

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of August 20, 2024
4:00 p.m.

District Office Board Room

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

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 Interim 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 May 28, 2024 (Enclosure) Robin Jones

- 2.2 Consent Approve the following eligibility lists: (Enclosure) Robin Jones

	Eligible Candidates	Vacant Positions
A. Supplemental Services Technician, expiration 5/13/2025	1	1
B. Paraeducator Instructional Support, expiration 5/30/2025	27	9
C. Grounds Maintenance Worker, expiration 6/4/2025	7	1
D. Family Enrollment Specialist, expiration 6/7/2025	6	2
E. Extended School Program Facilitator, expiration 6/10/2025	11	43
F. Nutrition Services Operations Technician, expiration 6/12/2025	11	2
G. Senior Custodian, expiration 6/21/2025	19	2
H. Extended School Program Lead Facilitator, expiration 6/21/2025	9	10
I. Early Education Assistant, expiration 7/1/2025	16	13
J. Expanded Learning Specialist, expiration 7/2/2025	4	1
K. Early Education Infant Instructor, expiration 7/5/2025	4	4
L. Early Education Instructor, expiration 7/5/2025	12	3
M. Early Education Infant Assistant, expiration 7/5/2025	3	9
N. Community Liaison Worker Vietnamese, expiration 7/16/2025	4	1
O. Community Liaison Worker Spanish, expiration 7/16/2025	8	4
P. Extended School Program Lead Facilitator, expiration 7/21/2025	5	6
Q. Paraeducator Behavior Instructional Support, expiration 7/22/2025	5	8
R. Supplemental Services Technician, expiration 7/29/2025	7	1
S. Speech and Language Assistant, expiration 7/31/2025	3	1
T. Transportation Dispatcher/Scheduler, expiration 7/31/2024	4	1

Personnel Commission Agenda

August 20, 2024

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3. NEW BUSINESS

- | | | | |
|-----|--------------------------|--|-----------------|
| 3.1 | <u>Discussion/Action</u> | Approve the new job classification and salary schedule for the Behavior Program Supervisor. (Enclosure) | Rich Montgomery |
| 3.2 | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for Extended School Program Lead Facilitator. (Enclosure) | Sylvia Niknami |
| 3.3 | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for Senior Custodian. (Enclosure) | Sylvia Niknami |
| 3.4 | <u>Discussion/Action</u> | Approved proposed changes to the job classification of Extended School Program Facilitator. (Enclosure) | Sylvia Niknami |
| 3.5 | <u>Discussion/Action</u> | Approved proposed changes to the job classification of Extended School Program Supervisor. (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 |
| 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. CLOSED SESSION: (if needed)

- | | | |
|-----|--|-------------|
| 5.1 | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Director, Human Resources | Robin Jones |
| 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:

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 3, 2025

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of May 28, 2024

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:02 p.m. Assistant Superintendent, Business Services, Manuel Cardoso 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
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Monica Wilkinson, Personnel Specialist

*MINUTES OF THE REGULAR MEETING
OF APRIL 23, 2024:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly, to approve the minutes of
the regular meeting of April 23, 2024.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Fermelia moved, seconded by
Commissioner Connolly, to approve the eligibility list;
Bus Driver, expiration 4/16/2025, Instructional
Technology Assistant, expiration, 4/18/2025,
Transportation Supervisor, expiration, 4/18/2025,
Building Services Supervisor, expiration, 4/22/2025,
Paraeducator Instructional Support, expiration
4/24/2025, Food Service Worker, expiration
4/26/2025, Community Liaison Worker Spanish,
expiration 4/29/2025, Senior Clerk Typist, expiration
4/29/2025, Skilled Maintenance Worker HVAC,
expiration 4/30/2025, Staff Secretary, expiration
5/3/2025, Clerk Typist, expiration 5/8/2025, Early
Education Assistant, expiration 5/13/2025. **Motion
carried 3/0**

*PUBLIC HEARING TO PROVIDE THE
BOARD OF TRUSTEES AND THE PUBLIC
AN OPPORTUNITY TO EXPRESS THEIR
VIEWS ON THE PROPOSED PERSONNEL
COMMISSION BUDGET FOR THE 2024-
2025 SCHOOL YEAR:*

Commissioner Jones called a Public Hearing from
4:06 pm to 4:07 pm with no comments from Board of
Trustees or the public.

