

**PERSONNEL COMMISSION
MEETING AGENDA – May 22, 2024**
(Meeting Location: Board Room)

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- April 17, 2024 Regular Meeting

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: June 26, 2024

F. PUBLIC HEARING: 2024-2025 PERSONNEL COMMISSION BUDGET - 4:40 P.M.

G. ACTION AGENDA ITEMS

1. Adoption of 2024-2025 Personnel Commission Budget
2. Review and Approval of Calendar of Regularly Scheduled Personnel Commission Meetings for the 2024-25 Fiscal Year

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

3. Approval of Revised Classification Specification: Child Development Teacher
 4. Approval of Revised Classification Specification: Child Development Site Leader
- H. CONSENT AGENDA ITEMS
1. Personnel Transactions Report
- I. COMMISSION COMMENTS — No official action will be taken.
1. Public Employee Performance Evaluation - Government Code §54957(b)
Title: Director, Classified Human Resources
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
- K. ADJOURNMENT

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MINUTES
April 17, 2024

- CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on April 17, 2024. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor.
- ADOPTION OF AGENDA On a motion by Mr. Walker, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the March 20, 2024 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the March 20, 2024 Personnel Commission meeting were approved as presented by a vote of 2-0. (Ayes – 2/ Walker, Stallings; Nay 0; Abstain 1)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT
Ms. Carol Peek, VESPA President reported:
- 1) Ms. Peek shared it was a great honor and experience to be selected as one of the tops (5) finalist for NEA ESP of the year. It was also special to have the support of the District too.
 - 2) VESPA is happy to announce they are planning a membership appreciation day on May 3rd at Tony's Pizzeria.
 - 3) VESPA is excited to share the ground-breaking news of VUSD creating their own Education Support Professionals Day, May 7th. VESPA feels respected and appreciated by the District by this recognition for the work ESPs do.
- ITEM E2 DIRECTOR'S REPORT
Ms. Crouch reported
- Summer school recruitment is open and closes May 3rd. There will be three sessions offered this summer: a two-week session in June, a full summer school program including ESY for the month of July, and a one-week STEAM Camp in August. In addition, during negotiations, the District and VESPA agreed upon an incentive bonus for employees who work their full assigned hours, Monday through Friday, as well as a bonus if they complete the entire June, July and/or August sessions.
 - Administrator changes:
 - Joey Burnell has been appointed as the Director of Fiscal Services
 - *Effective for the 2024/25 school year:*
 - Deidre Monarres was promoted to Director of Secondary Education
 - Dr. Scott McNutt was promoted to Director/Principal Ventura Adult & Continuing Education
 - Carlos Covarrubias will be re-joining VUSD as the Director of Certificated HR
 - We will be welcoming Dr. Sonya Lopez Mercado as the Assistant Director of Expanded Learning Programs; and Vicky Yasenchock as Assistant Director of Student Support Services
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- The next regular Board of Education Meeting is scheduled for Tuesday, May 14
 - Staff Appreciation Week will be taking place May 6-10, and our first annual VUSD ESP Day will be Tuesday, May 7th!
 - Our Retirement Celebration has been set for May 21st, 3:30 – 5:00pm at which time the Board of Ed will be recognizing all of our retirees. It will be held here at the ESC in the garden area outside the Graphics Department.

- ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.
Since our last meeting, HR staff has attended the following recruitment events:
- VC Career Fair at Ventura College
 - CSUN
 - VHS Career Fair
 - Today they are at CSUCI
- ITEM E4 Next Regular PC Meeting: May 22, 2024
- ITEM F1 RESOLUTION RECOGNIZING VUSD EDUCATION SUPPORT PROFESSIONALS' DAY: MAY 7, 2024
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to the resolution recognizing VUSD Education Support Professionals' Day, May 7, 2024 was approved by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM F2 RECLASSIFICATION OF POSITION: PAYROLL TECHNICIAN TO PAYROLL COORDINATOR AND REVISION OF CLASSIFICATION SPECIFICATION: PAYROLL COORDINATOR
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve by a vote of 3-0 the Payroll Technician position assigned to the Payroll Department/Fiscal Services (position #1091) be reclassified to Payroll Coordinator. In addition, the incumbent, Kerry Hornback, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective May 1, 2024. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM F3 REQUEST TO REVISE CLASSIFICATION SPECIFICATION AND MODIFY SALARY RANGE PLACEMENT: HUMAN RESOURCES SUPERVISOR
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU on approval by a vote 3-0 to revise the classification specification for Human Resources Supervisor as presented to reflect the updated responsibilities and minimum qualifications for the position and establish an equitable salary relationship for the Human Resources Supervisor position per PCRR 170.1.8, and modify the salary range placement from range M16 (\$6,021 - \$7,516/month) to range M25 (\$6,842 - \$8,539/month) on the management salary schedule. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM F4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Student Data Technician
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Student Data Technician as presented, by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM F5 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Student Data Specialist II
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Student Data Specialist II as presented, by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM F6 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Bus Driver Dispatcher
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the revised classification specification for Bus Driver Dispatcher as presented, by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM F7 PRESENTATION OF PRELIMINARY BUDGET FOR 2024-2025 AND SETTING OF DATE FOR PUBLIC HEARING
After some discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU the preliminary budget for 2024-2025 was accepted and they set the date and time of the public hearing to be held at the next Personnel Commission meeting on May 22, 2024 at 4:40 p.m. in the Board Room, by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings, Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 2/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM H COMMISSION COMMENTS
Ms. Stallings noted her appreciation of the career ladders for the classification families and would like to request a booklet with them in it, along with placing them on the website.
- ADJOURNMENT On a motion by Ms. Campbell seconded by Mr. Walker, MSCU to adjourn the meeting at 5:20 p.m. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2024-2025
(Education Code Sections 45253 and 88073)

Ventura Unified School District, Ventura County, California.

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at *(site)* Board Room, Education Services Center
255 W Stanley Ave,
Ventura, CA 93001 on May 22nd, 2024, at 4:40 p.m.(time)

You are invited to attend and present your views.

Signed: 
Chairperson or Director of Personnel Commission

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

To: Dr. César Morales, County Superintendent of Schools, Ventura County Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of Meeting: _____

Signed: _____
Chairperson or Director of Personnel Commission

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

To the Governing Board and Personnel Commission:

This report has been examined and approved by Dr. César Morales, County Superintendent of Schools, Ventura County Office of Education.

By: _____

Date: _____

**Classified Human Resources
PERSONNEL COMMISSION**

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2024-2025**

	2023-2024 Budgeted Amount <i>(dollars only)</i>	2024-2025 Proposed Budget <i>(dollars only)</i>
2000 CLASSIFIED SALARIES ¹		
2300 Administrative Personnel	\$263,321	\$284,999
Commission Members ²	\$2,700	\$2,700
2400 Clerical & Other Office	\$284,288	\$349,492
2900 Other	\$0	\$0
Subtotal	\$550,309	\$637,191
3000 EMPLOYEE BENEFITS		
3100 Certificated Employees Retirement	\$0	\$0
3200 PERS	\$145,034	\$177,139
3300 OASDI & Medicare	\$41,927	\$48,745
3400 Health & Welfare Benefits ³	\$176,148	\$203,676
3500 SUI	\$1,109	\$3,186
3600 Workers' Compensation	\$11,565	\$13,445
3800 PERS Reduction <i>(no longer valid in 2014/15)</i>	\$0	\$0
3900 Other Benefits	\$0	\$0
Subtotal	\$375,783	\$446,191
4000 SUPPLIES		
4300 Other Supplies	\$7,500	\$8,500
Literature, Periodicals	\$0	\$0
Office Supplies	\$0	\$0
Examinations Purchase	\$0	\$0
Printing & Forms	\$0	\$0
Other	\$500	\$500
4400 Non-Capitalized Equipment	\$1,000	\$1,000
Subtotal	\$9,000	\$10,000
5000 SERVICES AND OTHER OPERATING EXPENSES		
5200 Travel & Conference Expenses		
Mileage (Local)	\$5,750	\$5,750
Expense Allowance	\$4,000	\$4,000
Conference	\$4,000	\$4,000
5300 Dues & Membership	\$1,200	\$1,200
5500 Utilities & Housekeeping Services		
Electricity	\$0	\$0
Heat	\$0	\$0
Water	\$0	\$0
Other	\$0	\$0
5600 Rentals, Leases & Repairs		
Leasing Equipment	\$0	\$0
Equipment Maintenance Contracts	\$0	\$0
Other	\$8,600	\$0

