



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING
January 23, 2025 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:

Carmen Jaramillo, Chair
Mike Ostini, Vice Chair
Gary Pickavet, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Gabriel Purvis, Classified Human Resources Analyst
Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held December 19, 2024

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

8. Communications — None

9. Informational Items**a. Media Releases/Editorials**

There were no media releases from the County Superintendent's Office this month.

b. Legislative Update

The Director, Human Resources explained that Senate Bill 1100 was signed into law by the Governor last September and prohibits driver's license requirements in job postings unless the employer reasonably expects driving to be one of the functions of the job, and alternative transportation would not be comparably efficient in time or cost. The Director stated that she did not expect the law to have a significant impact on SBCEO, which has recently reviewed many job descriptions to clarify driving responsibilities, as part of our participation in the DMV's Employer Pull Notice program.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated February 13, 2025****c. Position Announcements**

- i. Director, Engagement and Support (Dual – Santa Barbara/Santa Maria)
- ii. Teaching Assistant (Dual – Santa Maria)
- iii. Administrative Assistant (Bilingual Required) – (Dual – Santa Maria)
- iv. Program Associate (Bilingual Required) – (Dual – Santa Maria)
- v. Custodian/Maintenance Worker (Dual – Santa Maria)

11. Action Items

a. Ratification of Eligibility Lists

- i. Paraeducator (Open Continuous – South)
- ii. Paraeducator (Open Continuous – North)
- iii. Accounting Assistant (Dual – Santa Barbara)
- iv. Clerical Assistant (Bilingual Required) – (Dual – Santa Maria)
- v. Office Assistant (Dual – Santa Barbara)
- vi. Teaching Assistant (Dual – Santa Maria)

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

b. Extension of Eligibility Lists

In accordance with PC Rule 4451.3, Establishment and Life of Eligibility Lists, the Director, Human Resources recommended the extension of the following open eligibility lists:

- i. Classified Human Resources Analyst, currently set to expire January 30, 2025. Proposed new expiration date: July 30, 2025.
- ii. Human Resources Specialist, currently set to expire February 15, 2025. Proposed new expiration date: August 15, 2025.

This recommendation had the support of the Associate Superintendent, Human Resources.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

c. Classification of Position

- i. The Director, Human Resources recommended establishing a new represented classification of Behavioral Health Practitioner at salary range 97. This recommendation had the support of the Associate Superintendent, Student and Community Services.

The Director noted that this classification will provide social and emotional support to students and children served by SBCEO, rather than instructional support, which means that it is not required to be in the CSEA bargaining unit. However, because incumbents will work with students and children, SBCEO has begun discussion with CSEA about whether it should be in the bargaining unit. The Director stated that CSEA had given their concurrence for SBCEO to present this classification to the Personnel Commission for approval in order to get the classification established so that HR can open a recruitment and the programs can provide these services to students and families.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

d. Job Descriptions — None**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Revision of Merit System Rules – Presented for First Reading****a. 4411 Definitions**

- i. Proposed new definition: Administrative Leave
- ii. Proposed revision: Suspension

13. Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures for the second quarter of the 2024-25 fiscal year, from October 1, 2024 through December 31, 2024, as an information item.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioners Pickavet, Ostini, and Jaramillo had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that the HR team has been doing extensive preparation for the transfer of the preschool Special Education program to Lompoc Unified – drafting employee communications, fielding questions from affected employees, and reviewing our staffing needs.

The Director noted that HR continues to fine-tune the new in-person employee orientation process. She stated that the feedback from participants is what an enjoyable and informative experience it is.

HR is gearing up for the annual Countywide job fairs, which will be held in March this year instead of February. It was also decided to try holding them on weekday evenings instead of Saturday mornings in an effort to boost attendance. So far, five districts have signed up to attend the job fair in the south, and six districts have signed up for the north. The South County event will be Thursday, March 6 in the SBCEO Auditorium; the North County event will be Thursday, March 13 in Shepard Hall at the Santa Maria Public Library. Both events will be held from 4:00-7:00 p.m.

The Director reported that after the PC meeting, she and Tracie Cordero would be attending a meeting hosted by the CDE Awards team regarding this year's Classified School Employee of the Year program.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini reported that he had attended the chapter meeting. He noted that the proposed revisions to the PC Rule definitions and the proposed new classification of Behavioral Health Practitioner had been discussed, and he confirmed CSEA's concurrence with those items.

CLOSED SESSION — None scheduled

ADJOURNMENT

The Director, Human Resources reported that she had researched the question of whether a motion to adjourn was required for PC meetings. She noted that Robert's Rules of Order requires a motion to adjourn. She was not able to find any guidance in the Brown Act as to whether a motion was required. The Director noted that the County Board of Education calls for a motion to adjourn their meetings. Therefore, the preponderance of available evidence suggests that there should be a motion to adjourn Personnel Commission meetings.

There being no further business, there was a motion to adjourn.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:33 p.m. The next regular meeting will be held on Thursday, February 27, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Carmen Jaramillo
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4713 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Jan 18, 2025 through Feb 21, 2025

Position #	Position Information
2747	Paraeducator • Casmalia Preschool 4 • North 35.00 hours per week • 10.00 months 25/26 school year, location may change if classroom in Santa Maria is located
2748	Paraeducator • Casmalia Preschool 4 • North 35.00 hours per week • 10.00 months Bilingual required, 25/26 school year, location may change if classroom in Santa Maria is located

Santa Barbara County Board of Education

Classified Personnel Report

March 13, 2025

Appointments*Limited Term/Substitute*

Lopez, Alma January 30, 2025
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Magallanes, Julia January 20, 2025
 Paraeducator • Special Education • Various Sites
 • Hourly as needed

Probationary

Blaney, Christine February 3, 2025
 Payroll Supervisor • Internal Services • Payroll Administration
 100% • 12 months