*APPROVE THE PERSONNEL
COMMISSION BUDGET FOR THE 2024-
2025 SCHOOL YEAR*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve Personnel
Commission Budget for the 2024-2025 school year.
Motion carried 3/0

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY SCHEULE
FOR INTERMEDIATE ACCOUNT CLERK:*

Commissioner Connolly moved, seconded by
Commissioner Fermelia to approve advanced.
Motion carried 3/0

RECRUITMENT UPDATE:

Mrs. Wilkinson presented an update on the
recruitment report.

PERSONNEL COMMISSION CALENDAR:

The proposed calendar for the 2024-2025 school year
was presented as follows: August 20, 2024,
September 17, 2024, October 22, 2024, November
19, 2024, December 17, 2024, January 21, 2025,
February 18, 2025, March 18, 2025, April 22, 2025,
May 20, 2025, and June 3, 2025.

EXECUTIVE DIRECTOR REPORT:

No Report.

*ASSISTANT SUPERINTENDENTS
REPORT:*

Mr. Montgomery thanked Mrs. Wilkinson for stepping
up during Mrs. Torres absence and shared that she
was doing a great job.

Mr. Montgomery shared that a new Behavior Program
Supervisor position was not on the agenda but
needed provisional approval so we could run a
recruitment over the summer. The job description and
salary schedule would be brought back in August.

Mr. Montgomery shared that there are 52 Extended
School Program Facilitator positions open and that
we will be working with an outside agency for one
year to contract out 30 positions. Mr. Montgomery
also shared that he has been meeting with CSEA
regarding this.

Mr. Cardoso share that at the May 23rd Board of
Trustee meeting a presentation on the budget was
presented.

Mr. Cardoso also shared that the Business
Department has been filling vacancies and thanked
Human Resources for the help on getting them filled.

SUPERINTENDENTS REPORTS:

Dr. Hansen shared she appreciated the Commission
for conditionally approving the Behavior Program
Supervisor position. There has been an increase in
behaviors since the pandemic and this position will
provide the much-needed additional assistance.

Dr. Hansen shared that Stacey Middle School student
Katelyn Nguyen was a participant in the quarterfinals
of the National Spelling Bee in Washington D.C.

Dr. shared that the District has a positive certification
on the budget for the next three years.

PUBLIC COMMENTS:
CSEA:

No comment.

STAFF COMMENTS:

Mrs. Wilkinson shared that Mrs. Torres was doing good and hopes to return to work next week.

COMMISSIONER'S COMMENTS:

Commissioner Connolly thanked the staff.

Commissioner Fermelia shared that he appreciates all the staff.

Commissioner Jones thanked the staff.

ADJOURNMENT TO CLOSED SESSION:

The meeting adjourned to a closed session at 4:37 p.m.

Closed session convened at 4:40 p.m. Information only. No action was taken.

ADJOURNMENT:

The meeting adjourned at 5:24 p.m.

Respectfully submitted,
Sylvia Niknami
Executive Director, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 24-174
Effective: 5/13/2024
Expires: 5/13/2025

Eligibility List For: Supplemental Services Technician
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Carlos Alavarez	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



Westminster School District
Classified Human Resources

Recruitment #:

24-185

Effective:

5/30/2024

Expires:

5/30/2025

Eligibility List For: Paraeducator Instructional Support

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Catarina Dahilia	Merged:	x		Veteran Pts.	
					Seniority Pts.	
1	Jaquelyn Shug	Merged:	x		Veteran Pts.	
					Seniority Pts.	
1	Stephany Najera	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Liliana Ceja	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Nancy Nguyen	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Iris Chao	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Lindsay Marony	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Samrah Farooqui	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Chole MacLean	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Kallista Jones	Merged:	x		Veteran Pts.	
					Seniority Pts.	
6	Ashley Alexander	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Grace Hasse	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Lauren Tran	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Nam Nguyenphuoc-quy	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Skyler Gilliam	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Amy Leyba	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Ratany Lorn	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Jennifer Rowe	Merged:			Veteran Pts.	
					Seniority Pts.	

