

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of March 26, 2024
4:00 p.m.
District Office Board Room

1. CALL TO ORDER 4:00 P.M
1.1 Pledge of Allegiance

Robin Jones

2. CONSENT AGENDA (Items identified by *)

Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Personnel Commission, discussed, and acted upon separately. The Assistant Superintendent of Human Resources and the Executive Director of Human Resources recommend approval of all Consent Agenda items.

Robin Jones

- 2.1 Consent Approve the minutes of the regular meeting of February 27, 2024 (Enclosure)

Robin Jones

- 2.2 Consent Approve the following eligibility lists:

Robin Jones

	Eligible Candidates	Vacant Positions
A. Early Education Assistant, expiration 2/20/2025 (Enclosure)	9	2
B. Paraeducator Instructional Support, expiration 2/24/2025 (Enclosure)	25	6
C. Community Liaison Worker Spanish, expiration 2/27/2025 (Enclosure)	2	4
D. Translator Interpreter Vietnamese, expiration 3/5/2025 (Enclosure)	2	1
E. Student Transportation Assistant, expiration 3/6/2025 (Enclosure)	2	1
F. Intermediate Account Clerk, expiration 3/18/2025 (Enclosure)	5	2
G. Licensed Vocational Nurse, expiration 3/15/2025 (Enclosure)	3	1

3. NEW BUSINESS

- 3.1 Discussion/Action Adopt a resolution proclaiming April 23, 2024, as School Bus Drivers' Day. (Enclosure)

Sylvia Niknami

- 3.2 Discussion/Action Approve the revised classification statement for the Extended School Program Facilitator. (Enclosure)

Sylvia Niknami

- 3.3 Discussion/Action Approve the revised classification statement for the Extended School Program Lead Facilitator. (Enclosure)

Sylvia Niknami

4. REPORTS/COMMENTS

- 4.1 Information Recruitment/Vacancy Update (Enclosure)

Cynthia Torres

- 4.2 Information Personnel Commission Calendar

Robin Jones

- 4.3 Information Executive Directors Report

Sylvia Niknami

Personnel Commission Agenda
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|-----|------------------------------------|--|---|
| 4.4 | Information | Assistant Superintendents Report | |
| | | 4.3.1 Human Resources | Rich Montgomery |
| | | 4.3.2 Business Services | Manuel Cardoso |
| | | 4.3.3 Educational Services | Dr. Richard Noblett |
| 4.5 | Information | Superintendents Report | Dr. Gunn Marie Hansen |
| 4.6 | Information | Public Comments
CSEA | Matt Acocello |
| 4.7 | Information | Staff Comments
Personnel Analyst
Personnel Technician
Personnel Specialist | Stephanie Myers
Cynthia Torres
Monica Wilkinson |
| 4.8 | Information | Personnel Commission Comments
Commissioner Connolly
Commissioner Fermelia
Commissioner Jones | Thomas Connolly
Louis Fermelia
Robin Jones |
| 5. | <u>CLOSED SESSION: (if needed)</u> | | Robin Jones |
| 5.1 | | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Director, Human Resources | |
| 5.2 | | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 | |
| 6. | ADJOURNMENT: | | Robin Jones |

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission office at (714) 894-7311, extension 1170, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting

PERSONNEL COMMISSION MEETING CALENDAR:

April 23, 2024
May 28, 2024
June 11, 2024

Proposed

*August 20, 2024
September 17, 2024
October 22, 2024
November 19, 2024 (Thanksgiving November 25-29, 2024)
December 17, 2024 (Winter Break December 23, 2024-January 3, 2024)
January 21, 2025
February 18, 2025
March 18, 2025
April 22, 2025 (Spring Break April 14-18, 2025)
May 20, 2025
June 17, 2025*

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of February 27, 2024

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:02 p.m. Mr. Peter Barajas led the flag salute.

