



PACIFIC VIEW
CHARTER SCHOOL
A California Public School

Regular Meeting of the Board of Trustees

Board Packet

Tuesday, March 11, 2025 at 2:00 pm

Table of Contents

Agenda Item	Page Numbers
3.0 Agenda	2
7.1 Meeting Minutes from February 4, 2025	5
8.1 2024-25 Second Interim Report	7-20
8.2 Board Warrant Listing January 1-31 and February 1-28, 2025	21-28
8.3 2024-25 Independent Auditor Selection	29-43
8.4 Board Policy #10: Fiscal Reserve Policy	44-45
8.5 Applications for Authorization of Student Club	46-47
8.6 2025-26 Salary Schedules	48-72
8.7 Virtual Instructional Aide Job Descriptions	73-76
8.8 New Title Track 1 and Track 2 Job Descriptions	77-101
8.9 Existing Job Description Updates	102-203



A California Public School and Nonprofit 501 (c) (3) Corporation

3670 Ocean Ranch Blvd., Oceanside, CA 92056

22695 Alessandro Blvd., Moreno Valley, CA 92533

Phone # (760) 757-0161

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Regular Meeting of the Board of Trustees Agenda

Tuesday, March 11, 2025 at 2:00pm

1.0 Call to Order/Roll Call

2.0 Pledge of Allegiance

3.0 Approval of Agenda Action

Recommended Action:

That the Board approve the agenda for the Regular Board Meeting of March 11, 2025, as presented.

4.0 Introductions

5.0 Public Comment

Members of the public will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be for six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board Meeting.

6.0 [Executive Director's Report](#) Information

7.0 Consent Calendar Action

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

7.1 [Meeting Minutes from February 4, 2025](#)

8.0 Action/Discussion Items

Business and Financial

8.1 [2024-25 Second Interim Report](#) Action

Information Summary

All LEAs are required to file two interim reports during a fiscal year on the status of the LEA's financial health. The first interim report is due March 15 for the period ending January 31.

Responsible Party

Financial Consultant Stephanie Whitehouse will discuss the first interim report

Recommended Action:

That the Board approve the 2024-25 second interim report

8.2 Board Warrant Listing [January 1-31](#) and [February 1-28, 2025](#) Action

Information Summary

Warrants and Automated Clearing House (ACH) payments are issued in accordance with approved budgets and/or contracts.

Responsible Party

Fiscal Services Coordinator Chang will discuss the Board Warrant Listing.

Recommended Action:

That the Board approves the warrants and Automated Clearing House (ACH) payments issued from January 1 through February 28, 2025.

8.3 [2024-25 Independent Auditor Selection](#)

Action

Information Summary

Annual Independent Auditor Selection Certification is due SDCOE March 31

Responsible Party

Fiscal Services Coordinator Chang will discuss the audit firm selection for the 2025-26 school year

Recommended Action

That the Board approves BakerTilly for the 2025-26 school year audit firm.

Administrative

8.4 [Board Policy #10: Fiscal Reserve Policy](#)

Action

Information Summary

Board Policy regarding Fiscal Reserves

Responsible Party

Executive Director Gorence will discuss the policy.

Recommended Action:

That the Board approve Personnel Policy #3 as presented.

8.5 [Applications for Authorization of Student Club](#)

Action

[Hats for Hope](#)

Information/Summary

Student Policy #12 requires that all new student clubs be reviewed and approved by the board

Responsible Party

Director of Student Services Johnson will discuss the club applications listed above

Recommended Action:

That the board approve formation of the listed clubs.

Personnel

8.6 [2025-26 Salary Schedules](#)

Action

Information/Summary

2025-26 Salary schedules reflecting changes to salary due to work calendar changes

Responsible Party

HR & Business Services Coordinator Hernandez will present proposed changes to the salary schedules for the 2025-26 school year

Recommended Action:

That the Board approve the certificated salary schedule as presented

8.7 [Virtual Instructional Aide Job Descriptions](#)

Action

Information/Summary

New job description for Track 1 and 2 Virtual Instructional Aides

Responsible Party

HR & Business Services Coordinator Hernandez will discuss the new job description.

Recommended Action:

That the board approves the new job description as presented.

8.8 [New Title Track 1 and Track 2 Job Descriptions](#)

Action

Information/Summary

Existing job descriptions with new title to align with new school calendars

Responsible Party

HR & Business Services Coordinator Hernandez will discuss the new job description titles.

Recommended Action:

That the board approves the new job description as presented.

8.9 [Existing Job Description Updates](#)

Action

Information/Summary

Housekeeping updates to the current job description.

Responsible Party

HR & Business Services Coordinator Hernandez will discuss the changes to the job descriptions.

Recommended Action:

That the board approves the revised job descriptions as presented.

Curriculum

None

9.0 Board/Staff Discussion

- Next Meeting: **April 15 at 3:00 pm**

10.0 Adjournment

Access to Board Materials: A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on The Pacific View Charter School's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (760) 757-0161x105. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.



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Regular Meeting of the Board of Trustees Minutes

Tuesday, February 4, 2025 at 4:00pm

- 1.0 Call to Order/Roll Call at 4:00 pm
Present: Kathi Cohen, Noel Ross,
Via Videoconference from Moreno Valley: Ricardo Sanchez
Absent: John Walters
- 2.0 Pledge of Allegiance
- 3.0 Approval of Agenda Action
Recommended Action:
That the Board approve the agenda for the Regular Board Meeting of February 4, 2025, as presented.

Motion to approve the February 4, 2025 agenda was made by: Noel Ross
Seconded Motion: Ricardo Sanchez
Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
Noes:
Absent: Jon Walters
- 4.0 Introductions:
Erin Gorence, Jill Chang, Diane Gibson, Zuleyma Hernandez
- 5.0 Public Comment
Members of the public will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be for six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board Meeting.
- 6.0 [Executive Director's Report](#) Information
 - 6.1 [Annual Report to OUSD](#)
 - 6.2 [LCAP Mid-Year Update](#)
- 7.0 Consent Calendar Action

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

 - 7.1 [Meeting Minutes from December 10, 2024](#)
Motion to approve December 10, 2025 Board Meeting Minutes was made by: Ricardo Sanchez

Seconded Motion: Kathi Cohen
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Noes:
 Absent: Jon Walters

8.0 Action/Discussion Items

Administrative

- 8.1 [2025-2026 School Calendar](#) Action
 Motion to approve the 2025-26 School Calendar was made by: Noel Ross
 Seconded Motion: Ricardo Sanchez
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Noes:
 Absent: Jon Walters

Business and Financial

- 8.2 [Board Warrant Listing December 1-31, 2024](#) Action
 Motion to approve the December Board Warrant Listing was made by: Ricardo Sanchez
 Seconded Motion: Noel Ross
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Noes:
 Absent: Jon Walters

Personnel

None

Curriculum

None

9.0 Board/Staff Discussion

- Next Meeting: **March 11, 2025 at 2:00 pm** please note the change in week and time.
- Legal update: Mandatory 2 hours of ethics training for all board members required before January 2026. CSDC has upcoming training.
- Form 700 emails.
- Board Member Jon Walters has resigned his seat on the board after 17 years

Open session ended: 4:19 PM

Closed session began: 4:19 PM

- 10.0 Closed Session: Government Code section 54956.9(d)(1)
 Anticipated litigation: Discussion regarding communication from CDE concerning ADA reporting
 No action taken by the board.
 Closed session ended: 4:59 PM

11.0 Adjournment at 4:59 PM



PACIFIC VIEW CHARTER SCHOOL

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

MARCH 11, 2025

2024/2025 SECOND INTERIM REPORT

Legislation outlined in Education Code Section 47604.33 requires Charter Schools to report their financial statements four times a year to their Sponsoring District, County Office of Education, and the California Department of Education. The financial reporting includes Budget Adoption, First Interim, Second Interim and Unaudited Actuals. The enclosed financial reports provide an update and detail of the School's 2024/25 financial status, 2024/25 Budget and projections for two subsequent fiscal years. The 2024/25 Second Interim Budget Report will require the Board's review and action.

