



## HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Special Board Meeting

July 13, 2023

### Board of Trustees

Kevin Grizzle, President

Jared Garewal, Clerk

Ben Abatti Jr., Member

Julie Duarte, Member

Matt Hester, Member

### Superintendent

Celso Ruiz

### Assistant Superintendent

John Paul Wells

# Holtville

where tradition meets vision



**SPECIAL MEETING  
of the  
BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT**

Thursday, July 13, 2023

CLOSED SESSION 3:00 P.M., OPEN SESSION IMMEDIATELY FOLLOWING

Holtville Unified School District, Board Room, 621 East Sixth Street, Holtville, CA. 92250

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to Trustees after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the Superintendent located at 621 E. Sixth Street, Holtville, Ca. 92250

Members of the public who require disability accommodation in order to participate in the meeting should contact the Superintendent at (760)356-2974, or in writing, at least 24 hours prior to the meeting. (Government Code section 54954.2).

**1. PRELIMINARY**

Call to Order

Flag Salute

Roll Call

Present      Absent

Kevin Grizzle, President

\_\_\_\_\_

Jared Garewal, Clerk

\_\_\_\_\_

Ben Abatti Jr., Member

\_\_\_\_\_

Julie Duarte, Member

\_\_\_\_\_

Matt Hester, Member

\_\_\_\_\_

**2. MODIFICATIONS OF THE ORDER OF THE AGENDA, IF ANY.**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_ Nays: \_\_\_\_ Vote: \_\_ - \_\_

**3. STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE  
CLOSED SESSION AGENDA.**

At this time, members of the public may address the Board only as to items on the closed session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes.

**4. CLOSED SESSION**

A) Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release

**5. REPORTABLE CLOSED SESSION ACTIONS:**

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
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**6. PUBLIC COMMENT ON ITEMS ON THE OPEN SESSION AGENDA AND ON NON AGENDA ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD.** *At this time, members of the public may address the Board only as to items on the open session agenda or items within the subject matter jurisdiction of the Board. Public comment will not be taken during the Board's consideration of an item on the open session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. 1) The Board may acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda*

**7. CONSENT AGENDA**

*All matters on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. The Superintendent and staff recommend approval of all Consent Agenda items.*

**A. GENERAL FUNCTION**

1) *Adoption of Minutes: July 5, 2023* Pgs. 2-3  
(Supplemental Information)

**B. FINANCE AND BUSINESS**

1) *Warrant Orders week beginning 7/6/23 to week ending 7/6/23* Pgs. 5-6  
(Supplemental Information)

**C. PERSONNEL SERVICES**

1) *Certificated Employment* Pg. 8  
2) *Classified Employment* Pg. 9  
3) *Rescind Offer of Employment* Pg. 10

**D. GENERAL BUSINESS**

1) *Scope of Work and Quote Boese Consulting FPM Success Services for Holtville Unified School District* Pgs. 12-14  
2) *Counselor-Career & Technical Education job description update* Pgs. 15-16  
3) *Intervention Teacher job description update* Pgs. 17-18

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_ Nays: \_\_\_ Vote: \_\_\_ - \_\_\_*

**8. ACTION/DISCUSSION ITEMS**

*The Board is asked to approve the following items:*

**A) Approval to allow Joanna Ruiz to teach Multiple Subjects grades TK-5 at Finley Elementary School on a Provisional Internship Permit (PIP) for the 2023/24 school year** (Mr. Ruiz)

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_*

**B) Approve 2023-24 Classified Management/Classified Confidential Salary Schedules** (Mr. Ruiz)

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_*

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
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**9. FUTURE BOARD MEETING DATE**

*Monday, July 17, 2023 is the next Regular Board Meeting*

*Friday, August 4, 2023 is the next Special Board Meeting*

**10. ADJOURNMENT**

**MISSION STATEMENT**

The Mission of the Holtville Unified School District is to ensure a standards-based curriculum that promotes excellence in academic, social and emotional growth for every student through the establishment of strong parent/school/community partnerships in a stable and safe learning environment.