COMMISSIONERS PRESENT:

Mrs. Robin Jones
Mr. Louis Fermelia
Mr. Thomas Connolly

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Assistant Superintendent,
Human Resources
Dr. Richard Noblett, Assistant Superintendent,
Educational Services
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mrs. Sylvia Niknami, Executive Director, Human
Resources
Mr. Peter Barajas, Expanded Learning Program
Supervisor
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President

*MINUTES OF THE REGULAR MEETING of
January 30, 2024:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly, to approve the minutes of
the regular meeting of January 30, 2024.

Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Fermelia moved, seconded by
Commissioner Connolly, to approve the eligibility list;
Nutrition Services Driver/Kitchen Maintenance
Specialist, expiration 1/23/2025, Paraeducator
Instructional Support, expiration, 2/6/2025, Extended
School Program Lead Facilitator, expiration,
2/7/2025, Extended School Program Facilitator,
expiration, 2/7/2025. **Motion carried 3/0**

*APPROVE THE PROPOSED
REINSTATEMENT OF THE
CLASSIFICATION STATEMENT AND
SALARY RANGE FOR THE BUS DRIVER
INSTRUCTOR/DISPATCHER:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve the proposed
reinstatement of the classification statement and
salary range for the Bus Driver Instructor/Dispatcher.
Motion carried 3/0

*APPROVE THE REVISED
CLASSIFICATION STATEMENT FOR THE
TRANSPORTATION SUPERVISOR:*

Commissioner Connolly moved, seconded by
Commissioner Fermelia to approve the revised
classification statement for the Transportation
Supervisor. **Motion carried 3/0**

*APPROVE THE PROPOSED
REINSTATEMENT OF THE
CLASSIFICATION STATEMENT AND
SALARY RANGE FOR THE BUILDING
SERVICES SUPERVISOR:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the proposed reinstatement of the classification statement and salary range for the Building Services Supervisor. **Motion carried 3/0**

*APPROVE PROPOSED CHANGES TO
THE RULES AND REGULATIONS
ARTICLE III POSITION CLASSIFICATION
PLAN:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the proposed changes to the Rules and Regulations Article III, Position Classification Plan. **Motion carried 3/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No change.

EXECUTIVE DIRECTOR REPORT:

Mrs. Niknami thanked the team for their hard work and great customer service.

Mrs. Niknami shared that she was excited about the salary study and the collaboration with CSEA in the IBB process.

Finally, Mrs. Niknami shared that she was excited about the Personnel Commission Conference March 3-6, 2024.

*ASSISTANT SUPERINTENDENTS
REPORT:*

Mr. Montgomery shared that he was excited about the salary study and the great collaboration with CSEA. He continued to share that the teams met eleven times and he thanked Mr. Acocello and stated that his leadership with commendable.

Mr. Montgomery reported that along with the accomplishment of the salary study, there is an additional 4% salary increase.

Finally, Mr. Montgomery thanked Mr. Cardoso and the Business Department for their work with the salary study.

Mr. Cardoso thanked the Personnel Commission and the Human Resources team for the approval of changes to the Business classification statements.

Mr. Cardoso thanked the Superintendent, CSEA, and everyone involved for their collaboration with the salary study.

Dr. Noblett shared that it has been a busy month for Educational Services with four schools being involved with the TET festival and the California Association for Bilingual Education (CABE).

Finally, Dr. Noblett thanked the commission for their support.

SUPERINTENDENTS REPORTS:

Dr. Hansen thanked the Human Resources team and the Business department for their hard work with the salary study and getting it completed. Dr. Hansen mentioned in the 35 years she has never seen this kind of detail take place which included all classifications. Most districts only work on a couple of hierarchies at a time.

Dr. Hansen stated that Mr. Acocello should be very proud and thanked him and his team.

Finally, Dr. Hansen congratulated everyone and thanked the Commission for their support.

*PUBLIC COMMENTS:
CSEA:*

Mr. Acocello shared that the salary study was a huge undertaking. CSEA has been asking for over ten years and he stated that it was a pleasure working with everyone.

Mr. Acocello mentioned that the salary study went through the CSEA 610 process and the members will be voting on the ratification on March 6, 2024.

Mr. Acocello thanked Dr. Hansen, Mr. Montgomery, Mr. Cardoso, and the Personnel Commission.