The 2024-25 Second Interim Budget Report includes the following items:

- ✓ 2024-25 Multi-year Projection and Assumptions
- ✓ 2024-25 Budget Adjustments
- ✓ 2024-25 Local Control Funding Formula Summary
- ✓ 2024-25 School Services Dartboard
- ✓ 2024-24 Second Interim Certification Form

The Fiscal Crisis and Management Assistance Team (FCMAT) created the LCFF calculator. LCFF base funding, supplemental and concentration grants are calculated using FCMAT's May Revise model. SSC Dartboard reflects the per student formula. PVCS continues to project conservative enrollment for the current and two following school years. Enrollment and other financial data will be updated at each reporting period.

	K-3	4-6	7-8	9-12
LCFF Adjusted Base Grants	\$11,068	10,177	\$10,478	\$12,460
Supplemental Grants	20%	20%	20%	20%
Concentration Grants	50%	50%	50%	50%

Adopted Budget Enrollment and Average Daily Attendance (A.D.A)

	2024-25 Initial Budget	2024-25 1 st Interim Budget	2024-25 2 nd Interim	2025-26	2026-27
Enrollment	666	562	562	562	562
A.D.A	765.88	644	570	570	570
A.D.A. Ratio	1.15%	1.15%	1.02%	1.02%	1.02%

Projected Current Year ADA by Grade Span for Revenue Calculation	
Grades TK-3	39.78
Grades 4-6	24.95
Grades 7-8	82.22
Grades 9-12	423.54
LCFF Subtotal	570.49

**Pacific View Charter School
2024-2025 Second Interim Budget
Financial Summary – March 11, 2025**

The enclosed reports provide updated, detailed financial information for our 2024-25 budget and projections for the subsequent two fiscal years. Following are the major highlights of the 2024-25 budget which form the foundation for the Executive Director's Goals and the School's Mission.

1. Identify and support unduplicated count students
2. ELD Curriculum for onsite and virtual students
3. Palomar Counseling- Student Counseling
4. Continued support to improve reading schoolwide with an instructional focus in literacy
5. Translations/services
6. Expand College & Career Presentations
7. Increase in Mental Health Supports for Moreno Valley through Telehealth and Care Solace
8. Support for Credit Deficient Students
9. Increase College & Career Readiness for Graduates
10. Continued service of Hot Meals
11. College and Career Liaison and Counseling Coordinator position
12. Expand and improve resources and services to students and parents

Due to unexpected changes in enrollment and P-1 Average Daily Attendance (ADA) that are significantly affecting revenue, PVC will utilize reserves to address the current year's spending deficit. Adjustments to achieve a balanced budget in the subsequent fiscal years have not yet been fully determined. Plans for realignment and balancing of the budget over the next two fiscal years include various strategies to recoup lost revenue and reduce expenditures, such as:

1. Implementing a hiring freeze for summer staff
2. Reducing instructional budgets for summer supplies
3. Decreasing workdays for current staff who are not required during the summer
4. Utilizing Title Funding and CSI Revenue that were previously declined
5. Paying off mortgages with reserve funds
6. Implementing staff reductions due to decreased enrollment

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2023-2027 Second Interim Budget**

ENTERPRISE FUND		2024-2025 Adopted Budget	2024-2025 First Interim Budget	2024-2025 Second Interim Budget	2025-2026 Projected Budget	2026-2027 Projected Budget
A. REVENUES						
1) Revenue Limit Sources	8010-8099	11,743,385	9,735,482	8,645,242	8,967,968	9,463,299
2) Other Federal Revenues	8100-8299	99,758	99,758	520,949	520,949	520,949
3) Other State Revenues	8300-8599	983,295	1,892,425	1,803,253	842,618	842,618
4) Other Local Revenues	8600-8799	150,000	310,000	310,000	310,000	310,000
5) TOTAL REVENUES		12,976,438	12,037,665	11,279,444	10,641,535	11,136,866
B. EXPENDITURES						
1) Certificated Salaries	1000-1999	5,184,775	4,942,758	4,942,758	5,062,867	5,241,080
2) Classified Salaries	2000-2999	1,611,399	1,473,550	1,453,917	1,312,211	1,358,400
3) Employee Fringes	3000-3999	3,104,840	2,797,799	2,790,601	2,772,387	2,869,975
4) Books, Supplies, Non-Capital Equip	4000-4999	653,760	706,829	520,462	335,659	344,722
5) Services, Other Operating Exp	5000-5999	1,950,618	1,902,904	1,869,409	1,844,409	1,855,331
7) Capital Outlay	6000-6999	220,391	252,757	252,757	252,757	252,757
8) Debt Service	7400-7499	55,967	55,967	55,967	55,967	55,967
9) TOTAL EXPENDITURES		12,781,750	12,132,564	11,885,871	11,636,257	11,978,232
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES & USES		194,688	-94,899	-606,427	-994,722	-841,366
D. Other Financing Sources/Uses						
1) Interfund Transfers In - 8919						
2) Interfund Transfers Out - 7619						
E. Net Increase(Decrease) in Fund Balance		194,688	-94,899	-606,427	-994,722	-841,366
F. FUND BALANCE, RESERVES						
1) Fund 62/62-01 Beginning Balance/July 1		15,212,407	15,212,407	15,212,407	14,605,980	13,611,258
2) Ending Balance		15,407,095	15,117,508	14,605,980	13,611,258	12,769,892
Components of Fund Balance						
Operational Reserves		7,703,548	7,558,754	7,302,990	6,805,629	6,384,946
Program Reserves		3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Uncommitted Reserves		4,703,548	4,558,754	4,302,990	3,805,629	3,384,946
Total Components of Fund Balance		15,407,095	15,117,508	14,605,980	13,611,258	12,769,892
		-	-	-	-	-

			First Interim Budget to Second Interim		
	2024-25 First Budget	2024-25 Second Interim	(\$) Difference	(%) Difference	Explanation
Enrollment	560	560	-	0%	
FY ADA	644	570	(74)	-13%	Removed Track 1 ADA generated short-term enrollments
8011-8096 LCFF Income	\$ 9,735,482	\$ 8,645,242	(1,090,240)	-13%	Decrease in ADA
8100-8299 Federal Income	99,758	520,949	421,191	81%	Added CSI
8300-8599 State Income	1,892,425	1,803,254	(89,171)	-5%	Decrease in ADA
8600-8799 Local Income	310,000	310,000	-	0%	Interest income budgeted conservatively
TOTAL INCOME	\$ 12,037,665	\$ 11,279,445	(758,220)	(0)	
Total 1000 Certificated Salaries	\$ 4,942,758	\$ 4,942,758	0	0%	
Total 2000 Classified Salaries	1,473,550	1,453,917	(19,633)	-1%	
Total 3000 Employee Benefits	2,797,800	2,790,600	(7,200)	0%	
Total 4000 Supplies	706,829	520,462	(186,367)	-36%	Chromebooks reduced due to decreased enrollment
Total 5000 Services and Other Opex	1,902,904	1,869,409	(33,495)	-2%	Contingency expenses were reevaluated and decreased
Total 6000 Capital Outlay	252,757	252,757	-	0%	
Total Debt Service Interest	55,967	55,967	(0)	0%	
TOTAL EXPENSE	\$ 12,132,565	\$ 11,885,870	(246,695)	-2%	
SURPLUS/(DEFICIT)	\$ (94,900)	\$ (606,425)			