Cardenas-Alvarez, Janeth February 12, 2025
 Clerical Assistant • Special Education • Special Education Support Staff North
 100% • 12 months

Frank, Jennifer January 27, 2025
 Office Assistant • Early Care and Education • Early Care and Education - Hope Center
 100% • 12 months

Padilla, Crisol February 18, 2025
 Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 2
 100% • 12 months

Changes*Anniversary Increase*

Aguilera, Jesus February 1, 2025
 Custodian • Internal Services • Operations South 2
 62.5% • 12 months

Anderson, Lisa February 1, 2025
 Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Lompoc
 100% • 12 months

Barajas-Rodriguez, Carolina Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	February 1, 2025
Burquez, Patricia Paraeducator • Special Education • Oak Valley Preschool 87.5% • 10 months	February 1, 2025
Carroll, Jaime Paraeducator • Special Education • Allan Hancock Preschool 1 87.5% • 10 months	February 1, 2025
Flores, Julie Health Advocate - Bilingual • Children and Family Resource Services • Health Linkages - South County 100% • 12 months	February 1, 2025
Garcia, Breanna Accounting Technician • Early Care and Education • Early Care and Education - Hope Center 5 100% • 12 months	February 1, 2025
Gomez Sanchez, Grisel Program Associate • Partners in Education • Partners in Education - Program Services 100% • 12 months	February 1, 2025
Gonzales, Selena Office Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 100% • 12 months	February 1, 2025
Hokedo, Paul Administrative Assistant, Senior • Special Education • Special Education Support Staff North 100% • 12 months	February 1, 2025
Locke, Wilson Benefits and Employee Relations Analyst • Human Resources • Benefits 100% • 12 months	February 1, 2025
Mock, Julie Clerical Assistant • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	February 1, 2025

Pacheco, Maria February 1, 2025
Administrative Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
100% • 12 months

Rodriguez, Alondra February 1, 2025
Office Assistant • Partners in Education • Partners in Education - Program Services
100% • 12 months

Smith, Randy February 1, 2025
Computer/Network Support Supervisor • Information Technology Services • Information Technology Services
100% • 12 months

Taylor, Michael February 1, 2025
Delivery Specialist I • Internal Services • Operations South 2
100% • 12 months

Van Gundy, Samuel February 1, 2025
Senior Software Engineer • Information Technology Services • Information Technology Services
100% • 12 months

Warson, Johnathan February 1, 2025
Accounting Assistant • Internal Services • Fiscal Services - Budgeting
100% • 12 months

Yamasaki, Katherine February 1, 2025
Administrative Assistant • Children's Creative Project • Children's Creative Project
100% • 12 months

Differential - Add

Bradford, Jimmie October 10, 2024
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months
Specialized Health Care

Brown, Sarah October 10, 2024
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months
Specialized Health Care

Carbajal-Esparza, Olivia February 24, 2025
Paraeducator • Special Education • Speech/Language Services, Miller
75% • 10 months
Virtual Therapy Stipend

Out of Classification/Return

Peacock, Kayla February 17, 2025
Human Resources Specialist • Human Resources • Certificated Human Resources Staff
100% • 12 months
From Certificated HR Analyst

Probation to Permanent

Cordero, Marissa February 1, 2025
Accounting Assistant • Internal Services • Accounting - Fiscal Services
100% • 12 months

Grimaldo, Monica February 1, 2025
Manager, Alternative Payment Program • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Konheim, Jay February 1, 2025
Accounting Technician • Internal Services • Fiscal Services - Budgeting
100% • 12 months

Promotion

Coracero, Antonio January 14, 2025
Educational Interpreter, American Sign Language, Waiver • Special Education • Ralph Dunlap School, DHOH
75% • 10 months

Larson, Ariella February 11, 2025
Educational Interpreter, American Sign Language, Certified • Special Education • Orcutt Jr HS, DHOH
75% • 10 months
Passed FIPA (ASL interpreter exam) - Changed position from waiver to certified

Transfer

Hernandez, Ana February 18, 2025
Paraeducator • Special Education • Deaf/Hard-of-Hearing Services
75% • 10 months
From New Horizons Preschool B

Luevanos, Nataly February 18, 2025
Paraeducator • Special Education • Vision Services
75% • 10 months
From New Horizons Preschool A

Torres, Brianda February 18, 2025
Paraeducator • Special Education • Manzanita Charter School (K-3rd)
81.25% • 10 months
From Central Ave. Preschool

Torres, Gloria February 18, 2025
Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th)
81.25% • 10 months
From Central Ave. Preschool

Vargas, Beatriz February 24, 2025
Paraeducator • Special Education • Zaca Preschool
43.75% • 10 months
From Clarence Ruth Preschool

Vargas, Beatriz February 24, 2025
Paraeducator • Special Education • Santa Ynez State Preschool
43.75% • 10 months
From Clarence Ruth Preschool

Separation

Leave Exhaustion

Baro, Jose March 5, 2025
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Resignation

Morin, Catalina June 10, 2025
Teaching Assistant • Juvenile Court and Community Schools • Peter B. FitzGerald Community School
87.5% • 10 months



**Dual Certification Eligibility List
Administrative Assistant (Bilingual)**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	38259840	7/25/25	Eligible	Part-Time	0.875	35 hours/week
2	50035468	7/25/25	Eligible	Part-Time	0.875	35 hours/week
3	23584572	7/25/25	Eligible	Part-Time	0.875	35 hours/week
4	18230635	7/25/25	Eligible	Part-Time	0.875	35 hours/week
5	60712331	7/25/25	Eligible	Part-Time	0.875	35 hours/week