Paraeducator Instructional Support

13	Kinsey Meade	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Chi Phan	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Cynthia Armenta	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Amy Vega Enriquez	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Jenna Carter	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Molly Rosenfeld	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Yasmin San Luis	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Nghia Le	Merged:			Veteran Pts.	
					Seniority Pts.	
16	My Tran	Merged:			Veteran Pts.	
					Seniority Pts.	

Nine Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-187
Effective: 6/4/2024
Expires: 6/4/2025

Eligibility List For: Grounds Maintenance Worker
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Fedrico Campos	Merged:			Veteran Pts.	
					Seniority Pts.	
1	Christian Lewis	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Jesus Rodriguez	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Andrew Hardin	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Nicolas Perez Jr	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Cody Cozart	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Domingo Arreola	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-188
Effective: 6/7/2024
Expires: 6/7/2025

Eligibility List For: Family Enrollment Specialist
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Anna Nagmay	Merged:			Veteran Pts.	
					Seniority Pts.	X
2	Jackeline Ortiz	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Catherine Van Wyk	Merged:			Veteran Pts.	
					Seniority Pts.	
3	McKena Wilkerson	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Mindy Nguyen	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Van Son	Merged:			Veteran Pts.	
					Seniority Pts.	

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-191
Effective: 6/10/2024
Expires: 6/10/2025

Eligibility List For: ESP Facilitator

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Alyssa Hayen	Merged:		x	Veteran Pts.	
					Seniority Pts.	
2	Evelyn Castillo	Merged:		x	Veteran Pts.	
					Seniority Pts.	
3	Nancy Nguyen	Merged:		x	Veteran Pts.	
					Seniority Pts.	
4	Stephanie Baiza	Merged:		x	Veteran Pts.	
					Seniority Pts.	
5	Jazlyn Linder	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Ana Ponce	Merged:		x	Veteran Pts.	
					Seniority Pts.	
7	Diane Totah	Merged:		x	Veteran Pts.	
					Seniority Pts.	
8	Priscilla Barrera	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Cristi Flinn	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Thanh Vu	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Ngoc Tran	Merged:		x	Veteran Pts.	
					Seniority Pts.	

Forty-Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-186
Effective: 6/12/2024
Expires: 6/12/2025

**Eligibility List For: Nutrition Services Operations Technician
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Veronica Maciel	Merged:			Veteran Pts.	
					Seniority Pts.	X
2	Christine Valerio	Merged:			Veteran Pts.	
					Seniority Pts.	X
2	Tammy Oh	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Dan Le	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Linda Meyers	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Christine Bausch	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Ryan Limbach	Merged:			Veteran Pts.	
					Seniority Pts.	X
6	Dinh Hoai Thanh Vo	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Vanessa Myers-Vournakis	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Amber Quiroz	Merged:			Veteran Pts.	
					Seniority Pts.	X
7	Vera Cuno	Merged:			Veteran Pts.	
					Seniority Pts.	

Two Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-190
Effective: 6/21/2024
Expires: 6/21/2025

Eligibility List For: Senior Custodian

List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Harold Dunkinsell	Merged:			Veteran Pts.	
					Seniority Pts.	X
2	Derrick Turner	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Leonardo Chavarria	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Benjamin Pedraza	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Marco Cruz	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Mario Ortiz	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Lucas Goode	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Jonathan Montes-Cervantes	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Edgar Reyes Delgadillo	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Ross Rodriguez	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Ignacio Rivera	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Jesus "Jesse" Rodriguez	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Dimnatang Umpa Jr	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Jacob Vargas	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Tony Tran	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Andrew Bedolla	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Aristoteles Bustos	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Angel Galvan	Merged:			Veteran Pts.	
					Seniority Pts.	X
15	Jim Cortez	Merged:			Veteran Pts.	
					Seniority Pts.	