Pacific View Charter School
Multi Year Budget Detailed
FY24-25

			COLA CPI Index	1.0107 1.0310	1.0243 1.0292	1.0352 1.0270	1.0363 1.0276
Object Code	Res Code	Object Title					
INCOME			FY24-25 Budget	FY25-26	FY26-27	FY27-28	
8011-8096 Local Control Funding Formula Sources (per FCMAT LCFF Calc)							
8011000	0	Rev Limit State Aid-Current Ye	4,510,808	5,316,304	5,774,956	6,078,959	
8012000	0	Epa State Aid - Current Year	1,304,302	1,042,032	1,078,711	1,117,869	
8019	0	Charter Schools General Purpose - Prior Year					
8096000	0	Trfr To Cht Sch In Lieu Proptx	2,830,132	2,609,632	2,609,632	2,609,632	
Total 8011-8096 Local Control Funding			8,645,242	8,967,968	9,463,299	9,806,460	
8100-8299 Federal Income							
8181	3310	Federal Special Education (IDEA) Part E	90,020	90,020	90,020	90,020	
8182	3327	Special Ed: IDEA Mental Health	9,738	9,738	9,738	9,738	
8290000	3182	ESEA: ESSA School Improvement (CSI) I	421,191	421,191	421,191	421,191	
8290000		All Other Federal Revenue	-	-	-	-	
Total 8100-8299 Federal Income			520,949	520,949	520,949	520,949	
8300-8599 State Income							
8311	6500	Special Ed - AB602	507,964	507,964	507,964	507,964	
8677001		SPED - ERHMS Level 2	47,136	47,136	47,136	47,136	
8677001		SPED - ERHMS Level 3	-	-	-	-	
8560000		Lottery - non prop (estimated)	108,964	108,964	108,964	108,964	
8590000		2021 Universal Prekindergarten Planni	-	-	-	-	
8590000		One Time Educator Effectiveness Gran	45,669				
8560000		Lottery - prop 20 (estimated)	46,780	46,780	46,780	46,780	
8590000		AMS - prop 28	105,210	105,210	105,210	105,210	
8590000		Arts, Music, and Instructional Material	358,818				
8590000		A-G Access Grants	-	-	-	-	
8590000		A-G Learning Loss Mitigation Grant	-	-	-	-	
8590000		Learning Recovery Emergency Block Gr	556,148				
8550000		Mandated Block Grant	26,564	26,564	26,564	26,564	
8590000		Ethnic Studies	-	-	-	-	
8590000		All Other State Revenues	-	-	-	-	
Total 8300-8599 State Income			1,803,254	842,618	842,618	842,618	
8600-8799 Local Income							
8660000		Interest	300,000	300,000	300,000	300,000	
8999		Other Local Revenue	10,000	10,000	10,000	10,000	
Total 8600-8799 Local Income			310,000	310,000	310,000	310,000	
TOTAL INCOME			11,279,445	10,641,535	11,136,866	11,480,027	
EXPENSE							
1000 Certificated Salaries							
1100000	0	Teacher'S Salaries	3,867,176	3,961,149	4,100,581	4,249,432	
1100060	0	Teacher Salaries	-	-	-	-	
1200000	0	Certificated Pupil Support Ser	274,795	281,473	291,380	301,957	
1300000	0	Cert Superv & Admin Salaries	800,787	820,246	849,119	879,942	
Total 1000 Certificated Salaries			4,942,758	5,062,867	5,241,080	5,431,332	
2000 Classified Salaries							

2100000	0 Instructional Aides' Salaries	644,789	552,951	572,415	593,193
2200000	0 Classified Support Salaries	129,855	133,010	137,692	142,691
2300000	0 Class Superv & Admin Salaries	156,522	160,325	165,969	171,994
2400000	0 Clerical And Office Salaries	522,751	465,924	482,324	499,833
Total 2000 Classified Salaries		1,453,917	1,312,211	1,358,400	1,407,710

3000 Employee Benefits

3111000	0 STRS, Certificated Positions	917,729	967,008	1,001,046	1,037,384
3112000	0 STRS, Classified Positions	-	-	-	-
3211000	0 PERS, Certificated Positions	426,509	354,953	367,447	380,786
3212000	0 PERS Classified Positions	-	-	-	-
3311000	0 OASDI, Certificated Positions	102,422	81,357	84,221	87,278
3312000	0 OASDI, Classified Positions	-	-	-	-
3321000	0 Medicare Certificated Position	71,728	73,412	75,996	78,754
3322000	0 Medicare Classified Positions	21,082	19,027	19,697	20,412
3401000	0 Health & Welfare Benefits, cer	800,424	819,874	848,734	879,543
3402000	0 Health & Welfare Benefits, cla	323,311	331,167	342,825	355,269
3501000	0 State Unemployment Insurance,	43,442	43,034	44,549	46,166
3502000	0 State Unemployment Insurance,	12,266	11,154	11,546	11,966
3601000	0 Workers' Compensation Insuranc	55,404	56,704	58,700	60,831
3602000	0 Workers' Compensation Insuranc	16,284	14,697	15,214	15,766
Total 3000 Employee Benefits		2,790,600	2,772,387	2,869,975	2,974,155

4000 Books and Supplies

4100000	0 Textbooks	224,069	30,612	31,438	32,306
4300000	0 Instructional Supplies	49,640	51,089	52,469	53,917
4300002	0 Custodial Supplies	24,750	25,473	26,160	26,882
4300015	0 Office Supplies	20,725	21,330	21,906	22,511
4300030	0 Emergency Preparedness	5,395	5,553	5,702	5,860
4300060	0 Other Supplies	10,300	10,601	10,887	11,187
4300090	0 Graduation Expense	8,900	9,160	9,407	9,667
4400000	0 Non-Cap Furn & Equip	14,197	14,611	15,006	15,420
4400060	0 Non-Cap Computers & Equip	36,486	37,551	38,565	39,630
4700000	0 Food	126,000	129,679	133,181	136,856
Total 4000 Supplies		520,462	335,659	344,722	354,236

5000 Services and Other Operating Expenditures

5200000	0 Travel and Conferences	55,795	55,795	57,301	58,883
5300000	0 Dues & Memberships	28,800	28,800	29,578	30,394
5400000	0 Insurance	107,437	107,437	110,338	113,383
5500000	0 Utilities	181,300	181,300	186,195	191,334
5500060	0 Operation & Housekeeping Srvs	-	-	-	-
5600000	0 Rentals, Leases, Repairs & Noncap Imp	104,108	104,108	106,919	109,870
5800000	0 Prof/Consult Srv&Operate Exp	15,525	15,525	15,944	16,384
5800001	0 Non Instructional Consultants	190,325	190,325	195,464	200,859
5800002	0 Copier Lease And Service	-	-	-	-
5800003	0 District Oversight Fee	130,000	130,000	94,633	98,065
5800004	0 Student Events	28,800	28,800	29,578	30,394
5800005	0 Legal Fees	16,500	16,500	16,946	17,413
5800006	0 Audit Fees	29,000	29,000	29,783	30,605
5800007	0 SpEd Oversight fees	50,000	50,000	51,350	52,767
5800008	0 Instructional Consultants	406,550	406,550	417,527	429,051
5800010	0 Advertising	120,135	120,135	123,379	126,784
5800025	0 Fixed Charge Assessments	110,481	110,481	113,464	116,596
5800030	0 Emergency Preparedness	89,442	64,442	66,182	68,009
5800080	0 Software - Other	2,275	2,275	2,336	2,401
5800085	0 Software - Education	142,365	142,365	146,209	150,244

5800090	0 Graduation Expense	18,050	18,050	18,537	19,049
5900010	0 Postage	5,870	5,870	6,028	6,195
5900020	0 Telephone/Communications	28,551	28,551	29,322	30,131
5900030	0 Cell Phone Service	8,100	8,100	8,319	8,548
Total 5000 Services and Other Operati		1,869,409	1,844,409	1,855,331	1,907,358
6000 Capital Outlay					
6900	0 Depreciation Expense	252,757	252,757	252,757	252,757
Total 6000 Capital Outlay		252,757	252,757	252,757	252,757
7000 Other Outgo					
7221	0 Transfers to District	-			
7438	0 Debt Service- Interest	55,967	55,967	55,967	55,967
Total 7000 Other Outgo		55,967	55,967	55,967	55,967
TOTAL EXPENSE		11,885,870	11,636,257	11,978,233	12,383,515
SURPLUS/(DEFICIT)		(606,425)	(994,721)	(841,366)	(903,488)
BEGINNING FUND BALANCE		\$ 15,212,407	\$ 14,605,982	\$ 13,611,260	\$ 12,769,894
ENDING FUND BALANCE		\$ 14,605,982	\$ 13,611,260	\$ 12,769,894	\$ 11,866,406