Number of applicants: 30

Number of applicants passed screening: 14

Number of performance/written exam attendees: 13

Number of oral exam attendees: 11



**Dual Certification Eligibility List
Program Associate (Bilingual)**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	49612918	8/15/25	Eligible	Full-Time	1.0	40 hours/week
2	53642805	8/15/25	Eligible	Full-Time	1.0	40 hours/week
3	23561145	8/15/25	Eligible	Full-Time	1.0	40 hours/week
4	14351550	8/15/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 22

Number of applicants passed screening: 13

Number of performance/written exam attendees: 5

Number of oral exam attendees: N/A



Dual Certification Eligibility List
Custodian/Maintenance Worker

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	14078626	8/24/25	Eligible	Full-Time	1.0	40 hours/week
2	42170861	8/24/25	Eligible	Full-Time	1.0	40 hours/week
3	52126052	8/24/25	Eligible	Full-Time	1.0	40 hours/week
4	56545465	8/24/25	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 46

Number of applicants passed screening: 14

Number of performance/written exam attendees: 9

Number of oral exam attendees: 5



Open Continuous Eligibility List
Paraeducator (North)

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Areas Willing to Accept Employment	Date of Hiring Interview
1	57642590	6/28/25	Eligible	Y	Santa Maria, Orcutt	N/A
2	46646068	4/19/25	Eligible	N	Guadalupe, Lompoc, Los Alamos, Santa	10/24/24
3	30446892	6/28/25	Eligible	Y	Santa Maria, Orcutt	5/22/24
4	59982954	5/17/25	Eligible	Y	Santa Maria, Orcutt	N/A
4	60388142	6/28/25	Eligible	N	Santa Maria, Orcutt	N/A
5	54428583	6/29/25	Eligible	Y	Lompoc	N/A
5	54539199	6/29/25	Eligible	N	Lompoc, Santa Maria, Orcutt	N/A
5	59774341	5/1/25	Eligible	N	Lompoc, Santa Maria, Orcutt	11/1/24
6	59848881	5/1/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	10/31/24
6	23739752	5/10/25	Eligible	N	Guadalupe, Los Alamos, Santa Maria, Orcutt	11/14/24
6	36819229	6/29/25	Eligible	Y	Casmalia, Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt, Santa Ynez Valley	N/A
7	60049543	5/10/25	Eligible	N	Santa Ynez Valley	11/14/24

7	56694990	8/14/25	Eligible	Y	Santa Maria, Orcutt, Lompoc, Guadalupe	N/A
8	2435015	6/20/25	Eligible	N	Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt, Santa Yvez Valley	8/14/24
9	22090056	6/29/25	Eligible	Y	Lompoc, Santa Maria, Orcutt	N/A
10	58383936	6/29/25	Eligible	Y	Lompoc, Santa Maria, Orcutt	N/A
11	59918542	4/20/25	Eligible	Y	Santa Maria, Orcutt	10/24/24
12	49850505	5/3/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	11/8/24
13	55160051	5/11/25	Eligible	Y	Lompoc	11/14/24
14	59231782	3/6/25	Eligible	Y	Santa Maria, Orcutt	9/10/24
15	59767221	5/10/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	11/8/24



Open Continuous Eligibility List
Educational Interpreter, ASL Certified/Waiver

Rank	Person ID	Eligible Expiration Date	Status
1	27951171	7/24/25	Hired



Personnel Commission

JOB DESCRIPTION

PARAEDUCATOR

Reports to: Varies by assignment

Division: Varies by assignment

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Interprets individualized education plans and teacher instructions.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives.
- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is absent from the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.

PARAEDUCATOR

- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.
- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.

PARAEDUCATOR

- Special programs available to students.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- working productively and cooperatively with teachers, students, and parents in formal and informal settings,

Ability to:

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in sign language.

Licenses and certificates

- May require a valid First Aid card and/or certification in Crisis Prevention Intervention (CPI).

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

Working conditions

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.



PARAEDUCATOR

Physical abilities

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 64

<i>Approved by the Personnel Commission:</i>	September 27, 2007
<i>Revised:</i>	May 28, 2020
<i>Revised:</i>	April 28, 2022
<i>Revised:</i>	June 30, 2022
<i>Revised:</i>	May 1, 2024 (salary reallocation only)



PARAEDUCATOR – DRAFT

Reports to: Varies by assignment
Division: ~~Varies by assignment~~ Special Education

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- ~~Interprets-Implements~~ individualized education plans ~~and under the direction of the~~ teacher ~~instructions~~.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene such as toileting and diaper changing.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers, ~~and~~ specialists ~~and parents~~ to ~~develop and evaluate~~ provide input on individual and group educational goals and objectives.
- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is ~~absent from~~ not present in the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.

PARAEDUCATOR – DRAFT

- Develops and uses incentives as positive reinforcement.
- Maintains constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Collects and charts data and keeps appropriate records for teachers.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Maintains confidentiality of student information.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma is required.

Some assignments require either (a) at least 48 semester units of college coursework or (b) and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

Knowledge of:

PARAEDUCATOR – DRAFT

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.
- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.
- Special programs available to students.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- working productively and cooperatively with teachers, students, and parents in formal and informal settings,

Ability to:

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in sign language.

Licenses and certificates

- May require a valid CPR and First Aid card and/or certification in Crisis Prevention Intervention (CPI), or similar training.

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.



PARAEDUCATOR – DRAFT

Working conditions

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

Physical abilities

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 64

<i>Approved by the Personnel Commission:</i>	September 27, 2007
<i>Revised:</i>	May 28, 2020
<i>Revised:</i>	April 28, 2022
<i>Revised:</i>	June 30, 2022
<i>Revised:</i>	May 1, 2024 (salary reallocation only)
<i><u>Revised:</u></i>	<u>February 27, 2025 (pending approval by PC)</u>



PARAEDUCATOR

Reports to: Varies by assignment

Division: Special Education

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Assists teachers and staff in providing cognitive, instructional, therapeutic, and/or medical support to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments.