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***MINUTES***

**Holtville Unified School District  
Special Board Meeting  
Minutes – July 5, 2023**

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The Board of Trustees of the Holtville Unified School District met in a Special Session on July 5, 2023, at the Holtville Unified School District Board Room 621 E 6<sup>th</sup> Street, Holtville, California. The meeting was called to order at 3:00 p.m. by the Presiding Chairman.

**MEMBERS PRESENT:** Kevin Grizzle, President; Jared Garewal, Clerk; Julie Duarte, Member; Matt Hester, Member; Celso Ruiz, Superintendent; John Paul Wells, Assistant Superintendent.

**MEMBERS ABSENT:** Ben Abatti Jr., Member

**MODIFICATION OF THE AGENDA:** None

**STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AGENDA.** None

**CLOSED SESSION**

- A) Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release

**REPORT OF CLOSED SESSION In:** 3:05 p.m. **Out:** 4:17 p.m.  
Nothing to report.

**ORAL COMMUNICATION FROM THE PUBLIC ON NON AGENDA ITEMS AND/OR ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD.** Nothing

**CONSENT AGENDA  
GENERAL FUNCTIONS**

Moved by Trustee Hester, Seconded by Trustee Duarte to approve the following consent agenda items as follows: **GENERAL FUNCTION** – Adoption of Minutes: June 20, 2023 & June 22, 2023. **FINANCE AND BUSINESS** – Warrant orders week beginning 6/22/23 to week ending 6/29/23. **PERSONNEL SERVICES** – Certificated Employment of Joanna Ruiz, 3<sup>rd</sup> Grade Teacher (Finley); Reyna Camacho, TK Teacher (Finley); Kaci Mange, Kinder Teacher (Finley); Anatheresa Diaz, 1<sup>st</sup> Grade Teacher (Finley); Luz De Carmen Buenrostro, 1<sup>st</sup> Grade Teacher (Finley); Nadia Ontiveros, 1<sup>st</sup> Grade Teacher (Finley); Renato Montano, PE Teacher (HMS); Yaremy Macias, 6<sup>th</sup> Grade Teacher (HMS); Viviana Gonzalez, 6<sup>th</sup> Grade Teacher (HMS); Juan Carlos Nevarez, SpEd Teacher (HMS); Stephanie DeLeon, Science Teacher (HHS); Manuel Arredondo, Math Teacher (HHS); Clarissa Cota, English/ELD Teacher (HHS). Summer School Employment of Amanda Valenzuela, Health Clerk (ELOP); Yvette Claverie, Teacher (Migrant); Veronica Estrada, Tutor (ASES). Classified Employment of Monica Hiraes Martinez, SpEd Paraprofessional (Pine); Laura Flores, Proctor (HHS); Antonio Reyes, Paraprofessional (HHS); Danielle Mauldin, Paraprofessional (Pine). Classified Management/Confidential Resignation of

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**GENERAL FUNCTIONS continued**

Kacie Mange, ELOP Coordinator (Pine). Extra Duty Assignments of Karla Larios, Technology Support Technician (District); Karen Arollins, Technology Support Technician (District). Certificated Leave of Yurii Camacho, Teacher (Finley) 8/15/23-6/7/23. Certificated resignation of Griselda Gallegos, Teacher (Finley) 6/9/23. **GENERAL BUSINESS** – Agreement to Prepare Developer Fee Justification Study for HUSD. Sub-Rental Agreement on Turf Tank One autonomous line marking robot. 2023-24 Agricultural Career Technical Education Incentive Grant. All approved by unanimous votes, Ayes: 4, Nays: 0. Vote: 4-0.