Pacific View Charter School
Second Interim
FY24-25

Object Code	Res Code	Object Title	Second Interim Total	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	Total
INCOME																	
8011-8096 Local Control Funding Formula Sources (per FCMAT LCFF Calc)																	
8011000		Rev Limit State Aid-Current Ye	4,510,808	320,852	320,852	577,533	577,533	577,533	577,533	577,533						981,439	4,510,808
8012000		Epa State Aid - Current Year	1,304,302			414,594			414,595							475,113	1,304,302
8019		Charter Schools General Purpose - Prior Year	-													-	-
8096000		Trfr To Cht Sch In Lieu Proptx	2,830,132		210,205	420,410	280,273		560,546	280,273						1,078,425	2,830,132
Total 8011-8096 Local Control Funding Formula Sources				320,852	531,057	1,412,537	857,806	577,533	1,552,674	857,806	-	-	-	-	-	2,534,977	8,645,242
8100-8299 Federal Income																	
8181	3310	Federal Special Education (IDEA) Part B, Sec 611	90,020													90,020	90,020
8182	3327	Special Ed: IDEA Mental Health	9,738													9,738	9,738
8290000		All Other Federal Revenue	-													-	-
Total 8100-8299 Federal Income				-	-	-	-	-	-	-	-	-	-	-	-	99,758	99,758
8300-8599 State Income																	
8311	6500	Special Ed - AB602	507,964		32,696	32,696	58,853	58,853								324,866	507,964
8677001	6546	SPED - ERHMS Level 2	47,136	3,181	3,181	5,725	5,725	5,725	5,725	5,725						12,149	47,136
8677001	6512	SPED - ERHMS Level 3	-													-	-
8560000	1100	Lottery - non prop (estimated)	108,964													108,964	108,964
8590000	6053	2021 Universal Prekindergarten Planning & Implementation Grant	-													-	-
8590000	6266	One Time Educator Effectiveness Grant	45,669													45,669	45,669
8560000	6300	Lottery - prop 20 (estimated)	46,780							47,553						(773)	46,780
8560000	6770	AMS - prop 28	105,210													105,210	105,210
8590000	6762	Arts, Music, and Instructional Materials Discretionary Block Grant	358,818	5,260	5,260	9,468	9,468	9,468	9,468	9,468						300,958	358,818
8590000	7412	A-G Access Grants	-													-	-
8590000	7413	A-G Learning Loss Mitigation Grant	-													-	-
8590000	7435	Learning Recovery Emergency Block Grant	556,148													556,148	556,148
8550000		Mandated Block Grant	26,564					37,398								(10,834)	26,564
8590000	7810	Ethnic Studies	-													-	-
8590000		All Other State Revenues	-													-	-
Total 8300-8599 State Income				8,441	41,137	47,889	74,046	111,444	15,193	62,746	-	-	-	-	-	1,442,358	1,698,044
8600-8799 Local Income																	
8660000		Interest	300,000				20,427		69,211	53,784						156,578	300,000
8999		Other Local Revenue	10,000	148		3,023	390		4,888	(9,501)						11,052	10,000
Total 8600-8799 Local Income				310,000	148	-	3,023	20,816	-	74,099	44,283	-	-	-	-	167,630	310,000
TOTAL INCOME				10,858,254	329,441	572,194	1,463,449	952,668	688,977	1,641,966	964,835	-	-	-	-	4,244,723	10,753,044
EXPENSE																	
1000 Certificated Salaries																	
1100000		Teacher's Salaries	3,867,176	318,019	346,564	312,383	312,164	309,036	312,291	309,750	312,500	312,500	312,500	312,500	312,500		3,782,706
1100060		Teacher Salaries	-	2,800	6,600				200								9,600
1200000		Certificated Pupil Support Ser	274,795	25,336	25,699	22,900	22,900	22,900	22,900	22,900	22,900	22,900	22,900	22,900	22,900		280,033
1300000		Cert Superv & Admin Salaries	800,787	66,732	66,732	66,732	66,732	66,732	66,732	66,732	66,732	66,732	66,732	66,732	66,732		800,786
Total 1000 Certificated Salaries				4,942,758	412,887	445,595	402,014	401,796	398,668	402,123	399,381	402,132	402,132	402,132	402,132	-	4,873,125
2000 Classified Salaries																	
2100000		Instructional Aides' Salaries	644,789	39,606	50,862	49,310	54,124	49,033	46,340	46,473	54,000	54,000	54,000	54,000	54,000		605,748
2200000		Classified Support Salaries	129,855	6,142	12,788	10,821	11,042	10,991	11,093	11,093	11,000	11,000	11,000	11,000	11,000		128,969
2300000		Class Superv & Admin Salaries	156,522	13,044	13,044	13,044	13,044	13,044	13,044	13,044	13,044	13,044	13,044	13,044	13,044		156,525
2400000		Clerical And Office Salaries	522,751	43,191	43,541	43,563	43,517	43,276	43,251	43,156	43,570	43,570	43,570	43,570	43,570		521,345
Total 2000 Classified Salaries				1,453,917	101,983	120,234	116,737	121,727	116,343	113,727	113,765	121,614	121,614	121,614	121,614	-	1,412,587
3000 Employee Benefits																	
3111000		STRS, Certificated Positions	917,729	75,614	83,923	73,033	67,725	72,898	73,519	73,034	68,000	68,000	68,000	68,000	68,000		859,746
3112000		STRS, Classified Positions	-		1,269	894	936	926	946	946	1,000	1,000	1,000	1,000	1,000		10,916
3211000		PERS, Certificated Positions	426,509	4,464	4,464	4,464	4,464	4,464	4,464	4,464	4,464	4,464	4,464	4,464	4,464		53,570
3212000		PERS Classified Positions	-	27,036	29,419	29,838	30,497	29,685	29,478	29,099	30,000	30,000	30,000	30,000	30,000		355,051
3311000		OASDI, Certificated Positions	102,422	997	997	997	997	997	997	997	1,000	1,000	1,000	1,000	1,000		11,982
3312000		OASDI, Classified Positions	-	6,269	6,988	6,893	7,179	6,853	6,733	6,712	7,000	7,000	7,000	7,000	7,000		82,627
3321000		Medicare Certificated Position	71,728	5,908	6,385	5,755	5,747	5,704	5,772	5,722	5,800	5,800	5,800	5,800	5,800		69,994
3322000		Medicare Classified Positions	21,082	1,466	1,731	1,680	1,750	1,673	1,646	1,641	1,750	1,750	1,750	1,750	1,750		20,338
3401000		Health & Welfare Benefits, cer	800,424	68,724	62,081	65,913	61,466	63,478	69,004	69,003	69,388	69,388	69,388	69,388	69,388		806,606
3402000		Health & Welfare Benefits, cla	323,311	23,014	24,696	23,853	28,340	26,097	28,264	28,426	29,890	29,890	29,890	29,890	29,890		332,139
3501000		State Unemployment Insurance,	43,442	206	355	201	201	199	201	199							1,562
3502000		State Unemployment Insurance,	12,266	51	60	58	61	58	57	57							402
3601000		Workers' Compensation Insuranc	55,404	4,624	4,991	4,505	4,498	4,465	(2,254)	4,473	4,700	4,700	4,700	4,700	4,700		48,802
3602000		Workers' Compensation Insuranc	16,284	1,142	1,347	1,307	1,363	1,303	1,274	1,274	1,350	1,350	1,350	1,350	1,350		15,761
Total 3000 Employee Benefits				2,790,600	219,515	228,706	219,392	215,223	218,801	220,102	226,048	224,342	224,342	224,342	224,342	-	2,669,495