Specific duties and responsibilities

- Provides cognitive, instructional, therapeutic, medical, and/or social instructional assistance to individuals or small groups of students with disabilities.
- Works directly with individuals or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences.
- Implements individualized education plans under the direction of the teacher.
- Assists students during classroom activities, lunch, physical education, while being transported to and from school activities, and all other school activities.
- Feeds students, dispenses medicines, and assists with personal hygiene such as toileting and diaper changing.
- May perform suctioning, oral stimulation, and replenishment of catheterized devices.
- Assists students with development and reinforcement of life skills such as, but not limited to, purchasing and preparing food, negotiating transportation between school and home, work, and community-based services.
- Assists teachers by setting up work areas, and preparing motivational, decorative, and instructional materials.
- Prepares and may develop age-, grade-, and developmentally-appropriate instructional aids and activities to support the curriculum being taught.
- Confers with teachers and specialists to provide input on individual and group educational goals and objectives.
- Assists with implementation of special programs.
- Administers assessment instruments, scores objective tests and written papers, and keeps appropriate records for teachers, including those on computerized student information and grading systems.
- Monitors classroom activities when a teacher is not present in the classroom.
- Accompanies students going from one location to another.
- Observes, monitors, and controls behavior of students within approved procedures.
- Develops and uses incentives as positive reinforcement.

PARAEDUCATOR

- Maintains constant supervision of children.
- Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand and learn from discipline.
- Reports student academic, life skill, and behavior progress and performance to teachers.
- Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum-based measurements.
- Collects and charts data and keeps appropriate records for teachers.
- Confers as needed with teachers, resource staff, and other school staff concerning programs and materials to meet student needs.
- Alerts teacher to any special problems or information concerning students in assigned program.
- Assists program administrative staff with the preparation and presentation of in service training sessions.
- Assists in organizing and participates in meetings to share information about programs available to students.
- Assists students with developing independent travel and mobility skills, community-based vocational training, and preparation for ongoing employment.
- May coordinate services with job coaching or vocational advisors.
- Assures student safety.
- Places students in wheelchairs, standers, wedges and other equipment or devices that enhance mobility.
- Helps or places students onto buses, therapeutic tables, and toilets.
- Assists students by offering proper examples, emotional support, patience, and friendly attitude, without becoming emotionally attached.
- Prepares and maintains a variety of files and records for classroom or assigned program.
- Maintains confidentiality of student information.
- Performs other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma is required.

Some assignments require either (a) at least 48 semester units of college coursework or (b) passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics.

Experience: Six months of work, volunteer, or personal experience providing care or instruction to infants or children, or to children or adults with disabilities, is preferred.

Knowledge of:

- the principles and practices of age-appropriate child development and guidance applicable to special education setting dealing with severe emotional, physical, and learning challenges.

PARAEDUCATOR

- the subjects taught in the County's school districts, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- teaching and instruction methods.
- basic clerical and record-keeping processes.
- Special programs available to students.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- working productively and cooperatively with teachers, students, and parents in formal and informal settings,

Ability to:

- assist teaching staff with implementation of instructional goals and activities, and special needs of students with severe handicaps.
- assess the needs of individual students and develop instructional support techniques and materials to meet those needs.
- interact with teachers, parents, and specialists in order to carry out assigned duties.
- oversee students, administer assignments and tests, and perform general clerical tasks.
- assist students with developing independence and self-help skills.
- make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom-sized groups.
- relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to the special needs of students.

Some positions in this classification may require proficiency in a language other than English or basic competency in sign language.

Licenses and certificates

- May require a valid CPR and First Aid card and/or certification in Crisis Prevention Intervention (CPI), or similar training.

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.



PARAEDUCATOR

Working conditions

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

Physical abilities

Requires the ability to perform indoors in a classroom/laboratory environment engaged in work of a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Series

Instructional

Salary range 64

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<i>Revised:</i>	February 27, 2025 (pending approval by PC)



Personnel Commission

JOB DESCRIPTION

PARAEDUCATOR, BEHAVIORAL INTERVENTION

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of advanced behavioral supports. You work well independently and are also a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Provide specialized assistance to teachers and staff in providing intensive behavioral intervention to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments, in classroom and/or community settings.

Specific duties and responsibilities

- Implement intensive behavioral support and instructions to selected students one-on-one or in small groups.
- Provide support to special education staff by implementing visual, behavioral, social, and or communications strategies that enhance student performance and behavior.
- Support individual students in subject matter throughout the school day; prepare and may develop age- and grade-appropriate instructional aids and exercises to support behavioral intervention and subject matter being taught.
- Participate in consultations with staff on behavioral interventions for students on site and in school settings; may attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between intervention and educational goals.
- Provide input to special education staff on student performance, progress, and behavior.
- Collect and chart behavioral data and keep appropriate records for teachers; maintain confidentiality of student information.
- Develop and use incentives as positive reinforcement; exercise constant supervision of children; assess the need for and use appropriate discipline in accordance with grade level and student's ability to understand discipline.
- May monitor classroom activities during brief absence of a teacher; observe, monitor, and redirect the behavior of students within approved procedures; reinforce positive behavior using behavior modification techniques determined by the teacher.
- Document students' academic and behavioral progress and performance for teachers, using the individualized education plan as a guide; record information in support of assessments and to assist in charting progress toward academic and behavioral goals; share data with teacher and other staff as requested.
- Assist administrative staff with the preparation and presentation of in-service training sessions; assist in organizing, and participate in meetings to share information about behavioral intervention programs.