**ACTION/DISCUSSION ITEMS**

Moved by Trustee Duarte, Seconded by Trustee Garewal to approve Yvonne Castro to teach Band at Holtville High School, grades 9<sup>th</sup> – 12<sup>th</sup> under Ed Code 44258.3 for the 2023/24 school year. Passed by unanimous votes Ayes: 4, Nays: 0.

**FUTURE BOARD MEETING DATE**

Regular Board Meeting: Monday, July 17, 2023  
Special Board Meeting: Friday, August 4, 2023

**ADJOURNMENT**

The meeting adjourned at 4:20 p.m.

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**Jared Garewal, Clerk  
Holtville Unified School District  
Board of Trustees**

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***WARRANTS***



Register 000251 - 07/06/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000251, Dated 07/06/2023

24231580	141.11	Printed	010		A T & T (000008/1)
24231581	947.70	Printed	130		CDE CASHIERS OFFICE (000095/1)
24231582	748.88	Printed	010		COSTCO (000110/1)
24231583	89.20	Printed	010		Daniela Jimenez (001122/1)
24231584	168.06	Printed	010		DEL SOL MARKET (000125/1)
24231585	335.83	Printed	130		DOMINOS PIZZA (000142/2)
24231586	11,192.50	Printed	010		HOLTVILLE UNIFIED FOOD SERVICE (000201/1)
24231587	532.03	Printed	010		Music & Arts (000489/2)
24231588	185.56	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/3)
24231589	1,104.19	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24231590	99.31	Printed	010		UNFIRST CORPORATION (000727/2)
24231591	80.04	Printed	010		Velazquez, Gerardo (000795/1)
24231592	304.08	Printed	010		Verizon Wireless Services LLC (000422/1)

15,928.49

Number of Items

13 Totals for Register 000251

5

Org Summary

Holtville Unified School District

Check # 24231580 through 24231592 Total Count 13 \$15,928.49

9

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***PERSONNEL***

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CERTIFICATED EMPLOYMENT  
**DATE:** JULY 13, 2023

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The Board is requested to approve the following Certificated Employment for the 2023/24 SY:

- |                     |                   |          |
|---------------------|-------------------|----------|
| 1. Kaylin Mamer     | Speech & Language | District |
| 2. Ruben Macias     | CTE Counselor     | HHS      |
| 3. Jeanette Narvaez | School Nurse      | District |
| 4. Marina Ramirez   | Counselor         | District |
| 5. Veronica Mena    | Counselor         | District |

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CLASSIFIED EMPLOYMENT FOR 2023/24  
**DATE:** JULY 13, 2023

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The Board is requested to approve the following Classified Employment:

1. Alejandra Quezada Pasillas                      Paraprofessional                      Finley

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** RESCIND OFFER OF EMPLOYMENT  
**DATE:** JULY 13, 2023

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The Board is requested to accept the following:

- 1) Stephanie De Leon      Rescind offer of employment as Science Teacher      HHS

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
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***GENERAL BUSINESS***



**Scope of Work and Quote**  
**Boese Consulting FPM Success Services**  
**For Holtville Unified School District**

Dr. Larry Boese of Boese Consulting (hereinafter referred to as Dr. Boese) will provide Holtville Unified School District (hereinafter referred to as the District) the following consulting services related the District’s On-Site Federal Program Monitoring (FPM) Review scheduled for May 8-10, 2024.

**Assistance with the following programs included in the District’s On-Site FPM Review:**

- ✓ Compensatory Education (CE), Title I, Part A
- ✓ English Learners (EL), Title III, Part A and State requirements
- ✓ Expanded Learning Program (EXLP) (Before & After School Programs)
- ✓ Physical Education (PE)
- ✓ School Support and Improvement (SSI)
- ✓ Student Support and Academic Enrichment (Title IV, Part A)

**[Optional] FPM Success™ Pre-Review Hands-On Workshop to Be Provided On-Site (or Online) (Date To Be Determined(TBD)) which will cover:**