Two Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-192
Effective: 6/21/2024
Expires: 6/21/2025

Eligibility List For: ESP Lead Facilitator

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES					
		Merged:				Veteran Pts.	
1	Sarah Doan	Merged:				Seniority Pts.	X
2	Yasmin San Luis	Merged:				Veteran Pts.	
						Seniority Pts.	X
3	Leisy Rivera	Merged:				Veteran Pts.	
						Seniority Pts.	X
4	Alexandrea Shearer	Merged:	X			Veteran Pts.	
						Seniority Pts.	
5	Giovanni Resendiz Boncino	Merged:	X			Veteran Pts.	
						Seniority Pts.	
6	Angelina Avila	Merged:				Veteran Pts.	
						Seniority Pts.	
7	Alia Alabed	Merged:	X			Veteran Pts.	
						Seniority Pts.	
8	Jocelyn Barera	Merged:				Veteran Pts.	
						Seniority Pts.	
9	Madison Baker	Merged:				Veteran Pts.	
						Seniority Pts.	

Ten Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-197
Effective: 7/1/2024
Expires: 7/1/2025

Eligibility List For: Early Education Assistant
List Type: Open/Promotional - 10/12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Magdalena Torres	Merged:				Veteran Pts.
						Seniority Pts.
2	Marilu Balver	Merged:				Veteran Pts.
						Seniority Pts.
3	Rosa Rios Navarrete	Merged:	x			Veteran Pts.
						Seniority Pts.
4	Kimberly Overly	Merged:	x			Veteran Pts.
						Seniority Pts.
5	Anne Reisig	Merged:				Veteran Pts.
						Seniority Pts.
6	Evelyn Castillo	Merged:	x			Veteran Pts.
						Seniority Pts.
6	Lourdes Cardoso	Merged:				Veteran Pts.
						Seniority Pts.
7	Aliya Brown	Merged:				Veteran Pts.
						Seniority Pts.
8	Charlene Lopez	Merged:	x			Veteran Pts.
						Seniority Pts.
8	Carolina Ogas-Rodriguez	Merged:				Veteran Pts.
						Seniority Pts.
8	Cintya Cazares	Merged:				Veteran Pts.
						Seniority Pts.
9	Chi Phan	Merged:	x			Veteran Pts.
						Seniority Pts.
10	Tiffany Lam	Merged:				Veteran Pts.
						Seniority Pts.
11	Anabella Tran	Merged:	x			Veteran Pts.
						Seniority Pts.
12	Truc Bui	Merged:	x			Veteran Pts.
						Seniority Pts.
13	Lavonda Thompson	Merged:				Veteran Pts.
						Seniority Pts.

Thirteen Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-189
Effective: 7/2/2024
Expires: 7/2/2025

Eligibility List For: Expanded Learning Specialist

List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Aaron Wrtheimer	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Jacqueline Garcia	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Annette Blake	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Chris Cuen	Merged:	x		Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-194
Effective: 7/5/2024
Expires: 7/5/2025

**Eligibility List For: Early Education Infant Instructor
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:			Veteran Pts.	
1	Marilu Balver	Merged:			Seniority Pts.	
2	Norma Lopez de Bernal	Merged:			Veteran Pts.	
					Seniority Pts.	X
3	Maria Sanchez	Merged:			Veteran Pts.	
					Seniority Pts.	
4	BreiAunna Rose	Merged:			Veteran Pts.	
					Seniority Pts.	X

Four Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-196
Effective: 7/5/2024
Expires: 7/5/2025

Eligibility List For: Early Education Instructor
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Jessica Ancona	Merged:			Veteran Pts.	
					Seniority Pts.	X
1	Maria Ayon	Merged:			Veteran Pts.	
					Seniority Pts.	
1	Rebeca Garcia	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Jessica Melendrez	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Marilu Balver	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Casey Montgomery	Merged:			Veteran Pts.	
					Seniority Pts.	X
5	Courtney Luu	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Cecilia Spencer	Merged:			Veteran Pts.	
					Seniority Pts.	X
6	BreiAunna Rose	Merged:			Veteran Pts.	
					Seniority Pts.	X
7	Angelique Cocca	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Norma Lopez de Bernal	Merged:			Veteran Pts.	
					Seniority Pts.	X
9	Chi Phan	Merged:	X		Veteran Pts.	
					Seniority Pts.	