PARAEDUCATOR, BEHAVIORAL INTERVENTION

- Prepare and maintain a variety of files and records for classroom or assigned program.
- Accompany students from one location to another; assist with loading and unloading of assigned students onto buses or other transportation; assure safety of students, following health and safety rules.
- May dispense medicines and assist students with personal hygiene tasks.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: one year of experience working in a classroom environment that included students with special needs and/or that involved responsibility for implementing positive behavioral supports.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable for an educational setting
- autism spectrum disorder and other developmental disorders and disabilities.
- principles of applied behavior analysis
- subjects taught in schools served by SBCEO, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies.
- teaching and instruction methods
- documentation requirements for special education students and programs
- basic clerical and record-keeping processes.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of behavioral supports
- assess the needs of individual students and develop behavioral support techniques and materials to meet those needs
- work with students who have severe developmental delays and behavior challenges
- apply principles of positive reinforcement, applied behavior analysis, and discrete trial teaching
- manage students' verbal and physical behavior in a constructive manner
- learn instructional methodologies such as, but not limited to, discrete trial teaching



PARAEDUCATOR, BEHAVIORAL INTERVENTION

- interact with teachers, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- demonstrate sensitivity to a diverse population of students and parents
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals.

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

May require a valid first aid card and/or certification in Crisis Prevention Intervention (CPI).

Some positions in this classification may require:

- Valid California Class C Driver’s License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

Working conditions

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations. Requires the ability to perform indoors in an office, classroom, or home environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom/home environs, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis. Requires the ability to work at multiple school sites.

Series

Instructional

Salary range 66

<i>Approved by the Personnel Commission:</i>	August 23, 2007
<i>Revised:</i>	June 30, 2022
<i>Revised:</i>	May 1, 2024 (salary reallocation only)



PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of advanced behavioral supports. You work well independently and are also a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Provide specialized assistance to teachers and staff in providing intensive behavioral intervention to students with varying levels of physical, intellectual, and developmental disabilities, learning disabilities, multiple disabilities, emotional disturbance, and/or severe orthopedic, visual, or hearing impairments, in classroom and/or community settings.

Specific duties and responsibilities

- Implement intensive behavioral support and instructions to selected students one-on-one or in small groups.
- Provide support to special education staff by implementing visual, behavioral, social, and or communications strategies that enhance student performance and behavior.
- Support individual students in subject matter throughout the school day; prepare and may develop age- and grade-appropriate instructional aids and exercises to support behavioral intervention and subject matter being taught.
- Participate in consultations with staff on behavioral interventions for students on site and in school settings; may attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between intervention and educational goals.
- Provide input to special education staff on student performance, progress, and behavior.
- Collect and chart behavioral data and keep appropriate records for teachers; maintain confidentiality of student information.
- Develop and use incentives as positive reinforcement; exercise constant supervision of children; assess the need for and use appropriate discipline in accordance with grade level and student's ability to understand discipline.
- May monitor classroom activities during brief absence of a teacher; observe, monitor, and redirect the behavior of students within approved procedures; reinforce positive behavior using behavior modification techniques determined by the teacher.
- Document students' academic and behavioral progress and performance for teachers, using the individualized education plan as a guide; record information in support of assessments and to assist in charting progress toward academic and behavioral goals; share data with teacher and other staff as requested.
- Assist administrative staff with the preparation and presentation of in-service training sessions; assist in organizing, and participate in meetings to share information about behavioral intervention programs.

PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

- Prepare and maintain a variety of files and records for classroom or assigned program.
- Accompany students from one location to another; assist with loading and unloading of assigned students onto buses or other transportation; assure safety of students, following health and safety rules.
- May dispense medicines and assist students with personal hygiene tasks.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: one year of experience working in a classroom environment that included students with special needs and/or that involved responsibility for implementing positive behavioral supports.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable for an educational setting
- autism spectrum disorder and other developmental disorders and disabilities.
- principles of applied behavior analysis
- subjects taught in schools served by SBCEO, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies.
- teaching and instruction methods
- documentation requirements for special education students and programs
- basic clerical and record-keeping processes.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of behavioral supports
- assess the needs of individual students and develop behavioral support techniques and materials to meet those needs
- work with students who have severe developmental delays and behavior challenges
- apply principles of positive reinforcement, applied behavior analysis, and discrete trial teaching
- manage students' verbal and physical behavior in a constructive manner
- learn instructional methodologies such as, but not limited to, discrete trial teaching



PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

- interact with teachers, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- demonstrate sensitivity to a diverse population of students and parents
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals.

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

May require a valid CPR and First Aid card and/or certification in Crisis Prevention Intervention (CPI), or similar training.

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Series

Instructional

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PARAEDUCATOR, BEHAVIORAL INTERVENTION

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with children and young adults in need of advanced behavioral supports. You work well independently and are also a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

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Specific duties and responsibilities

- Implement intensive behavioral support and instructions to selected students one-on-one or in small groups.
- Provide support to special education staff by implementing visual, behavioral, social, and or communications strategies that enhance student performance and behavior.
- Support individual students in subject matter throughout the school day; prepare and may develop age- and grade-appropriate instructional aids and exercises to support behavioral intervention and subject matter being taught.
- Participate in consultations with staff on behavioral interventions for students on site and in school settings; may attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between intervention and educational goals.
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- Assist administrative staff with the preparation and presentation of in-service training sessions; assist in organizing, and participate in meetings to share information about behavioral intervention programs.

PARAEDUCATOR, BEHAVIORAL INTERVENTION

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- May dispense medicines and assist students with personal hygiene tasks.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

Education: Possession of a high school diploma and passing score on a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam.