- *Identification of relevant documents* to address Program Instrument Item-related Evidence Requests (ERs) for all programs in the District’s FPM review, to include:
  - **FPM Evidence Request Detail spreadsheets** for all reviewed programs listed above, organized by Program Instrument Items and Sub-items
  - **Key Documents List** for all reviewed programs
- Review and discussion of the FPM Evidence Request Detail spreadsheets and Key Documents List with district and school staff responsible for providing and uploading evidence documents to Program ERs in the California Monitoring Tool (CMT) for each of the reviewed programs
- *Content review of selected key evidence documents* with district and school staff to determine if they address all legal requirements stated in Program Instruments and Items (selected key documents to be agreed upon by District and Dr. Boese in advance of the Workshop)
- *Determining if systems, procedures, or practices need to be established* by the District or schools selected for each reviewed program to address legal requirements.

*If selected as on Option, Dr. Boese will lead the FPM Pre-Review Hands-On Workshop, including use of the FPM Evidence Request Detail spreadsheets and Key Documents List.*



**Additional FPM Success™ Pre-Review Services - in advance of the 30-day deadline for submitting FPM evidence documents in the California Monitoring Tool (CMT)**

Including the assistance with the following from [Date TBD] to April 8, 2024:

- *Identification of relevant documents* to address all Instrument Item-related Evidence Requests (ERs) for all programs included in the District’s FPM review, to include:
  - Ongoing support through email exchanges, conference calls, and/or Online sessions (Zoom, etc.) to clarify ambiguous ERs and documents to address them
  - Access to the District’s CMT at the Reviewer level
- *Content review of collected documents to determine if they address all legal requirements* stated in all Program Instruments and Items, including:
  - Initial review of documents sent as email attachments
  - Feedback on documents uploaded to the district’s CMT and linked to Draft ERs before Certification
- *Developing or revising documents* as needed to address all legal requirements contained in Program Instrument items
- *Providing sample documents* as needed to address all legal requirements contained in Program Instrument items

**As needed:**

- *Assistance with determining if systems, procedures, or practices need to be established* by the District or schools selected for each reviewed program to address legal requirements
- *Assistance with stablishing, implementing, and documenting* needed systems, procedures, or practices

**FPM Success™ Lead-Up to Review Services – from the 30-day deadline to the start of the On-site FPM Review**

Including assistance with the following from March 24 to April 24, 2023:

- *All services listed under Pre-Review Services that are still needed*
- *Responding to comments posted to CMT by FPM Program Reviewers* requesting
  - additional documents needed, and
  - clarification or revision of previously uploaded documents
- *Responding to reviewer comments regarding the implementation of required systems, procedures, or practices or adequate records of their implementation; and*
- *Any scheduled conference calls* to seek clarification on legal requirements of program instrument items, based on comments posted by CDE Program Reviewers

**FPM Success™ During-Review Services – from first to last day of Scheduled FPM Review**

Including assistance with the following, May 8-10, 2024:

- Ensuring that the District has responded or will respond to all comments posted by FPM program reviewers regarding instrument items needing more evidence;
- Prioritizing items needing more evidence or clarification that can be addressed before the deadline for uploading additional documents to CMT;
- Revising documents as needed to address all relevant item requirements; and
- Implementing and/or adequately documenting legally required procedures and practices for reviewed programs that can be accomplished before the deadline for uploading additional documents to CMT.