STAFF COMMENTS:

Mrs. Myers shared that the Rules and Regulations Committee has met and will begin the updates to the Rules and Regulations articles.

Mrs. Torres shared how grateful and proud she is of the Classified Human Resources team.

Mrs. Wilkinson shared that we have a great team and she is looking forward to sharing the new salary study when she is onboard new employees.

COMMISSIONER'S COMMENTS:

Commissioner Connolly shared that he is amazed with all the work everyone did with the salary study and congratulated everyone.

Commissioner Connolly shared that the California Department of Education called and wanted to interview him for his reappointment. He found this interesting as it had never happened before.

Finally, Commissioner Connolly shared how much he appreciated the Administration at Westminster School District.

Commissioner Fermelia thanked the staff for their hard work.

Commissioner Fermelia shared that he has noticed that the Westminster School District is following the new Strategic Plan and thanked the Superintendent for the work in putting it together.

Commissioner Jones stated that the Strategic Plan was great and thanked the Superintendent. She also shared that it is great to see it working as many examples of it were shared throughout this meeting.

ADJOURNMENT:

The meeting adjourned at 4:47 p.m.

Respectfully submitted,
Sylvia Niknami,
Executive Director, Human Resources



Westminster School District
Classified Human Resources

Recruitment #: 24-163
Effective: 2/20/2024
Expires: 2/20/2025

Eligibility List For: Early Education Assistant

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Anna Bernal	Merged: x Veteran Pts. Seniority Pts.
1	Ferrari Farris-Singh	Merged: Veteran Pts. Seniority Pts.
3	Rosa Rios Navarrete	Merged: Veteran Pts. Seniority Pts.
4	Evelyn Castillo	Merged: Veteran Pts. Seniority Pts.
5	Charlene Lopez	Merged: x Veteran Pts. Seniority Pts.
6	Patricia Medina	Merged: Veteran Pts. Seniority Pts.
7	Chi Phan	Merged: Veteran Pts. Seniority Pts.
8	Anabella Tran	Merged: Veteran Pts. Seniority Pts.
9	Truc Bui	Merged: x Veteran Pts. Seniority Pts.

Two Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-172
Effective: 2/24/2024
Expires: 2/24/2025

Eligibility List For: Paraeducator Instructional Support
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:	x		Veteran Pts.	
1	Catarina Dahilia				Seniority Pts.	
1	Stephany Najera	Merged:	x		Veteran Pts.	
					Seniority Pts.	
1	Jaquilyn Shug	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Liliana Ceja	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Nancy Ngyyen	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Marie Schneider	Merged:			Veteran Pts.	
					Seniority Pts.	
4	John Kim	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Aleksandra Rundzio	Merged:	x		Veteran Pts.	
					Seniority Pts.	
6	Samantha Miller	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Samrah Farooqui	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Stephanie Sanchez	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Chole MacLean	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Kallista Jones	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Ashley Alexander	Merged:	x		Veteran Pts.	
					Seniority Pts.	
10	Grace Hasse	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Skyler Gilliam	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Gidget Rider	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Joy Niles	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Paraeducator Instructional Support

13	Yahir Gonzalez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Chi Phan	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Cynthia Armenta	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Elfa Noble	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Molly Rosenfeld	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Ngia Le	Merged:	x		Veteran Pts.	
					Seniority Pts.	
18	Guadalupe Saldana Miranda	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Six Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-161
Effective: 2/27/2024
Expires: 2/27/2025

Eligibility List For: Community Liaison Worker Spanish
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Lupita Romero	Merged: x Veteran Pts.
		Seniority Pts.
2	Jasmine Diaz	Merged: Veteran Pts.
		Seniority Pts.

Four Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-154
Effective: 3/5/2024
Expires: 3/5/2025

Eligibility List For: Translator-Interpreter Vietnamese
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Anna Tran	Merged: Veteran Pts. Seniority Pts.
2	Lanie Ho	Merged: Veteran Pts. Seniority Pts.