Three Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-195
Effective: 7/5/2024
Expires: 7/5/2025

Eligibility List For: Early Education Infant Assistant
List Type: Open/Promotional - 10/12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Magdalena Torres	Merged:			Veteran Pts.	
					Seniority Pts.	X
2	Marilu Balver	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Rebeca Garcia	Merged:			Veteran Pts.	
					Seniority Pts.	

Nine Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-199
Effective: 7/16/2024
Expires: 7/16/2025

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:			Veteran Pts.	
1	Ngan Pham	Merged:			Seniority Pts.	
2	Cindy Wallace	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Tiffany Lam	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Pansy Nguyen	Merged:			Veteran Pts.	
					Seniority Pts.	x

Four Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-198
Effective: 7/16/2024
Expires: 7/16/2025

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Lupita Romero	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Maria Rosales	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Sarah Roberts	Merged:	x		Veteran Pts.	
					Seniority Pts.	X
4	Elizabeth Tostado	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Francisca Romero	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Veronica Bedolla	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Martha Fernandez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Litsy Perez	Merged:			Veteran Pts.	
					Seniority Pts.	

Four Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-115
Effective: 7/21/2024
Expires: 7/21/2025

Eligibility List For: ESP Lead Facilitator

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Sarah Doan	Merged:	x		Veteran Pts.	
					Seniority Pts.	X
2	George Hernandez	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Alexis Santana	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Leann Harrell	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Lavonda Thompson	Merged:			Veteran Pts.	
					Seniority Pts.	

Six Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-200
Effective: 7/22/2024
Expires: 7/22/2025

Eligibility List For: Paraeducator Behavioral Instruction and Support
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Erica Palad	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Victoria Pham	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Danielle Sanborn	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Kimmi Buckler	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Benjamin Pedraza	Merged:			Veteran Pts.	
					Seniority Pts.	

Eight Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 25-113
Effective: 7/29/2024
Expires: 7/29/2025

Eligibility List For: Supplemental Services Technician
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Veronica Maciel	Merged:			Veteran Pts.	
					Seniority Pts.	X
2	Carlos Alavarez	Merged:	X		Veteran Pts.	
					Seniority Pts.	
3	Brittany Patterson	Merged:			Veteran Pts.	
					Seniority Pts.	X
4	Luis Vidal	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Jerrin Hilliado	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Duyen Pham	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Merlice Suarez	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-105
Effective: 7/31/2024
Expires: 7/31/2025

Eligibility List For: Speech and Language Assistant
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:				
1	Tiffany Bui	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Alexis Duron	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Araceli Garcia	Merged:			Veteran Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-112
Effective: 7/31/2024
Expires: 7/31/2025

**Eligibility List For: Transportation Dispatch-Scheduler
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Robert Ortega	Merged:			Veteran Pts.	
					Seniority Pts.	
1	Frederick Atuatasi	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Chriatopher Santagata	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Bertha Rodriguez	Merged:			Veteran Pts.	

One Vacancy



Memorandum

To: Personnel Commissioners

From: Rich Montgomery, Assistant Superintendent, Human Resources

Date: August 20, 2024

Subject: Behavior Program Supervisor

BACKGROUND

In response to the significant increase in student behavioral challenges throughout the District since the return to in-person learning post-COVID-19 pandemic, the District proposes the hiring of a Board Certified Behavioral Analyst (BCBA) to oversee the District Behavior Support Program.

The Behavior Program is currently staffed with 20 Paraeducators specializing in Instructional and Behavioral Support. This team provides critical behavioral interventions and support to both students and teachers, addressing the needs of those students with the most complex and challenging behaviors. A BCBA, with their specialized training and certification, is equipped to expertly analyze the functions of student behaviors, design individualized behavior support programs, and continuously monitor and adjust these programs as necessary. BCBAs are increasingly integral members of school-based teams due to their expertise in behavioral management.