Dr. Boese will provide the above FPM Success™ Pre-Review, Lead-Up to Review, and During-Review Consulting services to the District, including a Pre-Review Hands-On Workshop (if selected as an Option), not to exceed 60 hours of time-on-task work, for a fee of \$9,000, and an additional fee of \$1,000 for any Travel/Per-Diem Expenses. These consulting services will be provided in coordination with District administrators and staff assigned to its FPM review through:

- Ongoing Online communications by email,
- Conference calls and/or Zoom sessions on a periodic, as-needed basis,
- Access to the District's CMT, and
- On-site work at the District, as applicable and needed, throughout the contract period *(fees will only be charged for documented travel and per-diem expenses).*

*Note: If additional consulting services are needed beyond 60 hours of time-on-task work, additional time may be agreed up by both parties, at a rate of \$150.00 per hour.*

If this Scope of Work and Quote for \$10,000.00 for FPM Success consulting services, as described above, is agreeable to the District, please draw up a Consulting Agreement Contract for our mutual signing. (I have a model Consulting Agreement form if one is needed.) *If there is a need to negotiate any of the above terms, please let me know as soon as possible.*

Sincerely,

Larry Boese, Ph.D.  
Boese Consulting  
[lboese@boeseconsulting.com](mailto:lboese@boeseconsulting.com)  
(916) 690-6054

**Holtville Unified School District  
Counselor - Career and Technical Education (CTE)**

**DEFINITION:**

Under the direct supervision of the superintendent/designee, the Career and Technical Education (CTE) counselor has the chief responsibility to formulate and administer a comprehensive program of Career and Technical Education. This includes working collaboratively with administrators, student services personnel, and teachers to ensure the delivery of career development services. The CTE counselor is also to facilitate linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment.

**DUTIES and RESPONSIBILITIES:**

- Work with school site counselors to ensure all students have completed a career interest and exit survey that is revisited on a regular basis.
- Recruit students for available CTE programs.
- Train counselors and teachers in Standards for Career Ready Practices
- Collaborate with CTE instructors on the 11 High Elements of a High Quality CTE Program
- Arrange and direct professional development opportunities for CTE teachers.
- Monitor present course offerings for applicability to future job markets and build CTE programs of study.
- Assist in the recruitment and screening of CTE personnel.
- Market CTE programs and partnerships.
- Maintain regular and prompt attendance in the work place.
- Assist with placing students in work based learning.
- Management of Perkins, Ag Incentive Grant, CTEIG, Middle School Foundations and SWF dollars, requests and spending.
- Complete registrations and planning for all contests, trips, and conventions related to CTE (i.e. Skills USA, Ag Contest, and Dual Articulations)
- Complete department students rosters yearly by October 15<sup>th</sup>.
- Coordinate elementary CTE days.
- Plan and chaperone students on CTE related trips.
- Complete/arrange department shopping and materials pick up as needed.
- Processing of CTE requisitions and purchase orders.
- Work with chapter officers on National Chapter Award, website development, and STAR award applications. Assist with development of student state degree, proficiency, and American degree applications.
- Assist with transportation and management of student fair projects.
- Assist with student CTE related scholarships.
- Complete facilities requests and banquet reservations (Tables, chairs, linens) for all CTE banquets.
- Update program records and entries in the Agriculture Experience Tracker.
- Develop and promote articulations with local colleges for CTE courses.
- Order, distribute and maintain records of student banquet materials (sashes, cords, pins, and degrees).
- Proctor certification exams specific to CTE pathways.
- Submit department work orders.
- Maintain student records and permission slips.
- Perform other duties as assigned

### **Additional Duties and Responsibilities:**

- Provide information regarding graduation requirements, academic distinction, college entrance requirements, financial aid, occupational skill requirements, and help students select appropriate programs of studies.
- Selects, schedules, and assists personnel in providing services designed to meet students' individual needs.
- Assist students in preparing for college and career
- Collaborate with partners such as IVROP, CALSOAP, IVC, Upward Bound, etc.
- Participate in orientation programs for incoming 9th grade students
- Attends and participates in IEP, SST, and other required meetings and/or conferences.
- Reinforces student behavior appropriate to the school environment by utilizing guidance techniques.
- Assist students in planning for the college admission process
- Assist the principal in the coordination of the school's group testing program.
- Counsels pupils on matters relating to attendance problems and seeks aid of parents of other agencies in finding solutions to these problems.
- Assist with master scheduling on campus
- Assist students as they transition from one grade level to another
- Assist in accomplishing campus, department, and district goals

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE AND SKILLS REQUIRED**

- Must have the skills to communicate with individuals from diverse educational and cultural backgrounds. Must have knowledge of the Career and Technical Education (GTE) courses and the role of the GTE program in a school district and community. Knowledge of principles and practices implementing programs and multiple pathways.