Experience: one year of experience working in a classroom environment that included students with special needs and/or that involved responsibility for implementing positive behavioral supports.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable for an educational setting
- autism spectrum disorder and other developmental disorders and disabilities.
- principles of applied behavior analysis
- subjects taught in schools served by SBCEO, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies.
- teaching and instruction methods
- documentation requirements for special education students and programs
- basic clerical and record-keeping processes.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of behavioral supports
- assess the needs of individual students and develop behavioral support techniques and materials to meet those needs
- work with students who have severe developmental delays and behavior challenges
- apply principles of positive reinforcement, applied behavior analysis, and discrete trial teaching
- manage students' verbal and physical behavior in a constructive manner
- learn instructional methodologies such as, but not limited to, discrete trial teaching



PARAEDUCATOR, BEHAVIORAL INTERVENTION

- interact with teachers, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- demonstrate sensitivity to a diverse population of students and parents
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals.

Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

May require a valid CPR and First Aid card and/or certification in Crisis Prevention Intervention (CPI), or similar training.

Some positions in this classification may require:

- Valid California Class C Driver’s License and insurance coverage as required by law.
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Working conditions

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations. Requires the ability to perform indoors in an office, classroom, or home environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom/home environs, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis. Requires the ability to work at multiple school sites.

Series

Instructional

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<i>Revised:</i>	February 27, 2025 (pending approval)

AGENDA ITEM 12 - proposed revision, changes tracked

4400	The Merit System
4410	Definitions and Preliminary Statements
4411	Definitions

The following terms when used in these rules shall have the meaning indicated below unless the context or prevailing law clearly indicates otherwise.

Abandonment of Position

Non-performance of duties and non-appearance by the employee at the worksite without excuse.

Act or the Act

The Act shall mean those sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts or County Offices of Education that have adopted the Merit System. It shall include all of the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6, (commencing with Section 45240 of the Education Code) as well as the Education Code provisions of Title 2, Division 3, Part 25, Chapter 1 and Chapter 5, Articles 1 to 4.

Administrative Leave

An enforced absence of an employee, typically with pay, pending the outcome of an investigation of allegations that have been made against the employee that may lead to disciplinary action.

Allocation

The placement of a class at a particular range on the classified or management salary schedules.

Anniversary Date

The first day of the pay period following successful completion of the probationary period. That month and day (for example, March 1) become the date each year on which eligible employees advance to the next higher step in the salary range for their classification.

Appeal

A request for review by an employee or a recognized employee organization, to have complaints, protests, or points of disagreement heard after which a former decision may or may not be upheld by a hearing officer, the commission, or the superintendent/governing board.

Applicant

A person who has submitted a Santa Barbara County Education Office application to participate or compete in the Office's recruitment process.

Appointing Authority or Power

The County Superintendent of Schools or his/her designee, or the Personnel Commission when referring to Commission employees and positions.

Appointment

The official act by the appointing authority of offering employment to a person and the acceptance thereof.

Assignment

Placement of an appointee in a position. It also refers to the position to which the employee is placed.

Bargaining Unit Member

An employee whose position or class falls within a specified group that is represented in the collective bargaining process by an exclusive representative. Identification of such positions is established by the provision of the Educational Employment Relations Act, Government Code 3540, et seq.

Approved:	September 17, 1975	September 28, 2023
Revised:	April 29, 1982	November 16, 2023
	May 28, 1992	February 22, 2024
	January 23, 2014	February 27, 2025 (pending approval)
	March 23, 2023	

Bumping or Displacement Rights

The right of a permanent employee, under certain conditions, to displace another employee with less seniority in a class.

Candidate

A person who participates or competes in one or more portions of the Office’s recruitment process.

Cause

Those specific activities, behaviors, or events that are listed within these Rules as being subject to disciplinary action.

Certificated Service

Those persons filling positions that require by law the possession of a certificate issued by the California Commission on Teacher Credentialing.

Certification

The Personnel Director’s submission of names of eligibles from an appropriate list to the appointing authority or to the authorized program/department head to make selections.

Class

(Also referred to as Classification) A group of positions sufficiently alike in respect to their duties and responsibilities to justify common treatment in selection, compensation and other employment processes and sufficiently different from positions of other classes to justify different treatment in one or more of these respects. While defined as a group of positions, class may sometimes consist of but one position where no others of the same kind exist in the service.

Classify or Classification

The action of the Personnel Commission approving a position into a Class.

Classified Service

All positions in the Santa Barbara County Education Office’s service to which the Act applies and which are not exempt according to the Act.

Class Description

See Job Description.

Commission

See Personnel Commission.

Complaint

A statement concerning violations or alleged violations of the Personnel Commission Rules. This term does not apply to appeals from disciplinary actions, requests for classification study or salary review.

Continuous Examination

A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted as needed based on the service required.

County Education Office

The Santa Barbara County Education Offices located in Santa Barbara and Santa Maria; may also be referred to as Office.

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C.S.E.A

California School Employees Association. Chapter #817 is the exclusive representative for employees in certain designated classifications as approved by P.E.R.B.

Day

A day in which the County Education Offices are open as reflected in the central office calendar.

Demotion

A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower range on the salary schedules.

Differential or Differential Pay

A salary allowance in addition to the basic salary rate or schedule, based upon additional skills, responsibilities, qualifications, or specifically scheduled working hours.

Director

The Director, Human Resources. The Director, Human Resources is appointed by the Personnel Commission to act as its designated representative in administering and monitoring the application of the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission.

Discharge or Dismissal

Involuntary separation from the classified service for cause.

Dual Certification

Certification, in specified cases, from an open eligibility list and a promotional eligibility list, in accordance with the examination scores attained by the candidates.

Eligible

A person whose name appears on an eligibility list and who is legally qualified to be appointed.

Eligibility List

A rank ordered list of the names of persons who have qualified for possible employment in a competitive examination process.

Emergency Appointment

An appointment for a period not to exceed 15 working days to prevent stoppage of public business when persons on eligibility lists are not immediately available (Education Code Section 45290).