4000 Books and Supplies																
4100000	Textbooks	224,069	139,578	944	39,058		364	23,016	6,896						14,212	224,069
4300000	Instructional Supplies	49,640	5,541	1,122	10,780	6,385	2,644	1,325	5,833						16,011	49,640
4300002	Custodial Supplies	24,750	303	3,472	1,550	1,148	2,569	70	1,674						13,965	24,750
4300015	Office Supplies	20,725	429	1,295	723	37	385		639						17,217	20,725
4300030	Emergency Preparedness						160								5,235	5,395
4300060	Other Supplies	10,300		754				52							9,494	10,300
4300090	Graduation Expense	8,900													8,900	8,900
4400000	Non-Cap Furn & Equip	14,197		992	1,512				3,725						7,968	14,197
4400060	Non-Cap Computers & Equip	36,486		6,466	1,907		577	1,930	1,733						23,873	36,486
4700000	Food	126,000	157	5,317	8,155	8,744	12,510	7,885	8,723						74,509	126,000
Total 4000 Supplies		520,462	146,008	20,363	63,685	16,314	19,208	34,278	29,223	-	-	-	-	-	191,384	520,462
5000 Services and Other Operating Expenditures															-	-
5200000	Travel and Conferences	55,795	1,400	8,552	6,624	1,212	1,710	98	6,688						29,512	55,795
5300000	Dues & Memberships	28,800	23,373		1,730				2,248						1,449	28,800
5400000	Insurance	107,437		-		100,118									7,319	107,437
5500000	Utilities	181,300	7,595	12,424	13,768	19,461	4,520	11,124	29,924						82,484	181,300
5500060	Operation & Housekeeping Svcs	-													-	-
5600000	Rentals, Leases, Repairs & Noncap Improvements	104,108	1,948	6,385	13,449	9,521	3,026	3,705	9,264						56,810	104,108
5800000	Prof/Consult Srv&Operate Exp	15,525	998	1,438	1,522	1,841	1,155	1,160	(8,121)						15,532	15,525
5800001	Non Instructional Consultants	190,325	11,663	10,900	10,750	10,865	11,050	10,750	11,450	11,000	11,000	11,000	11,000	11,000	57,897	190,325
5800002	Copier Lease And Service	-													-	-
5800003	District Oversight Fee	130,000													130,000	130,000
5800004	Student Events	28,800			585		864	523	1,665						25,163	28,800
5800005	Legal Fees	16,500	850	381	712	735	1,670	(438)							12,590	16,500
5800006	Audit Fees	29,000			7,348	7,348			11,023						3,281	29,000
5800007	SpEd Oversight fees	50,000													50,000	50,000
5800008	Instructional Consultants	406,550	10,260	20,309	28,419	46,542	28,149	50,327	31,331						191,213	406,550
5800010	Advertising	120,135	3,960	6,971	46,387	2,000	931	1,988	3,648						54,251	120,135
5800025	Fixed Charge Assessments	110,481	20,322	2,686	6,109	15,019		15,473	17,400						33,472	110,481
5800030	Emergency Preparedness	89,442	3,471	11,720	9,880	9,022	4,745	1,585	7,488						41,531	89,442
5800080	Software - Other	2,275						773							1,502	2,275
5800085	Software - Education	142,365	25,738	23,612	6,370	12,737			16,119						57,789	142,365
5800090	Graduation Expense	18,050						(15)	(15)						18,080	18,050
5900010	Postage	5,870	300	300	900		978		750						2,642	5,870
5900020	Telephone/Communications	28,551	790	1,082	1,039	1,012	891	1,867	1,909						19,962	28,551
5900030	Cell Phone Service	8,100		452	509	530	531	554	550						4,975	8,100
Total 5000 Services and Other Operating Expenditures		1,869,409	112,668	107,213	156,102	237,962	60,218	98,702	144,091	11,000	11,000	11,000	11,000	11,000	897,453	1,869,409
6000 Capital Outlay																
6400	Capital Equipment															
6900	Depreciation Expense	252,757												252,757	-	252,757
Total 6000 Capital Outlay		252,757	-	-	-	-	-	-	-	-	-	-	-	252,757	-	252,757
7000 Other Outgo																
7221	Transfers to District															
7438	Debt Service- Interest	55,967												55,967	-	55,967
Total 7000 Other Outgo		55,967	-	-	-	-	-	-	-	-	-	-	-	55,967	-	55,967
TOTAL EXPENSE		11,885,870	993,061	922,111	957,930	993,022	813,237	868,932	912,509	759,088	759,088	759,088	759,088	1,067,811	1,088,837	11,653,801
SURPLUS/(DEFICIT)		(1,027,616)	(663,620)	(349,917)	505,520	(40,354)	(124,260)	773,034	52,326	(759,088)	(759,088)	(759,088)	(759,088)	(1,067,811)	3,155,886	(900,758)
avg 3 months of salary		3,062,425.27														
Cash at 6/30/24		31,871.54														
Day cash on hand		13,326,523.97				13,021,703			13,362,621							12,425,766
		418.13				409			419							390

Pacific View Charter (3731221) - P1 numbers and COLA in out years					
	2024-25	2025-26	2026-27	2027-28	2028-29
General Assumptions					
COLA & Augmentation	1.07%	2.43%	3.52%	3.63%	3.49%
Base Grant Proration Factor	0.00%	0.00%	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	0.00%	0.00%	0.00%	0.00%	0.00%
Student Assumptions:					
Enrollment Count	562	562	562	562	-
Unduplicated Pupil Count (UPC)	438	438	438	438	-
Unduplicated Pupil Percentage (UPP)	73.13%	75.03%	77.94%	77.94%	0.00%
Current Year LCFF Average Daily Attendance (ADA)	570.49	570.49	570.49	570.49	-
Funded LCFF ADA	570.49	570.49	570.49	570.49	-
LCFF ADA Funding Method	Current Year	Current Year	Current Year	Current Year	Current Year
Current Year Necessary Small School (NSS) ADA	-	-	-	-	-
Funded NSS ADA	-	-	-	-	-
NSS ADA Funding Method(s)					

Pacific View Charter (3731221) - P1 numbers and COLA in out years										
		2024-25		2025-26		2026-27		2027-28		2028-29
LCFF Entitlement Summary										
Base Grant		\$6,657,682		\$6,819,461		\$7,059,567		\$7,315,631		\$-
Grade Span Adjustment		175,328		179,288		185,882		192,556		-
Adjusted Base Grant		\$6,833,010		\$6,998,749		\$7,245,449		\$7,508,187		\$-
Supplemental Grant		999,396		1,050,232		1,129,421		1,170,376		-
Concentration Grant		805,236		911,202		1,080,369		1,119,546		-
Total Base, Supplemental and Concentration Grant		\$8,637,642		\$8,960,183		\$9,455,239		\$9,798,109		\$-
Allowance: Necessary Small School		-		-		-		-		-
Add-on: Targeted Instructional Improvement Block Grant		-		-		-		-		-
Add-on: Home-to-School Transportation		-		-		-		-		-
Add-on: Small School District Bus Replacement Program		-		-		-		-		-
Add-on: Economic Recovery Target		-		-		-		-		-
Add-on: Transitional Kindergarten		7,600		7,785		8,060		8,351		-
Total Allowance and Add-On Amounts		\$7,600		\$7,785		\$8,060		\$8,351		\$-
Total LCFF Entitlement Before Adjustments (excludes Additional State Aid)		\$8,645,242		\$8,967,968		\$9,463,299		\$9,806,460		\$-
Miscellaneous Adjustments		-		-		-		-		-
Total LCFF Entitlement (excludes Additional State Aid)	\$	8,645,242	\$	8,967,968	\$	9,463,299	\$	9,806,460	\$	-
LCFF Entitlement Per ADA (excludes Categorical MSA)	\$	15,154	\$	15,720	\$	16,588	\$	17,190	\$	-
Additional State Aid		-		-		-		-		-
Total LCFF Entitlement with Additional State Aid		8,645,242		8,967,968		9,463,299		9,806,460		-
LCFF Sources Summary										
Funding Source Summary										
Local Revenue and In-Lieu of Property Taxes (net for school districts)	\$	2,609,632	\$	2,609,632	\$	2,609,632	\$	2,609,632	\$	-
Education Protection Account Entitlement (includes \$200/minimum per ADA)	\$	1,017,310	\$	1,042,032	\$	1,078,711	\$	1,117,869	\$	-
Net State Aid (excludes Additional State Aid)	\$	5,018,300	\$	5,316,304	\$	5,774,956	\$	6,078,959	\$	-
Additional State Aid	\$	-	\$	-	\$	-	\$	-	\$	-
Total Funding Sources	\$	8,645,242	\$	8,967,968	\$	9,463,299	\$	9,806,460	\$	-