One Vacancy



Westminster School District
Classified Human Resources

Recruitment #: 24-143
Effective: 3/6/2024
Expires: 3/6/2025

Eligibility List For: Student Transportation Assistant
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Shasta Rivera	Merged: Veteran Pts. Seniority Pts.
2	Dulce Hernandez	Merged: Veteran Pts. Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-156
Effective: 3/18/2024
Expires: 3/18/2025

Eligibility List For: Intermediate Account Clerk
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	LeAnn Gomez	Merged:	Veteran Pts.
			Seniority Pts.
2	Mai Nguyen	Merged:	Veteran Pts.
			Seniority Pts.
3	Jacqueline Villanueva	Merged: x	Veteran Pts.
			Seniority Pts.
4	Amy Levenstein-Pulido	Merged:	Veteran Pts.
			Seniority Pts.
5	Enoch Park	Merged: x	Veteran Pts.
			Seniority Pts.

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-159
Effective: 3/15/2024
Expires: 3/15/2025

Eligibility List For: Licensed Vocational Nurse
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Mary Grace Reagan	Merged:	Veteran Pts.
			Seniority Pts.
1	Frances Ann Ancheta	Merged:	Veteran Pts.
			Seniority Pts.
2	Teofila Villegas	Merged: x	Veteran Pts.
			Seniority Pts.

One Vacancy

SCHOOL BUS DRIVERS' DAY

WHEREAS, the safety of our children rests in the hands of trained school bus drivers for up to six hours each school day; and,

WHEREAS, great amounts of personal time and energies are expended by drivers for their initial training and maintaining current licensing, skills, and knowledge of school bus laws through continuing education classes; and,

WHEREAS, school bus drivers often face hazards in the performance of their duties; and,

WHEREAS, school bus drivers frequently assist students in learning and developing appropriate interactive peer and adult behaviors through counseling or disciplinary techniques; and,

WHEREAS, school bus drivers consistently demonstrate patience and kindness toward students, parents and school staff in the performance of their duties; and,

WHEREAS, school bus drivers consistently demonstrate their awareness and direct attention to the mechanical and safety conditions of the school bus and school bus routes; and,

WHEREAS, many school bus drivers perform their services for thousands of accident-free miles, every year;

THEREFORE, BE IT HEREBY RESOLVED THAT the Personnel Commission of the Westminster School District officially recognizes and lauds the District's school bus drivers and recognizes April 23, 2024 as School Bus Drivers' Day.

Adopted: March 26, 2024

Robin Jones, Chairperson

Louis Fermelia, Commissioner

Tom Connolly, Commissioner



WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXTENDED SCHOOL PROGRAM FACILITATOR

BASIC FUNCTION:

Under general direction, this position is responsible for facilitating, managing, and providing activities that expand upon the content of the regular school day for elementary and middle school students; may direct the activities of other Extended School Program personnel. This classification is assigned to a work schedule consistent with the operation of the Extended School Program, which may differ from the regular school district calendar and work schedule.

DISTINGUISHING CHARACTERISTICS:

An Extended School Program Lead Facilitator is responsible for providing educational activities for assigned students in the Extended School Program; ensuring that activities are carried out in accordance with applicable laws, procedures and regulations; making sure that discipline and safety procedures are maintained in an appropriate manner. An Extended School Program Facilitator is the entry-level classification in the District's Extended School Program.

ESSENTIAL DUTIES:

Assists other personnel to record observational evidence of assigned students utilizing the Desired Results Developmental Profiles.

Plans, organizes, and facilitates activities designed to promote the physical, creative, social skills and well-being of as many a twenty (20) students at a time.

Facilitates and directs the educational-activities for assigned students; ensures students are signed in and out of the program each day upon arrival and departure; reports all student absences to site supervisor or Lead Facilitator immediately.

Prepares expanded learning materials that support the academic content of the school day, promotes physical fitness and creativity; provides assistance to students; creates and maintains students' interests in age appropriate activities and experiences.

Adapts activities to accommodate students with special needs.

Supervises and engages with students in playground activities; ensuring compliance with playground safety standards.

Maintains assigned work areas in a neat and orderly condition; cleans up students, clothes and facilities as necessary and attends to the personal needs of assigned students.