5800 Other Services & Operating Expenses

Advertising	\$4,000	\$4,000
Salary Classification Surveys	\$0	\$0
Physical Examination	\$10,000	\$10,000
Fingerprinting	\$20,000	\$20,000
Other Recruitment Expense	\$2,500	\$2,500
Legal Expenses	\$0	\$0
Contracted Testing	\$0	\$0
Contracted Personnel Services	\$23,300	\$42,100
Other	\$500	\$500

5900 Communications

Telephone/Fax	\$0	\$0
Postage	\$0	\$0
Other	\$0	\$0

<i>Subtotal</i>	<i>\$83,850</i>	<i>\$94,050</i>
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6000 EQUIPMENT**6400 New Equipment**

Office Furniture	\$0	\$0
Office Equipment	\$0	\$0
Other	\$0	\$0

6500 Equipment Replacement

<i>Subtotal</i>	<i>\$0</i>	<i>\$0</i>
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FUND BALANCE

Designated for Personnel Commission	<u>\$1,018,942</u>	<u>\$1,187,432</u>
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¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Ed Code 45250).

³ Group medical benefits cannot be provided to former Personnel Commission members




**PERSONNEL COMMISSION
2024-2025
Regular Meeting Dates**

July – no regular meeting (If needed, a special meeting may be scheduled)
August 21, 2024 (first day of school August 14 th)
September 18, 2024
October 16, 2024
November 20, 2024
December 18, 2024
January 22, 2025
February 19, 2025
March 19, 2025
April 16, 2025
May 21, 2025
June 18, 2025 (last day of school June 5 th)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 22, 2024

Subject: Approval of Revised Classification Specifications
Child Development Teacher
Child Development Site Leader

In preparation of filling vacant Child Development Teacher and Site Leader vacancies, a review of the current classification specifications was conducted. After reviewing the class specs, it was determined that minor revisions needed to be made to the minimum qualifications to bring the description up to date with licensing requirements.

In addition, some of the essential duties are being updated to reflect current practices, procedures and requirements in the daily education of the students served in our child development programs.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Child Development Teacher and Child Development Site Leader as presented.

Attachment: proposed classification specifications for Child Development Teacher and Child Development Site Leader



For the future of every student

CLASS TITLE: CHILD DEVELOPMENT TEACHER

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide supervision, care and learning activities to preschool-age children in a classroom environment; develop and implement a variety of lesson plans, instructional materials and activities to meet the needs and interests of children; monitor, assess and report progress of children.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide supervision, care and learning activities to preschool-age children in a classroom environment; monitor, assess and adjust learning activities in response to the progress, needs and interests of children; provide a developmental program to enhance child readiness for kindergarten.

Develop and implement a variety of learning activities, ~~and~~ lesson plans **and materials to meet student needs**; provide instruction, motivation and guidance to develop and enhance social, behavioral, physical, self-help, language, cognitive, emotional and educational skills, growth and development among assigned children. **Implement students' Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) goals and objectives through instruction and a wide variety of prescribed activities. Collects data and/or work samples as required.**

Oversee student practices and assignments in various subjects; assist individual and small groups of children with classroom projects and assignments; lead, monitor and interact with students in recreational, physical education, playground and other outdoor activities. **Assist students with performing and developing independent living, communication, social and self-help skills; assist in implementing behavior modification and intervention activities as assigned; assist students with physical therapy, positioning and motor skill development as required.**

Provide for and assure the safety and well-being of children during learning, outdoor and child care activities; observe and control child behavior in accordance with established policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate authority. **Assist with carrying out behavior plans and behavior data collection; assist with sensory and behavior regulation strategies. Assess crisis situations and intervenes to defuse situations using conflict resolution, crisis intervention, or assisting children as appropriate.**

Prepare, develop, utilize, implement and present instructional materials according to children needs, progress and established educational standards; prepare and set up the classroom for learning, daily lessons and child care activities.