Recent data highlights a sharp increase in student misbehavior, including a 56% rise in classroom disruptions and a 49% increase in rowdiness outside the classroom. According to the U.S. Department of Education's Institute for Education Sciences (IES), over 80% of public schools have reported stunted behavioral and socioemotional development among students due to the COVID-19 pandemic.

In alignment with practices in surrounding school districts and throughout the state of California, the addition of a BCBA is deemed essential for addressing these pressing behavioral issues effectively.

CURRENT CONSIDERATIONS

With the conditional approval of this position on September 13, 2024, the District proposes the following adjustment before advertising the position both internally and externally:

- **Reduction of the proposed work year from 12 months to 11 months.**

The justifications for this adjustment are:

Leading the way as the premier PreK-8th grade school district in Orange County, CA by providing exceptional and innovative experiences where all learners thrive.

1. **Direct Student Services:** The primary focus of this position is to support students during the academic school year.
2. **Programmatic Planning:** Additional planning time is required before the start and after the end of the school year, necessitating more than a 10-month position but not a full 12 months.
3. **Cost Efficiency:** Employing this position for 12 months would not be a prudent use of district funds.

FINANCIAL IMPLICATIONS

The District anticipates an annual saving of approximately \$10,000 by reducing the position from 12 months to 11 months. Furthermore, this position will replace a previous certificated role with a total compensation package of \$166,143.00, resulting in additional cost savings for the District.

RECOMMENDATIONS

Based on an assessment of the need for the newly created Behavior Program Supervisor position by our Student Services department administration, in conjunction with the Human Resources department, it is the recommendation of the Human Resources team to approve the reduction from 12 months to 11 months for the BPS position to improve the District's competitive advantage and ability to support students and staff alike.

Strategic Plan Focus Area 5.2

Establish systems and procedures for human resources including recruitment, hiring, onboarding...

Strategic Plan Focus Area 5.6

Recruit, attract, hire, and retain high quality classified, certificated, and management staff...

TITLE: Behavior Program Supervisor

BASIC FUNCTION:

Under general direction, is responsible for the operation of the District's Behavior Support Program; supervises the activities of assigned personnel; plans and directs behavioral intervention programs for school-aged children; administers a budget and budgeted expenditures. This is a management position.

DISTINGUISHING CHARACTERISTICS

The Behavior Program Supervisor is responsible for directing and supervising the day-to-day operations of the District's behavior support program, including the provision of training and consultation to school site teams and administrators in support of special education students with intensive behavioral needs. The Director, Student Services, has overall responsibility for the District's behavior support program, including the supervision of the District's Autism Program Specialist and the Behavior Program Supervisor. The Executive Director, Student Services, develops and administers program budgets.

ESSENTIAL DUTIES:

Collaborates with school psychologists on the administration and analysis of comprehensive functional behavioral assessments and special circumstance instructional aide assessments.

Collaborates with IEP and/or school site teams to assist in the development of goals and objectives for site-wide or individual student interventions.

Writes effective behavior support and behavior intervention plans.

Ensures effective programming for students by monitoring, observing, analyzing data, and modifying curriculum and instructional strategies based on data analysis.

Monitors supervises, and makes recommendations for modifications to student Behavior Intervention Plans/programs.

Provides consultation and classroom support.

Participates in interviews to select highly qualified employees.

Supervises and evaluates the performance of assigned staff on a regular basis and provides clear, constructive feedback to improve staff effectiveness.

Trains, monitors, and recommends assignments, transfers, terminations, and disciplinary actions for assigned PBIS staff.

JOB DESCRIPTION – BEHAVIOR PROGRAM SUPERVISOR

Page 2

Participates in the scheduling of assignments for Paraeducator Behavior and Instructional Support (PBIS) and other support staff.

Collaborates with SELPA personnel to develop high-quality, evidenced-based programs for students with IEPs.

Effectively presents complex information on behavior, behavioral assessment, and implementation of behavior plans to staff.