Serves snacks and other meals, as appropriate; cleans up serving area after meals following District guidelines.

Provides assistance, supervision and engagement on field trips.

Ensures the health and safety of assigned students by following health and safety rules and regulations.

Administers and logs medication in accordance with District procedural guidelines.

CLASSIFICATION STATEMENT -- EXTENDED SCHOOL PROGRAM FACILITATOR

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Establishes student records for all assigned students, and records observations relative to their participation, behavior and related matters; provides information to parents and/or legal guardians regarding their child's activities, including techniques used in working with individuals and small groups of students; participates in parent conferences and/or general parent orientations.

Attends staff meetings, conferences and in-service training programs, as directed.

Performs clerical duties, as assigned.

Provides CPR, first-aid and cares for ill or injured students as necessary.

Assists in setting-up, organizing, and maintaining equipment and supplies.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to the Extended School Program Supervisor. Receives direction from an Extended School Program Site Supervisor, Extended School Lead Facilitator or other designated supervisor.

Internal Contacts: Frequent contact with students, Extended School Program personnel, Extended School Program Site Supervisor, Executive Director, Early Education and Expanded Learning, school principal, custodians, and other school site personnel.

External Contacts: Continuing contact with parents and/or legal guardians and volunteers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Strategies to motivate and redirect elementary and middle school students.

Appropriate child development practices for elementary and middle school students, especially in the areas of cognitive development, socialization, and physical fitness, including students with special needs.

Basic health and nutritional requirements for elementary and middle school students.

Child guidance principles and practices.

Basic subjects taught in primary grades, such as mathematics, grammar, spelling, reading, writing, as well as physical and motor skill development.

Oral and written communication skills.

Interpersonal relation skills; using tact, patience and courtesy.

Basic record-keeping techniques.

CLASSIFICATION STATEMENT -- EXTENDED SCHOOL PROGRAM FACILITATOR

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ABILITY TO:

Learn Extended School Program rules and procedures.

Learn and apply basic routines and requirements for elementary and middle school students.

Guide students by using Positive Behavior and Intervention Support (PBIS) strategies.

Work effectively in a multi-cultural setting and be willing to work with students with special needs.

Establish and maintain effective working relationships with, students, parents, supervisors, and other school district personnel.

Maintain assigned equipment, supplies, and working areas in a clean, safe, and orderly condition.

Maintain confidentiality and work with discretion.

Understand and follow both oral and written directions.

Learn and administer first-aid and CPR techniques.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: [1] graduation from high school; supplemented by six college semester units in child development, physical education, recreation or closely related subjects; [2] having twelve (12) college semester units or the securing of an additional six (6) college semester units in recreation, physical education, child development, or other related field within twelve (12) months of employment in this classification; [3] at least six (6) months of demonstrated experience working with school-aged children.~~

1. Graduation from high school and 6 units in child development, physical education, recreation, or closely related subjects and pass a rigorous local exam measuring knowledge of and ability to assist in teaching reading, writing, and math and demonstrate experience in working with children in an organized setting or learning situation

OR

2. Pass a rigorous local exam measuring knowledge of and ability to assist in teaching reading, writing, and math and demonstrate experience in working with children in an organized setting or learning situation.

AND

3. Preferred 6 months of demonstrated experience working with school-age children.
-

LICENSES AND OTHER REQUIREMENTS:

The possession of/or securing of a valid First-aid Certificate or the completion of the Westminster School District basic first-aid training program, within thirty (30) days of employment in this classification.

The possession of/or securing of a CPR Certificate, or the completion of the Westminster School District CPR training program, within thirty (30) days of employment in this classification.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger,

CLASSIFICATION STATEMENT -- EXTENDED SCHOOL PROGRAM FACILITATOR

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handle or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move items weighing up to 25 pounds and sometimes lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PREPARED BY:	Classified Personnel Department	DATE:	6/24/95
APPROVED BY:	Board of Trustees	DATE:	7/18/91
APPROVED BY:	Personnel Commission	DATE:	7/25/95
REVISED BY:	Personnel Commission	DATE:	~~11/14/14~~ 3/26/2024

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXTENDED SCHOOL PROGRAM LEAD FACILITATOR

BASIC FUNCTION:

Under general direction, this position is responsible for facilitating, managing, and providing activities that expand upon the content of the regular school day for elementary and middle school students; may direct the activities of other Extended School Program personnel. This classification is assigned to a work schedule consistent with the operation of the Extended School Program, which may differ from the regular school district calendar and work schedule.