Develop, implement and conduct children learning activities in various subjects such as art, music, language arts and physical education; oversee and interact with children during games, play, circle time and recreational and group activities.

Evaluate the academic, physical, social and emotional growth and development of children; conduct related screenings and assessments; prepare detailed notes including anecdotal summaries regarding child progress.

Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Read books to students and lead group activities related to language arts as assigned; explain, demonstrate and assist children with letter and word pronunciation and recognition.

Assist students with personal hygiene including dressing, washing and grooming as assigned by the position; toilet students and change diapers and soiled clothing as needed; assist lifting students in and out of wheelchairs, and loading and unloading students on and off of buses.

Oversee and participate in the preparation and distribution of food items to children as assigned; set up for and clean up following eating activities.

Distribute and collect classroom materials and children assignments; review student work and completed assignments.

Greet, assist and confer with children, parents, guardians and others during child pick-ups and drop offs; maintain and update sign-in and sign-out sheets.

Prepare and maintain various records, reports and files related to students, attendance, assessment, progress, lesson plans, incidents, conferences and assigned activities; establish, maintain and file children portfolios; prepare and update various assessment forms and summaries as directed.

Operate a variety of classroom and office equipment such as copiers, laminators, paper cutters, computers and assigned software.

Coordinate, attend and conduct parent-teacher conferences; confer with parents, staff and others concerning children needs, progress, behavior and concerns; resolve child, staff and parent issues and conflicts in a proper and timely manner.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean tables and sweep floors as assigned.

Coordinate and oversee volunteers as required.

Administer basic first aid to children as needed; prepare accident reports.

Attend and participate in various meetings as assigned.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, administrators, parents and others.

Perform Other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of early child development.

Child guidance principles and practices.
Classroom procedures and appropriate child conduct.
Instructional methods, techniques and strategies related to early childhood education.
Safe practices in classroom and playground activities.
Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
Operation of standard office and classroom equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Basic first aid and CPR procedures.

ABILITY TO:

Provide supervision, care and learning activities to preschool-age children in a classroom environment.
Develop and implement a variety of lesson plans, instructional materials and activities to meet the needs and interests of children.
Provide instruction, motivation and guidance to develop and enhance child social, behavioral, physical, self-help, language, cognitive, emotional and educational skills, growth and development.
Oversee student practices and assignments in various subjects.
Monitor, assess and adjust learning activities in response to child progress, needs and interests.
Monitor and control child behavior according to approved policies and procedures.
Observe health and safety regulations.
Assist individual and small groups of children with classroom projects and assignments.
Operate standard office and classroom equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

As required by the California Commission on Teacher Credentialing, requires a total of 40 college semester units (24 units Early Childhood Education/Child Development including core courses and 16 general education units) and six months experience working with children in a classroom or similar learning environment. An Associate's degree in Early Childhood Education/Child Development or related field with 3 units supervised field experience in ECE/CD setting is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- A valid Child Development Teacher Permit issued by the State of California.
- **Applicants are required to have completed 12 units of the 4 main classes required by the Department of Social Services, Community Care Licensing Division to be left alone with children.**
- Valid First Aid and CPR certifications issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.
- Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist children.

Seeing to read a variety of materials and monitor children activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Lifting and carrying children and/or other classroom objects.

Approved by Personnel Commission:

06/18/2008

Revised:

11/18/2009

06/27/2022

08/01/2023

05/22/2024 Proposed revisions to PC for review and approval



For the future of every student

CLASS TITLE: CHILD DEVELOPMENT SITE LEADER

BASIC FUNCTION:

Under the direction of the Early Childhood Education Coordinator, lead, oversee and participate in a variety of activities involved in providing supervision, care and learning activities to preschool-age children at an assigned Child Development site; coordinate personnel and communications to enhance the effectiveness of Child Development services and meet child needs; enroll students and maintain and update student files; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee and participate in a variety of activities involved in providing supervision, care and learning activities to preschool-age children at an assigned Child Development site; lead and participate in classroom activities; assure site activities comply with established standards, requirements, policies, regulations and procedures.

Coordinate personnel and communications to enhance the effectiveness of Child Development services; monitor and assure smooth and efficient site operations; observe site activities, confer with staff, provide technical support and assure child development needs are being met.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure compliance with established guidelines and procedures; provide input regarding employee evaluations as requested.