Intervenes and models effective behavioral interventions with special education students, district staff, and administrators.

Acts as a resource and helps plan, organize, and provide staff development trainings, parent workshops, and outreach opportunities to ensure staff and families are aware of available interventions and programs to support students' educational access.

Works directly with children and adolescents who have intensive behavioral needs.

Works as part of a multi-disciplinary team.

Maintains strict confidentiality on job-related matters.

Actively participates in department and SELPA meetings.

Communicates effectively and works collaboratively with District and SELPA staff, parents, and community members.

Maintains professional competence through participation in professional development opportunities provided by the District/SELPA and/or in self-selected professional growth activities.

Performs other duties as assigned by Student Services administrators and/or immediate supervisor.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	(1) Reports to and receives direction from the Director, Student Services; (2) Directly supervises and evaluates one or more Paraeducator Behavior and Instructional Support staff;
Internal Contacts:	Continuing contact with children enrolled in PreK through 8th grade, other program staff members, as well as frequent contact with school site and District office personnel at all levels.
External Contacts:	Continuing contact with SELPA staff, parents, some contact with outside agency representatives, and members of the general public.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The rules and regulations, including familiarity with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and IDEA.

Principles of Applied Behavior Analysis (ABA).

Principles of child growth and development.

Appropriate child development practices for special needs children.

Behavior modification and intervention strategies for school-aged children.

Preparation and maintenance of clear and accurate records and reports.

Principles and practices of good supervision and staff development training.

Interpersonal skills, including the use of tact, patience, and courtesy.

Effective communication with students, staff, parents, and the community and the maintenance of confidentiality, in accordance with HIPAA regulations.

ABILITY TO:

Plan, organize, direct, and coordinate a district behavior support program for the optimum growth and development of school-aged children.

Learn quickly and adjust to changing conditions.

Write effectively, prepare and present clear, concise reports.

Motivate and direct the activities of others.

Interpret provisions of law, rules, regulations, and district policies, and communicate them to staff, other agencies, and the general public.

Establish and maintain cooperative and effective working relationships with others contacted in the course of employment.

Travel quickly and safely between school sites and other locations in the performance of assigned duties and responsibilities.

Learn and administer first-aid and CPR procedures.

Work independently and with a minimum of supervision and direction.

Work confidentially and with discretion.

Learn to work effectively in a multi-cultural setting, and be willing to work with special needs children.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit and stand for extended periods of time. The employee must reach and lift up to fifty (50) pounds, and above fifty (50) pounds with assistance. The employee must have fine manual dexterity; speak in audible tones to be heard and understood in normal conversations, meetings, and training sessions; hear and understand speech at normal levels and on the phone. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, lunge, or run. Work conditions may include exposure to fumes, dust, odors, cleaning agents, and chemicals. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Additional Demands: While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with students, staff, parents, community, vendors, and other organization; occasionally required to work in conflict situations.

EDUCATION AND EXPERIENCE:

Education

Any combination equivalent to:

1. Bachelor's degree from an accredited college or university in social/behavioral science or a related field;
- OR**
2. Master's degree in psychology, counseling, behavior analysis, behavior science, human development, social work, rehabilitation or in a related field desirable;

AND

3. Board Certified Behavior Analyst (BCBA) required;

Experience

1. Two years of professional experience working with school-aged children with challenging behaviors in the public school setting is desirable;
2. Training in a variety of methodologies related to working with students with autism and related disorders, including advanced experience with Applied Behavior Analysis (ABA);
3. Experience in the development and implementation of behavioral support programs;

4. Specialized training or coursework in childcare, child behavior, psychology or teaching and related fields desirable;

Bilingual Spanish and/or Vietnamese desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Driver's License and a reliable motor vehicle for personal transportation.

The possession of or the securing of a valid CPR Certificate, or the completion of the Westminster School District training program, within six (6) months of employment in this classification.