SSC School District and Charter School Financial Projection Dartboard 2025-26 Governor's Budget

This version of the School Services of California Inc. (SSC) Financial Projection Dartboard is based on the 2025-26 Governor's Budget proposal. SSC has updated the cost-of-living adjustment (COLA), Consumer Price Index (CPI), and ten-year T-bill planning factors per the latest economic forecasts. SSC has also updated the Local Control Funding Formula (LCFF) factors. SSC relies on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are general guidelines.

LCFF PLANNING FACTORS					
Factor	2024-25 ¹	2025-26 ²	2026-27	2027-28	2028-29
Department of Finance Statutory COLA	1.07%	2.43%	3.52%	3.63%	3.49%

LCFF GRADE SPAN FACTORS FOR 2025-26				
Entitlement Factors per ADA*	TK-3	4-6	7-8	9-12
2024-25 Base Grants	\$10,025	\$10,177	\$10,478	\$12,144
Statutory COLA of 2.43%	\$244	\$247	\$255	\$295
2025-26 Base Grants	\$10,269	\$10,424	\$10,733	\$12,439
Grade Span Adjustment Factors	10.4%	—	—	2.6%
Grade Span Adjustment Amounts	\$1,068	—	—	\$323
2025-26 Adjusted Base Grants ³	\$11,337	\$10,424	\$10,733	\$12,762
Transitional Kindergarten (TK) Add-On ⁴	\$6,404	—	—	—

*Average daily attendance (ADA)

OTHER PLANNING FACTORS						
Factors		2024-25	2025-26	2026-27	2027-28	2028-29
California CPI		2.85%	2.92%	2.70%	2.76%	2.90%
California Lottery	Unrestricted per ADA	\$191	\$191	\$191	\$191	\$191
	Restricted per ADA	\$82	\$82	\$82	\$82	\$82
Mandate Block Grant (District)	Grades K-8 per ADA	\$38.21	\$39.14	\$40.52	\$41.99	\$43.46
	Grades 9-12 per ADA	\$73.62	\$75.41	\$78.06	\$80.89	\$83.71
Mandate Block Grant (Charter)	Grades K-8 per ADA	\$20.06	\$20.55	\$21.27	\$22.04	\$22.81
	Grades 9-12 per ADA	\$55.76	\$57.11	\$59.12	\$61.27	\$63.41
Interest Rate for Ten-Year Treasuries		4.39%	4.49%	4.41%	4.30%	4.30%
CalSTRS Employer Rate ⁵		19.10%	19.10%	19.10%	19.10%	19.10%
CalPERS Employer Rate ⁵		27.05%	27.40%	27.50%	28.50%	28.20%
Unemployment Insurance Rate ⁶		0.05%	0.05%	0.05%	0.05%	0.05%
Minimum Wage ⁷		\$16.50	\$16.90	\$17.40	\$17.80	\$18.30

STATE MINIMUM RESERVE REQUIREMENTS FOR 2025-26	
Reserve Requirement	District ADA Range
The greater of 5% or \$88,000	0 to 300
The greater of 4% or \$88,000	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 250,000
1%	250,001 and higher

¹Applies to Adults in Correctional Facilities Program in the 2025-26 fiscal year.

²Applies to Equity Multiplier, Special Education, Child Nutrition, State Preschool, Youth in Foster Care, Mandate Block Grant, Charter School Facility Grant Program, American Indian Education Centers, and the American Indian Early Childhood Education Program.

³Additional funding is provided for students who are designated as eligible for free or reduced-price meals, foster youth, and English language learners. A 20% augmentation is provided for each eligible student with an additional 65% for each eligible student beyond the 55% identification rate threshold.

⁴Funding is based on TK ADA only and is in addition to the adjusted base grant amount. Further, the funding is adjusted by statutory COLA each year.

⁵California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) rates are subject to change based on determination by the respective governing boards.

⁶Unemployment rate in 2024-25 is final, and the subsequent years' rates are subject to actual experience of the pool and will be calculated in accordance with California Unemployment Insurance Code Section 823(b)(2).

⁷Minimum wage rates are effective January 1 of the respective year.

Pacific View Charter School
Second Interim Report
Charter Number 247
CDE Number 37-73569
Fiscal Year 2024-25
Charter School Certification

2024-25 Second Interim Report, approved by the Pacific View Charter Board of Trustees on March 11, 2025, is hereby submitted to the chartering authority and the county superintendent of schools.

Signed: _____ Date: _____
Charter School Official

Printed Name: Erin Gorence, Executive Director

Signed: _____ Date: _____
Oceanside Unified Official

Printed Name: _____

For additional information on the Second Interim Report, please contact:

Jill Chang, Fiscal & Operations Coordinator
760-757-0161x105
jchang@pacificview.org

PACIFIC VIEW CHARTER
BOARD WARRANT LISTING
JANUARY 1-31, 2025

21

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	PO Number
030643	McGraw-Hill School Education Holdings	1/8/2025	\$ 14,975.87	Physcal Science Curriculum	\$ 14,975.87	0000002128
030644	Amazon.com Sales, Inc.	1/8/2025	\$ 51.95	Teacher Ergo Supplies	\$ 51.95	0000002292
030645	MV MEDICAL CTR MASTER ASSOC	1/8/2025	\$ 1,352.00	Prop Assoc Fees Moreno Valley	\$ 1,352.00	0000002174
030646	PACIFIC VIEW CHARTER SCHOOL	1/8/2025	\$ 12,355.89	MV Mortgage	\$ 12,355.89	
030787	Reliable Translations Inc.	1/13/2025	\$ 171.00	SPED Translations	\$ 171.00	0000002198
030788	Pediatric Therapy Services, LLC	1/13/2025	\$ 11,142.50	ED. SPECIALIST	\$ 4,753.00	0000002219
030788	Pediatric Therapy Services, LLC	1/13/2025		PHYSICAL THERAPY (PT)	\$ 109.00	0000002219
030788	Pediatric Therapy Services, LLC	1/13/2025		ED. SPECIALIST	\$ 6,062.50	0000002219
030788	Pediatric Therapy Services, LLC	1/13/2025		PHYSICAL THERAPY (PT)	\$ 218.00	0000002219
030789	Baker Tilly US, LLP	1/13/2025	\$ 11,023.00	Audit and 990 Preparation Fees	\$ 11,023.00	0000002257
030790	Amazon.com Sales, Inc.	1/13/2025	\$ 348.16	INSTRUCTIONAL SUPPLIES	\$ 45.73	0000002220
030790	Amazon.com Sales, Inc.	1/13/2025		OFFICE FURNITURE	\$ 107.70	0000002288
030790	Amazon.com Sales, Inc.	1/13/2025		OFFICE FURNITURE	\$ 194.73	0000002288
030791	NANPOR SECURITY SERVICES	1/13/2025	\$ 2,924.00	Campus Security Guard-Osido	\$ 2,924.00	0000002184
030886	Amazon.com Sales, Inc.	1/15/2025	\$ 465.53	INSTRUCTIONAL SUPPLIES	\$ 92.32	0000002203
030886	Amazon.com Sales, Inc.	1/15/2025		INSTRUCTIONAL SUPPLIES	\$ 31.74	0000002203
030886	Amazon.com Sales, Inc.	1/15/2025		INSTRUCTIONAL SUPPLIES	\$ 38.96	0000002203
030886	Amazon.com Sales, Inc.	1/15/2025		INSTRUCTIONAL SUPPLIES	\$ 24.17	0000002203
030886	Amazon.com Sales, Inc.	1/15/2025		INSTRUCTIONAL SUPPLIES	\$ 188.26	0000002203
030886	Amazon.com Sales, Inc.	1/15/2025		INSTRUCTIONAL SUPPLIES	\$ 90.08	0000002203
030887	OFFICE DEPOT	1/15/2025	\$ 384.21	OFFICE DEPOT	\$ 194.03	0000002157
030887	OFFICE DEPOT	1/15/2025		SpEd Instructional Supplies	\$ 48.51	0000002246
030887	OFFICE DEPOT	1/15/2025		Osido - Office Supplies	\$ 141.67	0000002176
030888	WASTE MANAGEMENT	1/15/2025	\$ 241.68	Trash & recycle collection	\$ 241.68	0000002146
031025	Amazon.com Sales, Inc.	1/21/2025	\$ 232.11	INSTRUCTIONAL SUPPLIES	\$ 6.44	0000002203
031025	Amazon.com Sales, Inc.	1/21/2025		Office Furniture new room	\$ 225.67	0000002300
031026	AIR CRAFTS HEATING & AC INC.	1/21/2025	\$ 230.00	O'side HVC mtn & repair	\$ 230.00	0000002149
031027	PACIFIC VIEW CHARTER SCHOOL	1/21/2025	\$ 18,130.94	Osido Mortgage	\$ 18,130.94	
031142	McGraw-Hill School Education Holdings	1/23/2025	\$ 6,896.02	MS SCIENCE CURRICULUM	\$ 6,896.02	0000002199
031143	AIR CRAFTS HEATING & AC INC.	1/23/2025	\$ 575.00	O'side HVC mtn & repair	\$ 575.00	0000002149
031144	CDW GOVERNMENT, INC.	1/23/2025	\$ 999.66	ID PRINTER SUPPLIES	\$ 999.66	0000002304
031145	SCHOOL PATHWAYS HOLDINGS, LLC	1/23/2025	\$ 282.27	SCHOOLPATHWAYS	\$ 282.27	0000002153