Enroll students for Child Development participation; distribute, collect and process related forms and paperwork; verify applicant and health information; determine child eligibility and assure compliance with income guidelines and licensing requirements; maintain and update student files.

Oversee and participate in the preparation, development, implementation and presentation of **learning activities**, lesson plans and instructional materials according to ~~children~~ **student** needs, progress and established educational standards; coordinate curriculum and learning activities to enhance child transition to kindergarten. **Implement students' Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) goals and objectives through instruction and a wide variety of prescribed activities. Collects data and/or work samples as required.**

Monitor, evaluate and adjust Child Development site activities in response to children needs; coordinate and monitor activities to assure a safe, healthy, nurturing and comfortable learning environment; assure activities comply with established health and safety standards and regulations.

Coordinate Child Development communications, services and information between staff, administrators, parents, outside agencies and the community; initiate and receive telephone calls; prepare, distribute and respond to a variety of correspondence.

Lead and participate in observing and controlling child behavior according to approved procedures; monitor children during outdoor activities as needed; coordinate, oversee and participate in observing and evaluating student progress regarding performance and behavior. **Assist with carrying out behavior**

plans and behavior data collection; assist with sensory and behavior regulation strategies. Assess crisis situations and intervenes to defuse situations using conflict resolution, crisis intervention, or assisting children as appropriate.

Establish and maintain communications between parents and the Child Development site; coordinate, attend and conduct parent meetings and conferences; confer with parents concerning children needs; resolve child, staff and parent issues and conflicts in a proper and timely manner.

Assist teachers in planning and providing individualized daily programs of activities appropriate to the developmental level of children in areas such as language acquisition, and social and self-help skills; assist teachers in evaluation child academic, physical, social and emotional growth.

Coordinate, develop and implement curriculum, child care activities and learning strategies to meet the physical, social, emotional and developmental needs of children.

Lead and participate in developing, implementing and conducting children learning activities in various subjects such as art, music, language arts and physical education; oversee and interact with children during games, play, circle time and recreational and group activities. **Assist students with performing and developing independent living, communication, social and self-help skills; assist in implementing behavior modification and intervention activities as assigned; assist students with physical therapy, positioning and motor skill development as required.**

Assist students with personal hygiene including dressing, washing and grooming as assigned by the position; toilet students and change diapers and soiled clothing as needed; assist lifting students in and out of wheelchairs, and loading and unloading students on and off of buses.

Oversee and participate in the preparation and maintenance of various records, reports and files related to students, attendance, assessment, progress, lesson plans, accidents, conferences and assigned activities; maintain and update Child Development site schedules and calendars.

Provide technical support and classroom assistance to enhance staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies related to infant and toddler care and early childhood education.

Greet, assist and confer with children, parents, guardians and others during child pick-ups and drop offs; advise and provide information to parents regarding nutrition, basic health care and social assistance as needed.

Verify and update records and files with information relate to health, vaccinations, physicals and related matters.

Confer with parents regarding enrollment, health information and related issues; encourage parent participation in the classroom and educational activities.

Develop, implement and conduct training and staff development activities for personnel concerning Child Development and related early childhood education services; explain related principles, standards, guidelines, requirements, practices, procedures and techniques.

Operate a variety of classroom and office equipment such as copiers, laminators, paper cutters, computers and assigned software.

Assure the health and safety of students by following health and safety practices and procedures; oversee and participate in maintaining learning environment in a safe, orderly and clean manner; maintain an indoor and outdoor center environment to the code of community care licensing.

Lead, monitor and interact with students in recreational, physical education, playground and other outdoor activities; plan, coordinate and provide guidance and assistance with field trips.

Coordinate, attend, conduct and participate in various meetings, trainings and workshops; provide educational workshops for parents as assigned.

OTHER DUTIES:

Perform **other** related duties as assigned **that support the overall objective of the position.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations and activities of activities involved in providing supervision, care and learning activities to preschool-age children.

Principles of child development and early childhood education.

General educational programs, services, standards, requirements and procedures related to early childhood education.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of identified children.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Classroom procedures and appropriate child conduct.