PREPARED BY:	Classified Personnel Department	DATE: 08/12/2024
APPROVED BY:	Board of Trustees	DATE: 06/13/2024
APPROVED BY:	Personnel Commission	DATE: TBD



Westminster School District Memorandum

DATE: August 20, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.2—Approve Advanced Step Placement on the salary schedule for an Extended School Program Lead Facilitator.

The advanced step placement recommendation for an Extended School Program Lead Facilitator comes at the request of Mrs. Sylvia Niknami, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 as follows:

1. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class

Ms. Angelina Avila holds a Bachelor of Arts (B.A.) in Human Development and Family Studies from California State University, Long Beach. It is recommended that Ms. Avila initial placement on the salary schedule advance from Step I to Step II based on her education.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Extended School Lead Facilitator 32	\$22.73	\$23.64	\$24.59	\$25.56	\$26.58	\$27.62

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Extended School Program Lead Facilitator.



Westminster School District Memorandum

DATE: August 20, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for a Senior Custodian.

The advanced step placement recommendation for an Extended School Program Lead Facilitator comes at the request of Mrs. Sylvia Niknami, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.

Mr. Derrick Turner comes from Ocean View School District where he has worked as Head Custodian, Lead Evening Custodian, and Night Custodian for the past 10 years. In addition, he has worked as a Building Maintenance Custodial Supervisor for the last 2 years at the Learning Center Child Development Center in Fountain Valley. It is recommended that his initial placement on the salary schedule advance from Step I to Step III based on his experience.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Senior Custodian 78	\$4,621	\$4,807	\$5,000	\$5,199	\$5,405	\$5,618

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Senior Custodian.

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 as 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

Page 2

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:

1. Graduation from high school and 6 units in child development, physical education, recreation, or closely related subjects **and must be 18 years old. 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. **Graduation from HS or GED 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.

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, 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.

CLASSIFICATION STATEMENT -- EXTENDED SCHOOL PROGRAM FACILITATOR

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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 8/20/2024

Human Resources Classified Recruitment Report - Last Updated on 8-8-2024

Vacancy	Qty	Site	Eligibility List	Recruitment Status
Bus Driver	3	Transportation	N	Ongoing recruitment
Community Liaison Worker English	1	Sequoia	N	Testing in progress
Custodian	1	DeMille	Y	Interview in progress
Early Ed Infant Assistant	7	Land	Y	Interview in progress
Early Ed Infant Instructor	2	Land	Y	Interview in progress
Early Ed Asst.	8	Various Sites	Y	Interview in progress
Early Ed Instructor	1	Various Sites	Y	Interview in progress
ESP Facilitator*	43	Various Sites	N	Ongoing recruitment
ESP Lead Facilitator*	2	Various Sites	N	Ongoing recruitment
ESP Site Supervisor*	3	Various Sites	N.	Interview in progress
Expanded Learning Specialist	1	ESP	Y	Interview in progress
Food Service Worker	8	Various Sites	N	Testing in progress
Instructional Technology Assistant	1	Sequoia	N	Testing in progress
Lead FSW	4	Schroeder	N	Testing in progress
Library Media Assistant	1	Eastwood	N	Testing in progress
Paraeducator - 40 hours	2	Various Sites	N	Posted on Edjoin
Paraeducator - 20 hours	8	Various Sites	N	Posted on Edjoin
Paraeducator Instructional Support	4	Various Sites	N	Ongoing recruitment
Paraeducator Behavior	5	Various Sites	Y	Posted on Edjoin
P. E. Assistant	1	Various Sites	N	Testing in progress
Senior Clerk Typist	2	Various Sites	N	Testing in progress
Staff Secretary	2	Various Sites	N	Posted on Edjoin
Supplemental Services Technician	1	Ed Services	N	Interview in progress
Textbook/Instructional Materials Technician	1	Cirriculum & Instruction	N	Testing in progress
Transportation Dispatcher/Scheduler	1	Transportation	N	Interview in progress
Visual and Performing Arts Assist. Elementary	3	Various Sites	N	Testing in progress
Visual and Performing Arts Assist. Middle School	3	Various Sites	N	Testing in progress

ESP Vacancies*	Core Vacancies	Total Vacancies
48	71	119