Employee

A person who is legally an incumbent of a position or one who is on authorized leave of absence.

Employment List

A list of names from which certification(s) may be made. Includes eligibility lists, reemployment lists, and lists of persons who wish to transfer, demote, be reinstated after resignation, be reemployed after layoff, or be restored after voluntary demotion or reduction to limited-term status.

Employment Status

The condition of an employee's present appointment indicating the degree of permanency with the Santa Barbara County Education Office.

Examination

The process of evaluating the fitness and qualifications of applicants.

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Exempt Classified

Refers to those positions and employees exempt from the regular classified service as provided in the law. May also refer to types of classes or positions exempt from overtime provisions, e.g. supervisory, administrative, or executive (Education Code 45130).

Fiscal Year

July 1st of one calendar year through June 30th of the following calendar year.

Governing Board

The Santa Barbara County Board of Education.

Hearing

A formal review of evidence, in the presence of the parties involved, in connection with a disciplinary action affecting an employee and concerning an appeal that the employee, employee representative, or a bargaining unit representative has filed.

Hearing Officer

A qualified person appointed to hear and make recommendations on appeals of disciplinary actions.

Hire Date

Date of original or most recent employment with the Office.

Incumbent

An employee assigned to a particular position within a class.

Industrial Accident or Illness Leave

Absence because of injury or illness that arose out of and in the course of employment.

Job Analysis

A personnel job evaluation technique by which an analyst or designated party uses various combinations of resources not limited to job audit questionnaires, personal interviews, work site observations, and conversations, to collect data on the duties, tasks, and responsibilities of a position.

Job Description

(Also referred to as Class Description or Class Specification) A written description, approved by the Personnel Commission, containing a general description, specific duties and responsibilities, working conditions, and the qualification requirements for employment in a classification.

Job Interest Card

A documented record stating interest by an individual in a certain Classification. These documents are kept on file in the Human Resources Department and used to notify interested individuals of vacancies.

Job Series

A number of classes closely related in duties and responsibilities and arranged in hierarchical order to indicate occupational levels.

Layoff

Separation from a regular position because of lack of work and/or lack of funds. A layoff includes any reduction in hours or workdays of employment, or voluntary demotion in order to avoid interruption of employment.

Leave of Absence

An approved absence from duty, with or without pay, for a specified and approved period of time.

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Limited Term (Also Short-Term)

A term used in the Education Code to designate employment for periods not to exceed six months or employment of a temporary employee during the authorized absence of a permanent employee. Limited term employees are exempt from the classified service (Education Code 45286).

Limited Term Employee (Also Short-Term Employee)

An employee who is serving as a substitute for an absent employee or in a position established for a period of six months or less.

Longevity Increment

An amount added to the base salary for employees who have completed a specified number of years of service with the Santa Barbara County Education Office.

Management Employee

An employee in a classification designated as management under the provisions and stipulations of Government Code 3540.1 and by the nature of the assigned duties.

Management Salary Schedule

The salary schedule for classified management employees, who are excluded from the provisions of the collective bargaining law.

Merging

The act of combining two or more eligibility lists, which were established not more than one year apart, in the rank order of the scores of the eligibles.

Merit System

A personnel system in which merit and fitness determines an individual's selection, progress, and retention in the classified service.

Open Competitive Examination

Employment examination in which all persons meeting the minimum qualifications for employment may compete.

Overtime

Hours worked by overtime-eligible employees in any of the following circumstances: in excess of eight hours in a workday; in excess of 40 hours in a workweek; on the sixth or seventh day following the commencement of the workweek for employees having an average workday of four hours or more; on the seventh day following the commencement of the workweek by an employee having an average workday of less than four hours; or on a holiday, as defined in these Rules.

P.E.R.B

Public Employment Relations Board.

P.E.R.S

Public Employee Retirement System in California, or CalPERS.

Performance Evaluation

A formal written document of the quantity and quality of the work performed by a person employed in the County Education Office's classified service.

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Permanent Employee

In reference to the Santa Barbara County Education Office employment status, an employee who has been hired and completed an initial probationary period of 130 days of paid status in a permanent position in a classification of the classified service; one year for positions designated as management. In reference to employment status in a specific class, an employee who has completed a probationary period for that class, or who entered the class by transfer, demotion, reinstatement, or reemployment without the requirement serving a probationary period.

Permanent Position

A position established for a continuing or indefinite period of time in excess of six months.

Personnel Commission

A three-member commission established pursuant to the requirements of the Merit System Act to administer the Merit System in the Office.

Personnel Commission Rules

Rules found herein that include procedures to be followed as they pertain to the classified service regarding all matters within the jurisdiction of the Personnel Commission in order to carry out the provisions and purposes of the Merit System (commencing with Education Code Section 45240).

Personnel Commission Staff

Those persons appointed by the Director, Human Resources, and the Personnel Commission to carry out the day-to-day operations of the Personnel Commission.

Personnel Director

The Director, Human Resources fulfills the duties and responsibilities ascribed to the personnel director in the Act. See Act. See Director.

Position

A job identified as part of an approved Classification that includes a combination of duties and responsibilities assigned by the appointing authority requiring the full-time or part-time employment of one person on a permanent or limited-term basis.

Position Classification

The process of categorizing jobs by occupational group, series, class, and salary level, according to similarities and differences in duties, responsibilities and qualification requirements.

Probationary Employee

An employee serving the probationary period of 130 days in paid status in a permanent position following appointment from an eligibility list established by the Personnel Commission.

Probationary Period

The trial period, as established by the Personnel Commission pursuant to Education Code Section 45301, immediately following an original or promotional appointment to a permanent position from an eligibility list. The probationary period is 130 days of paid regular classified service or one year for positions designated as management.

Professional Expert

A person employed by the County Education Office in a professional capacity for a specific limited -term project. Such persons are excluded from the classified service.