Curriculum, instructional techniques and strategies related to early childhood education.

Applicable laws, codes, rules, regulations, policies and procedures.

Safe practices in classroom and playground activities.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

ABILITY TO:

Lead, oversee and participate in a variety of activities involved in providing supervision, care and learning activities to preschool-age children at an assigned Child Development site.

Coordinate personnel and communications to enhance the effectiveness of Child Development services and meet child needs.

Enroll students, process enrollment information and determine child eligibility for Program services.

Train and provide work direction and guidance to assigned staff.

Oversee and participate in the preparation, development, implementation and presentation of lesson plans according to children needs, progress and educational standards.

Observe site activities, confer with staff, provide technical support and assure child development needs are being met.

Lead and participate in observation and controlling of student behavior.

Resolve child, staff and family issues and conflicts in a proper and timely manner.

Monitor, evaluate and adjust child care activities in response to children needs and progress.

Learn State and federal standards and requirements governing early childhood education.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain a variety of records, reports and files.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires a total of 40 college units as required by the California Commission on Teacher Credentialing (24 units Early Childhood Education/Child Development including core courses and 16 general education units) OR an Associate’s degree in Early Childhood Education/Child Development or related field with 3 units supervised field experience in ECE/CD setting, and one year experience working with children in a classroom or similar learning environment.

LICENSES AND OTHER REQUIREMENTS:

- A valid Child Development Site Leader Permit issued by the State of California.
- **Applicants are required to have completed 12 units of the 4 main classes required by the Department of Social Services, Community Care Licensing Division to be left alone with children.**
- Valid First Aid and CPR certifications issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.
- Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.
Seeing to read a variety of materials and monitor children activities.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission: 06/18/2008
Revised : 08/01/2023
05/22/2024 Proposed revisions to PC for review and approval



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 05/22/2024

New Hires

Last Name	First Name	Job Class Description	Date
Gutierrez	Brenda	Accountant	04/15/24
Torres	Anthony	Accountant	04/15/24
De Lara	Angela	Bus Driver	05/13/24
Hernandez	Jose	Bus Driver	05/13/24
Lievanos	Sandra	Bus Driver	05/01/24
Villegas	Jocelyn	Bus Driver	04/24/24
Gorospe	Algrae	Certified Spch/Lang Path Asst	05/15/24
Arroyo Hernandez	Maria	District Translator	04/15/24
Cardozo	Paulina	Health Technician	05/06/24
Murillo	Maya	Health Technician	05/06/24
Da Silva	Luciana	Office Assistant	04/17/24

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Goodwell	Teresa	Paraeducator III	04/24/2024 (Promotion)
Hernandez	Carmen	Paraeducator III	04/24/2024 (Promotion)
Foley	Angela	School Adm. Assistant III	05/14/2024 (Promotion)
Trone	Jennifer	Student Data Specialist I	04/22/2024 (Promotion)
Mendoza Lopez	Pedro	Custodial Trainer Coordinator	05/01/2024 (Promotion)
Tackett	Rachelle	Child Nutr Mgr-Elementary	04/15/2024 (Promotion)
Carpenter	Ana	Paraeducator III	04/17/2024 (Promotion)
Hughes	Ryan	Bond Program Manager	04/23/2024 (Promotion)

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Delgado	Miguel	Bus Driver	04/10/24
Garcia Marquez	Teresa	Campus Supervisor	04/09/24

Alvarez	Heather	Child Nutr Assist I	03/21/24
Mora Rios	Ma Del Sagrario	Child Nutr Assist I	05/14/24
Barragan	Antonio	Custodian	04/09/24
Barreto	Ruby	Custodian	04/09/24
Campanella	Natalia	Elementary School Services Assistant	05/14/24
Hernandez	Ivan	Fiscal Technician II	04/10/24
Wrigley	Bradley	Locksmith	05/10/24
Espinola	Astrid	Para- After School	04/09/24
Ortiz	Sarah	Paraeducation After School (2nd Position)	03/13/24
Vanderkooij	Susie	Paraeducation After School (2nd Position)	3/20/2024
Austin	Shesha	Paraeducator After School (3rd Position)	05/01/24
Base	Janice	Paraeducator II	03/22/24
Holguin	Anyssa	Paraeducator II	05/02/24
Patino	Antonio	Paraeducator II	04/11/24
Hernandez	Phillip	Purchasing Specialist	05/03/24
Bannan	Kelsey	School Occupational Therapist	03/28/24
Kochel	Mai	Senior Accountant	04/16/24
Pedone	Eileen	Senior Office Assistant	04/10/24