DISTINGUISHING CHARACTERISTICS:

An Extended School Program Lead Facilitator is responsible for providing educational activities for assigned students in the Extended School Program; ensuring that activities are carried out in accordance with applicable laws, procedures and regulations; making sure that discipline and safety procedures are maintained in an appropriate manner. An Extended School Program Facilitator is the entry-level classification in the District's Extended School Program.

ESSENTIAL DUTIES:

Records observational evidence of assigned students utilizing the Desired Results Developmental Profiles.

Conducts parent conferences twice per year using the data from the Desired Results Developmental Profiles.

Interacts with students in ways that promote peer collaboration and expand student thinking and helps to build life and career skills.

Assists in the summary of the Desired Results Developmental Profile data on students, as well as creates and implements annual action plans.

Plans, organizes, and facilitates activities designed to promote cognitive, physical, social-emotional development, and the well being of as many as twenty (20) students at a time.

Facilitates and directs the educational-activities for assigned students; ensures that the students are signed in and out of the program each day upon arrival and departure, and reports all student absences to site supervisor.

Answers questions and provides information, assistance, and instructions to assigned Extended School Program personnel relative to his/her activities and assignments; plans and lays out job duties as necessary; may serve as a peer trainer.

Prepares expanded learning materials that support the academic content of the school day, promote physical fitness and creativity; provides assistance to students; creates and maintains students' interests in age appropriate activities and experiences. Staff will adapt activities to accommodate students with special needs.

Supervises and engages with students in playground activities; ensuring compliance with playground safety standards.

Maintains assigned work areas in a neat and orderly condition; cleans up students, clothes, and facilities as necessary and attends to the personal needs of assigned students.

CLASSIFICATION STATEMENT – EXTENDED SCHOOL PROGRAM LEAD FACILITATOR

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Serves snacks and other meals, as appropriate; cleans up serving area after meals.

Provides assistance, supervision and engagement on field trips.

Ensures the health and safety of assigned students by following health and safety rules and regulations.

Assumes the responsibilities of the site supervisor in their absence.

Administers and logs medication in accordance with District procedural guidelines.

Establishes student records for all assigned students, and records observations relative to their participation, behavior and related matters; provides information to parents and/or legal guardians regarding their child's activities, including techniques used in working with individuals and small groups of students; participates in parent conferences and/or general parent orientations.

Attends staff meetings, conferences, and in-service training programs as directed.

Performs clerical duties, as assigned.

Provides CPR, first-aid and cares for ill or injured students as necessary.

Assists in setting-up, organizing, and maintaining equipment and supplies.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to the Extended School Program Supervisor. Receives direction from an Extended School Program Site Supervisor or other designated supervisor. May provide work direction to Extended School Program personnel and/or volunteers.

Internal Contacts: Frequent contact with students, Extended School Program personnel, Extended School Program Site Supervisors, Executive Director, Early Education and Expanded Learning, school principal, custodians, and other school site personnel.

External Contacts: Continuing contact with parents and/or legal guardians and volunteers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Strategies to motivate and redirect elementary and middle school students.

Appropriate child development practices for elementary and middle school students, especially in the areas of cognitive development, socialization, and physical fitness, including students with special needs.

Basic health and nutritional requirements for elementary and middle school students.

Child guidance principles and practices.

Basic subjects taught in primary grades, such as mathematics, grammar, spelling, reading, writing, as well as physical and motor skill development.

CLASSIFICATION STATEMENT – EXTENDED SCHOOL PROGRAM LEAD FACILITATOR

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Oral and written communication skills.

Interpersonal relations skills; using tact, patience, and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Coordinate and supervise the activities of others.

