	39.651



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## ASSOCIATE PRESCHOOL EDUCATOR

### JOB SUMMARY:

Under supervision of the Preschool site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for 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 and Preschool Instructional Assistant Bilinguals 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):

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; 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 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 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:**

Supervision is received from the Preschool site administrator or designee.

Leadership and/or direction is provided to Preschool Instructional Assistants, Preschool Instructional Assistant 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;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- 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:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- 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.

**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 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.



**Associate Preschool Educator – Continued**

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Adopted by Personnel Commission 6/12/03

Revisions effective 12/7/06

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



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## **OVPP ASSOCIATE PRESCHOOL EDUCATOR**

### **JOB SUMMARY:**

Under supervision of the Ocean View Preparatory Preschool (OVPP) site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for 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 Preschool Instructional Assistants 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 certificated staff 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 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:**

Supervision is received from the OVPP site administrator or designee.

Leadership and/or direction are provided to Preschool Instructional Assistants.

**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;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- 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:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- 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.

**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 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; 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 Revisions Effective: 6/11/15