PACIFIC VIEW CHARTER
BOARD WARRANT LISTING
JANUARY 1-31, 2025

22

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	PO Number
031577	Kajeet, Inc	1/29/2025	\$ 1,733.04	KAJEET HOTSPOTS	\$ 1,733.04	0000002152
031578	Reliable Translations Inc.	1/29/2025	\$ 513.00	SPED Translations	\$ 171.00	0000002198
031578	Reliable Translations Inc.	1/29/2025		SPED Translations	\$ 171.00	0000002198
031578	Reliable Translations Inc.	1/29/2025		SPED Translations	\$ 171.00	0000002198
031579	SOUTH COUNTY PEST CONTROL, INC	1/29/2025	\$ 90.00	Pest Control - Both Campuses	\$ 90.00	0000002171
031580	JAN-PRO OF SAN DIEGO	1/29/2025	\$ 3,799.00	Janitorial Services	\$ 3,799.00	0000002148
031581	NANPOR SECURITY SERVICES	1/29/2025	\$ 2,623.00	Campus Security Guard-OSide	\$ 2,623.00	0000002184
031582	SCHOOL PATHWAYS HOLDINGS, LLC	1/29/2025	\$ 11,835.32	SCHOOLPATHWAYS	\$ 8,240.25	0000002153
031582	SCHOOL PATHWAYS HOLDINGS, LLC	1/29/2025		CalPad, spec. svcs, online reg	\$ 3,595.07	0000002153
14241462	Nextstar Media, Inc	1/6/2025	\$ 1,988.01	KUSI NEWS	\$ 488.01	0000002280
14241462	Nextstar Media, Inc	1/6/2025		KUSI NEWS	\$ 1,500.00	0000002280
14241463	COX BUSINESS SERVICES	1/6/2025	\$ 281.16	COX VIDEO SECURITY	\$ 281.16	0000002164
14241464	MORENO VALLEY UTILITY	1/6/2025	\$ 206.86	Electricity	\$ 206.86	0000002147
14241465	VCC OCEAN RANCH CONDO. ASSOC.	1/6/2025	\$ 6,506.00	Property Association Fees - Oc	\$ 6,506.00	0000002151
14243167	Emcor Services Mesa Energy	1/9/2025	\$ 4,079.25	HVAC PM & Repairs Moreno Valle	\$ 3,221.75	0000002183
14243167	Emcor Services Mesa Energy	1/9/2025		HVAC PM & Repairs Moreno Valle	\$ 857.50	0000002183
14243168	Redi-Carpet Sales of California	1/9/2025	\$ 905.13	New Office blinds	\$ 905.13	0000002298
14243169	HopSkipDrive, INC	1/9/2025	\$ 590.57	Student ride share	\$ 590.57	0000002260
14243170	Zeptive Inc	1/9/2025	\$ 506.61	Vape detectors & annual softwa	\$ 506.61	0000002299
14243171	U.S. Bank	1/9/2025		Oceanside- Student Postage 56%	\$ 168.00	0000002186
14243171	U.S. Bank	1/9/2025		Oceanside- SPED Postage 11%	\$ 33.00	0000002186
14243171	U.S. Bank	1/9/2025		MV Postage Supplies	\$ 70.94	0000002187
14243171	U.S. Bank	1/9/2025		MV Stamps.com Service Fee	\$ 29.99	0000002187
14243171	U.S. Bank	1/9/2025		Student Nutrition - MV	\$ 641.33	0000002190
14243171	U.S. Bank	1/9/2025		MV Student Postage 55%	\$ 82.50	0000002187
14243171	U.S. Bank	1/9/2025		MV Admin Postage 34%	\$ 51.00	0000002187
14243171	U.S. Bank	1/9/2025		MV SPED Student Postage 11%	\$ 16.50	0000002187
14243171	U.S. Bank	1/9/2025		PODS storage rental	\$ 272.08	0000002266
14243171	U.S. Bank	1/9/2025		Oceanside Stamps.com Service F	\$ 59.98	0000002186
14243171	U.S. Bank	1/9/2025		MV - Costco Admin Supplies	\$ 20.36	0000002175
14243171	U.S. Bank	1/9/2025		OSide - Costco Admin Supplies	\$ 50.72	0000002175
14243171	U.S. Bank	1/9/2025		Student supplies	\$ 322.23	0000002156