#### **ABILITIES AND PHYSICAL ABILITIES:**

- Communicate effectively with administrators, teachers, community members, and parents, both orally and in writing. Gather and analyze data and prepare clear, concise reports. Demonstrate the use of strong organizational and leadership skills. Must be able to work independently with little supervision.
- The employee in this position must be able to enter data into a computer and operate standard office equipment for extended periods of time. Position must be able to see and read a computer screen and printed matter with or without visual aids; ability to hear and understand in person and on telephone; and sufficient body movement and mobility to drive an automobile when required.

#### **EDUCATION:**

Appropriate PPS Counseling Credential  
High School experience  
California Drivers License

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
**Certificated Job Description**  
**Intervention Teacher**

**GENERAL JOB PURPOSE STATEMENT**

Under the general direction of the Superintendent and/or administrative designee, assumes delegated responsibility for the coordination and implementation of direct supplemental services to students, including English Language Learner (ELL) students. Apply their curricular expertise in the core curricular areas, English Language Development (ELD), and/or bilingual education and to provide intervention instruction to students in need of academic support, including English Learners, and other struggling students, and to work with district level teams to plan and implement an effective intervention program. Evaluates, recommends, and executes remedial plans for pupils whose language acquisition needs require extended learning opportunities.

**DUTIES AND RESPONSIBILITIES**

- Act as a key facilitator in the implementation of intervention programs at the school, including but not limited to providing instruction to students not yet proficient in listening, speaking, reading, and writing in the English language.
- Provide push-in, pull-out, learning center, individual, small group, or whole class instruction to students, including English Learners.
- Work with the regular classroom teacher to ensure that the child's learning needs are addressed in an individualized learning plan, and thus ensuring that the interventions provided in the small group instruction address the student's learning needs and gaps.
- Work with the classroom teacher and site administrative team to identify the best intervention program(s) to implement with students.
- Assist with student identification, placement, and assessment.
- Organize materials for and administer CAASPP and ELPAC testing.
- Provide support and monitoring for English Learner and reclassified (RFEP) students.
- Participate in evidence-based training in ELD strategies, techniques, and materials.
- Establish and maintain cooperative and effective working relationships with students, parents, and colleagues.
- Maintain records and prepare reports, analyze and present data, plan and implement an effective course of action, work independently and in small groups, and plan and organize work.
- Perform other related duties as assigned.

**QUALIFICATIONS**

- Valid California teaching credential, with the appropriate authorization to provide instruction to English Language learners (CLAD and/or BCLAD equivalent).
- Must have at least five (5) years of successful experience teaching and working with English Language learners. Have knowledge and sympathetic understanding of the history and culture of second language learners.
- Expertise in interventions related to core curricular areas, reading, ELD, or reclassifying bilingual students to English.
- Data driven to meet goals and attain results. Proven experience and effectiveness in

improving student achievement in classroom and/or school.

- Strong communication and organizational skills.
- Bilingual skills in Spanish preferred.

#### PHYSICAL REQUIREMENTS

- Must be able to lift 40 pounds
- Stand up to 95% of the day
- Assume postures in low level positions that best allow physical and visual contact with children
- Must be able to sustain a high level of energy
- Bend to perform various tasks numerous times throughout the day
- Stoop, sit on the floor
- Have the agility to move from a seated position to a standing position promptly to respond to emergency situations
- Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
- Both indoor and outdoor environment are typically found in a childcare facility. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.
- Incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***ACTION/DISCUSSION***