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Moreno	Carlos	Athletic Equipment Attend	05/01/24
Chaffin	Joanne	Bus Driver	05/01/24
Calles	Joshua	Campus Supervisor	05/01/24
Hernandez	Aaliyah	Campus Supervisor	05/01/24
Magana	Deziree	Campus Supervisor	05/01/24
Sandoval	Raquel	Campus Support Asst	05/01/24
Sandoval	Raquel	Child Care Assistant	05/01/24
ArzateGarcia	Luz	Child Nutr Asst I	05/01/24
Balades	Raeanna	Child Nutr Asst I	05/01/24
Iribarren JR	Jose	Custodian	05/01/24
Riege	Genessa	Office Asst	05/01/24
Barajas	Emiliano	Paraed-Aftr Schl	05/01/24
Slingerland	Garrett	Paraed-Aftr Schl	05/01/24
Hajjar	Mary	Paraeducator After School	05/01/24
Amaya	Mary	Paraeducator I	05/01/24
Lopez	Richard	Paraeducator I	05/01/24
Meyer	Kristyn	Paraeducator I	05/01/24
Beck	Jianping	Paraeducator II	05/01/24
Hajjar	Mary	Paraeducator II	05/01/24
Holmes	Travis	Paraeducator II	05/01/24
Randall	Veronica	Paraeducator II	05/01/24
Barajas	Emiliano	Paraeducator II	05/01/24
Ferras	Jewel	Paraeducator II	05/01/24
Greene	Sara	Paraeducator II	05/01/24

Herrera	Marcos	Paraeducator II	05/01/24
Maynez	Katrina	Paraeducator II	05/01/24
Meyer	Kristyn	Paraeducator II	05/01/24
Villasenor	Jennifer	Paraeducator II	05/01/24
Riege	Genessa	SAA III	05/01/24
Portillo	Tristan	Student Intern II	05/14/24
Aguirre Tovias	Joshua	Warehouse Worker Driver	05/01/24

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
McConnell	Willow	Campus Support Assistant (2nd Position)	2/15/2024

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
PerezIsaac	Maria	Campus Support Assistant	03/18/24
Bruders	Angela	Fiscal Specialist (Confidential)	04/26/24
Ortega	April	Head Custodian	05/06/24
Hansen	Denise	Senior Office Assistant	04/12/24

Leave of Absence

Last Name	First Name	Job Class Description	Date
Chappell	Brandy	Child Nutrition Assistant I	04/08/24 - 05/19/24 Paid Parental/Bonding Leave
DiazHernandez	Susana	Child Nutrition Assistant I	04/08/24 - 06/13/24 Paid Parental/Bonding Leave
Marostica	Deborah	Health Technician	05/14/24 - 06/14/24 Unpaid Leave
Urban	Lori	Paraeducator II	04/17/24 - 06/13/24 Unpaid Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Covarrubias Valdez	Esmeralda	Bus Driver	01/16/24: route change only--same time base
Delgado	Miguel	Bus Driver	01/16/24: route change only--same time base
Garcia	Jorge	Campus Supervisor	03/01/2024: change in schedule only; same classification; same location; same time base
Moreno	Joseph	Campus Supervisor	03/01/2024: change in schedule only; same classification; same location; same time base

DiazHernandez	Susana	Child Nutrition Asst I	04/08/2024: Change in Hours --4.75 hrs/day to 8 hrs/day;same classification;same location
Dixon	Judy	Custodian	04/16/2024: Change in Hours --3 hrs/day to 7 hrs/day;same classification;same location
Sexton	Bethenea	Educational Sign Language Interpreter	04/29/2024: Change in Hours --6.0 hrs/day to 8 hrs/day;same classification;same location
Grasmehr	Wendy	Student Data Technician	05/09/2024: Location change: VHS to BHS; same time base, same classification