Plan, organize, and conduct classroom and playground activities.

Engage in problem solving efforts.

Guide students by using Positive Behavior and Intervention Support (PBIS) strategies.

Work professionally and effectively with individuals and groups of students.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow both oral and written directions.

Prepare and maintain accurate records and reports.

Maintain confidentiality and work with discretion.

Work effectively in a multi-ethnic setting; and be willing to work with students with special needs.

Maintain a classroom and/or other assigned area in a clean, orderly, and safe condition.

Assist children with personal needs.

Learn and administer first-aid and CPR techniques.

Work independently with minimal or no direction.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: [1] graduation from high school and an additional twelve (12) college units in child development, physical education, recreation or closely related subjects leading to a total of twenty (24) units, plus an additional sixteen (16) general education units within five (5) years of employment; must take at least 3 units per semester until all units are reached with a C grade or better on coursework from an accredited college, plus fifty (50) days of three plus (3+) hours per day within the past two (2) years of experience.~~

Any combination equivalent to:

1. 24 units with at least 12 units in child development, or closely related subjects and one (1) year experience working with school-aged children.

OR

CLASSIFICATION STATEMENT -- EXTENDED SCHOOL PROGRAM LEAD FACILITATOR

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2. AA degree in child development and fifty (50) days or more of three plus (3+) hours per day within the past one (1) year of experience.

LICENSES AND OTHER REQUIREMENTS:

The possession of or the securing of a valid First-aid Certificate, or the completion of the Westminster School District basic first-aid training program, within thirty (30) days of employment in this classification.

The possession of or the securing of a CPR Certificate, or the completion of the Westminster School District training program, within thirty (30) days of employment in this classification.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move items weighing up to 25 pounds and sometimes lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: 6/24/95
APPROVED BY:	<u>Board of Trustees</u>	DATE: 7/18/91
APPROVED BY:	<u>Personnel Commission</u>	DATE: 7/25/95
REVISED BY:	<u>Personnel Commission</u>	DATE: ~~11/14/2014~~ 3/26/2024

Human Resources Classified Recruitment Report - Last Updated on 3/7/2024

Vacancy	Qty	Site	Eligibility List	Recruitment Status
Bus Driver	3	Transportation	N	Ongoing recruitment
Clerk Typist	1	Schmitt	N	Interview in progress
Community Liaison Worker Spanish	4	Various Sites	N	Interview in progress
Early Ed Asst.	2	Various Sites	Y	Interview in progress
ESP Facilitator*	38	Various Sites	N	Ongoing recruitment
ESP Lead Facilitator*	11	Various Sites	Y	Ongoing recruitment
ESP Site Supervisor*	4	Various Sites	N	Testing in progress
Food Service Worker	4	Various Sites	N	Posted on Edjoin
Instructional Technology Assistant	2	Various Sites	N	Posted on Edjoin
Intermediate Account Clerk (changed from Nutrition Account Tech)	1	Nutrition Center	N	Testing in progress
Lead FSW	1	Schroeder	N	Posted on Edjoin
Licensed Vocational Nurse	1	Anderson	N	Testing in progress
Nutrition Services Driver/Kitchen Maintenance Specialist	1	Nutrition Center	N	Interview in progress
Paraeducator	2	Various Sites	N	Posted on Edjoin
Paraeducator Instructional Support	6	Various Sites	N	Ongoing recruitment
Personnel Technician	1	District Office	N	Pending Posting
Senior Clerk Typist	1	Meairs	N	Pending posting
Staff Secretary	3	Various Sites	N	Testing in progress
Student Transportation Assistant	1	Transportation	N	Testing in progress
Supplemental Services Technician	1	Ed Services	N	Posted on Edjoin
Transportation Supervisor	1	Transportation	N	Posted on Edjoin
Translator/Interpreter Vietnamese	1	District Office	N	Interview in progress

Month At A Glance

Ending 3/7/2024

ESP Vacancies*	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
53	37	90	11.92%	6.5%

Ending 2/8/2024

ESP Vacancies*	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
53	52	105	13.85%	7.9%