Professional Growth Award

An amount of money added to the base salary based on approved and documented professional growth activities related to the employee’s job classification and overall employment growth in the Office.

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Promotion

A change in the assignment of an employee from a position in one class to a position in another class at a higher maximum salary range.

Promotional Examination

An examination for a higher classification that is limited to qualified permanent employees of the Office.

Promotional List

An eligibility list resulting from a promotional examination limited to qualified permanent employees of the Office.

Provisional Appointment

A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 workdays except in specified circumstances (Education Code Sections 45287, 45288 and 45289).

Provisional Employee

A person employed under a provisional appointment.

Public Notice

Announcements of examinations, meetings, hearings, and other actions of the Personnel Commission or Human Resources Department on bulletin boards and through other appropriate channels of distribution.

Reallocation

The assignment of a classification from one salary range to another salary range, not connected with a reclassification.

Reassignment

Involuntary change of an employee’s work location and/or program or department, initiated by the County Education Office. Reassignments may not result in changes to the employee’s salary range, full time equivalency (FTE), anniversary date, or leave balances.

Reclassification

The assignment of a position, whether filled or vacant, from one classification to another, because of a significant change in duties or responsibilities. An incumbent may be reclassified along with a position. Reclassification may or may not result in a change in salary range.

Reemployment

Reappointment to duty of a former employee who was laid off.

Reemployment List

A list of names, in rank order of seniority, of persons who have separated from permanent positions because of layoff off from permanent positions by reason of a lack of work and/or lack of funds, abolishment or reclassification of positions, exhaustion of illness or accident leave privileges, or other reasons specified in the Rules and Regulations of the Personnel Commission. These individuals are eligible for reemployment without examination in their former class or classes within a period of 39 or 63 months depending on the circumstances of the layoff following the date of layoff. These individuals may also have rights to new classifications for which they apply and qualify while on the reemployment list over all outside applicants. (Education Code Sections 45192, 45195, 45298 and 45308; Tucker vs. Grossmont Union High School District 2008).

Regular Appointment

An appointment made from an eligibility list to fill a regular full-time or part-time position vacancy.

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Regular Employee

An employee who has probationary or permanent status with the Office.

Regular Status

Probationary or permanent status with the Office.

Reinstatement

Reappointment at the discretion of the appointing authority, within 39 months after resignation, in regular or limited-term status, without examination, to a position in the employee’s former class or related lower class if qualified; return to duty or specified status of an employee by order of the Personnel Commission following appeal of an administrative action.

Related Class

Another job class that has similar duties, responsibilities and qualifications for employment. For example, Clerical Assistant I, Clerical Assistant II and Clerical Assistant III are related classes.

Resignation

A voluntary statement in writing from an employee requesting to be terminated from employment.

Restoration

The reinstatement to duty of an employee or former employee with all of the rights, benefits, and burdens held prior to the break in service. This term includes reemployment as well as reinstatement following demotion or dismissal when the Personnel Commission sustains an appeal.

Rule of Three

The scope of choice available to the appointing authority or power for making their selections from an eligibility list. Specifically, it refers to selection from the first three ranks of eligibles who are ready, willing, and able to accept appointment to a specific position.

Salary Range

The minimum, maximum and any intermediate pay rates authorized for a given class of employment.

Salary Rate

A specific amount of money paid for a specified period of service. For example, dollars per hour or month.

Salary Schedule

The complete list of salary ranges, steps and rates for all classes in the classified service.

Salary Step

A specific salary rate within a salary range, usually designated by letter or numeral. For example, C -Step, Step 2, etc. (Note: The salary range applicable to a class may change without affecting the step placement rights of employees.)

Senior Management

Positions designated by the Superintendent/County Board of Education that meet the requirements of Section 45108.5 of the Education Code.

Seniority

Status determined by date of hire in a job classification plus any higher job classifications.

Separation

Leaving employment of the Santa Barbara County Education Office. Includes but is not limited to resignation, dismissal, layoff, retirement, and leave exhaustion.

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Series

(Sometimes referred to as Job Series or Related Class) A number of groups of classes closely related in an occupational hierarchy and arranged in a list in order to indicate occupational levels in each group.

Status

A document issued whenever a change occurs which may include but is not limited to probationary or permanent employment, salary range and step, current assignment, work shift, longevity, and differentials.

Step Advancement

Movement to the next higher step in the salary range for the employee’s classification (see also Anniversary Date).

Substitute Employee

An employee occupying a permanent position during the absence of the incumbent or when the position is vacant. Substitute employees are exempt from the classified service.

Suspension

~~An A disciplinary action involving the enforced absence of an employee with or without pay pending the outcome of an investigation of allegations that have been filed against an employee that may lead to disciplinary action.~~

Teleconference

A meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

Temporary

Employment on a basis other than permanent or probationary. For example, in limited-term or provisional status. Temporary employees are exempt from the classified service.

Transfer

Voluntary change of work location and/or program or department to another position in the employee’s classification, initiated by the employee.

Voluntary Demotion

A demotion requested by an employee in order to retain employment when layoff from the employee’s positions is imminent or for other reasons, where the action is voluntary on the part of the employee.

Waiver

The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list to a certified eligibility list with one or more position locations, or for a specified period of time not to exceed the duration of the eligibility list.

Y-Rating

Retention of an employee’s salary range and step when reclassification or reallocation results in the maximum step of the new salary range being lower than the employee’s current step. The retention of the higher salary range and step may occur until such time as there is a step(s) in the salary range to which the employee’s classification is assigned that is equal to or higher than the employee’s retained range and step. During the period that an employee’s salary placement is Y-rated, the employee is ineligible for annual salary step increases and salary schedule increases. Y-rating is not the same as placement of an employee at step Y in a range on the classified salary schedule.

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