Working Out of Class

Last Name	First Name	Job Class Description	Date
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Vacancy Coverage

Hamilton Redding	Mary	After School Paraeducator Liaison-E48	4/8-12;15-19;22-26/2024
Hughes	Ryan	Bond Program Manager- F11	4/1-5;8-12;15-19;22/2024 *Position Filled (4/23/24)
Lopez	Alexia	Child Nutr Assist II-D62	4/15-17;19;22-26;30/2024
Leventhal	Crystal	Child Nutr Mgr-Elementary-D38	4/8-12/2024
MendozaLopez	Pedro	Custodial Trainer - Coordinator-F36	4/1-5;8-12;15-19;22-25;29-30/2024 *Position Filled (5/1/24)
Estavillo	Angela	Head Custodian I-F38	12/4-8;11-15;18-22/2023
Salazar	Maria	Office Assistant-B61	4/8-12;15-19;22;24-26;29-30/2024
Beg	Nancy	Paraeducator III-E69	January: 1/22-26;30-31/2024 Februrary: 2/1-2;5-9;12-15;20-23;26-29/2024
Foley	Angela	School Adm. Assistant III-B35	March:3/1;4-8;11-15;18-22;25-28/2024 April:4/8-12;15-19;22-26;29-30/2024

Covering for EE who is WOC

Last Name	First Name	Job Class Description	Date
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Malach	Phuong-Lan	Child Nutr Assist III-D61	4/8-12/2024
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Covering for EE who is on LOA

Last Name	First Name	Job Class Description	Date
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Lopez	Alexia	Child Nutr Assist II-D62	4/8-9;12;
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Limited Term Assignment/Extra Help

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Other Reasons

Last Name	First Name	Job Class Description	Date
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Moreno	Carlos	Athletic Equip Attnd-S47	4/8-12;15-16;22-26;29-30/2024 March: 3/12/2024
Bejar	Liseth	Child Developmt Site Leader-E25	April:4/8;10;16;18;23;25;29/2024

Garcia	Linda	Child Developmt Site Leader-E25	March: 3/13/2024 April: 4/9;11;15;17;19;24;26;30/2024
Guillen	Bernadette	Child Developmt Site Leader-E25	4/8;10;12;15-16;24/2024
Reyes de Ramirez	Margarita	Child Nutr Assist II-D62	4/8;11-12/2024
Begum	Bushra	Child Nutr Assist III-D61	4/19;22-23/2024
Hernandez	Maria	Child Nutr Assist III-D61	4/11-12/2024
Slamkowski	Mary	Child Nutr Assist III-D61	4/24-26;29-30/2024
Alvarez	Heather	Child Nutr Mgr-Elementary-D38	4/22-23/2024
Crites	Regina	Child Nutr Mgr-Elementary-D38	4/19/2024
Flores	Rosa	Child Nutr Mgr-Elementary-D38	4/25/2024
Longines	Carmen	Child Nutr Mgr-Elementary-D38	4/25-26/2024
Rivas	Theresa	Child Nutr Mgr-Elementary-D38	4/26/2024
Rivera	Rusth	Child Nutr Mgr-Elementary-D38	4/18;22-23/2024
Diaz	Nich-te	Child Nutr Mgr-Secondary-D36	4/30/2024
Gonzalez	Gina	Child Nutr Mgr-Secondary-D36	4/22/2024
Olson	Michelle	Child Nutr Mgr-Secondary-D36	4/15/2024
Cardenas	Leisea	College/Career Technician-E34	4/8;10-12;15-19;22-26/2024
Perez	Leonard	Grounds Maintenance Worker II-F64	4/1;8-12;15-17/2024
Sweatt	Charles	Head Custodian II-F37	4/26/2024
Mercado	Nayeli	Health Technician-B60	4/11-12;15-16;22-25;29-30/2024
Lassich	Shari	Lead Custodian-F42	4/12;17-18/2024
Savard	Linda	Paraeducator II-E68	4/16/2024
Morda	Dawn	School Adm. Assistant II-B36	3/22;25/2024
Aparicio	Emerald	School Adm. Assistant III-B35	4/8-9/2024
Davis	Michael	Warehouse Supervisor-J06	4/1-5;8-10/2024