PACIFIC VIEW CHARTER
BOARD WARRANT LISTING
JANUARY 1-31, 2025

23

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	PO Number
14243171	U.S. Bank	1/9/2025	\$ 14,533.09	CHAMBER OF COMMERCE - MORENO V	\$ 50.00	0000002141
14243171	U.S. Bank	1/9/2025		GOOGLE ADS	\$ 261.21	0000002139
14243171	U.S. Bank	1/9/2025		INSTRUCTIONAL SUPPLIES	\$ 501.99	0000002136
14243171	U.S. Bank	1/9/2025		Oceanside - Janitorial Supplies	\$ 589.82	0000002158
14243171	U.S. Bank	1/9/2025		Oceanside- Admin Postage 33%	\$ 99.00	0000002186
14243171	U.S. Bank	1/9/2025		MV - Janitorial Supplies	\$ 238.47	0000002158
14243171	U.S. Bank	1/9/2025		SPED Student Nutrition - MV	\$ 160.32	0000002190
14243171	U.S. Bank	1/9/2025		MS Teacher Leadership PD	\$ 675.00	0000002290
14243171	U.S. Bank	1/9/2025		SSC Gov Budget Workshop	\$ 680.00	0000002289
14243171	U.S. Bank	1/9/2025		Phone equipment	\$ 3,196.57	0000002287
14243171	U.S. Bank	1/9/2025		STUDENT CERTIFICATES	\$ 783.50	0000002293
14243171	U.S. Bank	1/9/2025		CSDC Conference Travel Expense	\$ 5,094.95	0000002284
14243171	U.S. Bank	1/9/2025		STUDENT ENRICHMENT SUPPLIES	\$ 48.09	0000002281
14243171	U.S. Bank	1/9/2025		Car Maintenance service & repair	\$ 254.99	0000002241
14243171	U.S. Bank	1/9/2025		INSTRUCTIONAL SUPPLIES	\$ 80.55	0000002207
14243172	Top Notch Catering	1/9/2025	\$ 7,430.98	Student Nutrition Food - Gen E	\$ 5,944.78	0000002191
14243172	Top Notch Catering	1/9/2025		Student Nutrition Food - Sped	\$ 1,486.20	0000002191
14243173	Whitehouse CPAs, Inc	1/9/2025	\$ 10,750.00	Back Office Services	\$ 10,750.00	0000002127
14243174	Rebecca Koos	1/9/2025	\$ 155.44	Employee mileage reimbursement	\$ 155.44	
14243175	BAY ALARM	1/9/2025	\$ 1,362.72	Bay Alarm Security Oceanside	\$ 502.17	0000002216
14243175	BAY ALARM	1/9/2025		BAY ALARM FIRE OCEANSIDE	\$ 860.55	0000002209
14243176	COX BUSINESS SERVICES	1/9/2025	\$ 487.88	Student 85%	\$ 414.70	0000002167
14243176	COX BUSINESS SERVICES	1/9/2025			\$ 73.18	0000002167
14243177	HR DIRECT	1/9/2025	\$ 102.83	HR Posters- Oceanside & More	\$ 102.83	0000002137
14243178	MORENO VALLEY UTILITY	1/9/2025	\$ 207.19	Electricity	\$ 207.19	0000002147
14243179	NATIONAL BENEFIT SERVICES, LLC	1/9/2025	\$ 75.00	Admin Fees for Cafe 125	\$ 75.00	0000002181
14243180	RONALD LARRY HOLDEN	1/9/2025	\$ 6,900.00	MV Floor refinish - wax strip & seal	\$ 4,300.00	0000002124
14243180	RONALD LARRY HOLDEN	1/9/2025		Janitorial Services	\$ 2,600.00	0000002124
14243181	SAN DIEGO GAS & ELECTRIC	1/9/2025	\$ 3,275.48	O'side Electricity	\$ 3,275.48	0000002150
14243182	STANLEY STEEMER	1/9/2025	\$ 7,992.89	Carpet Cleaning Oside Campus	\$ 7,992.89	0000002283
14244358	Zeptive Inc	1/13/2025	\$ 106.09	ZEPTIVE SOFTWARE LICENSE	\$ 106.09	0000002299
14244359	GoTo Technologies USA, Inc	1/13/2025	\$ 854.87	Phones for Oceanside	\$ 854.87	0000002159

PACIFIC VIEW CHARTER
BOARD WARRANT LISTING
JANUARY 1-31, 2025

24

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	PO Number
14244359	GoTo Technologies USA, Inc	1/13/2025	\$ 1,150.17	Phones for Moreno Valley	\$ 275.30	0000002159
14244360	AKA Enterprises LLC	1/13/2025	\$ 700.00	Canine Search Service	\$ 300.00	0000002285
14244360	AKA Enterprises LLC	1/13/2025		Canine Search Service	\$ 400.00	0000002285
14244361	Patch Media	1/13/2025	\$ 1,000.00	DIGITAL ADVERTISING	\$ 1,000.00	0000002294
14244362	ADT SECURITY SERVICES	1/13/2025	\$ 77.36	ADT SECURITY SYS MV	\$ 77.36	0000002160
14244363	AT&T MOBILITY	1/13/2025	\$ 450.90	Cell Phone Services	\$ 450.90	0000002178
14244364	COX BUSINESS SERVICES	1/13/2025	\$ 281.16	COX VIDEO SECURITY	\$ 281.16	0000002164
14244365	SPARKLETTS & SIERRA SPRINGS	1/13/2025	\$ 300.75	Bottled Water Service-both cam	\$ 58.35	0000002173
14244365	SPARKLETTS & SIERRA SPRINGS	1/13/2025		Bottled Water Service-both cam	\$ 242.40	0000002173
14244366	EASTERN MUNICIPAL WATER DIST	1/13/2025	\$ 293.40	MV Water Utility	\$ 293.40	0000002169
14244367	KONICA MINOLTA BUS. SOLUTIONS	1/13/2025	\$ 163.87	MV Copier - Student Fees 75%	\$ 122.90	0000002179
14244367	KONICA MINOLTA BUS. SOLUTIONS	1/13/2025		MV Copier - Admin Fees 25%	\$ 40.97	0000002179
14244368	City of San Diego - Project Heartbeat	1/13/2025	\$ 75.00	AED management services	\$ 75.00	0000002302
14244369	SAN DIEGO COUNTY TREASURER	1/13/2025	\$ 6,061.38	Property Taxes - Oceanside	\$ 6,061.38	0000002274
14244370	FRONTIER	1/13/2025	\$ 145.39	Admin - Internet Services 18%	\$ 26.17	0000002145
14244370	FRONTIER	1/13/2025		Student - Internet Services 52	\$ 75.60	0000002145
14244370	FRONTIER	1/13/2025		SpEd - Student Internet 30%	\$ 43.62	0000002145
14246232	San Diego & Imperial County Schools FBC	1/16/2025	\$ 52.84	COBRA	\$ 52.84	
14246233	Securly, Inc	1/16/2025	\$ 3,785.20	SECURLY AWARE CLASSROOM FILTER	\$ 3,785.20	0000002303
14246234	California Schools VEBA	1/16/2025	\$ 822.00	COBRA Medical	\$ 822.00	
14246235	Alexis Roybal	1/16/2025	\$ 84.00	Employee reimbursement	\$ 84.00	
14246236	PALOMAR FAMILY COUNSELING	1/16/2025	\$ 9,680.00	PALOMAR COUNSELING	\$ 9,680.00	0000002155
14247640	Riverside County Treasurer	1/21/2025	\$ 1,823.09	Property Taxes - Moreno Valley	\$ 1,823.09	0000002275
14247641	Cordata Shredding	1/21/2025	\$ 155.51	Off-Site Secure Storage	\$ 155.51	0000002180
14247642	Specialized Therapy Services, Inc	1/21/2025	\$ 4,610.13	HEALTH PLANS/NURSING	\$ 419.90	0000002218
14247642	Specialized Therapy Services, Inc	1/21/2025		AUDIOLOGY/DHH	\$ 495.00	0000002218
14247642	Specialized Therapy Services, Inc	1/21/2025		OCCUPATIONAL THERAPY (OT)	\$ 464.40	0000002218
14247642	Specialized Therapy Services, Inc	1/21/2025		ERMHS	\$ 3,182.50	0000002218
14247642	Specialized Therapy Services, Inc	1/21/2025		VISION (VI)	\$ 48.33	0000002218
14247643	City of Vista	1/21/2025	\$ 330.00	SPORTS FIELD RENTALS	\$ 330.00	0000002256
14247644	T-Mobile USA Inc	1/21/2025	\$ 64.07	T-MOBILE STUDENT PHONE	\$ 34.53	0000002261
14247644	T-Mobile USA Inc	1/21/2025		T-MOBILE STUDENT PHONE	\$ 29.54	0000002261

PACIFIC VIEW CHARTER
BOARD WARRANT LISTING
JANUARY 1-31, 2025

25

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	PO Number
14247645	Nextstar Media, Inc	1/21/2025	\$ 2,011.98	KUSI NEWS	\$ 511.98	0000002280
14247645	Nextstar Media, Inc	1/21/2025		KUSI NEWS	\$ 1,500.00	0000002280
14247646	Laniea Dominguez	1/21/2025	\$ 150.00	SOCIAL MEDIA ADVERTISING	\$ 150.00	0000002306
14247647	ONE STOP TONER & INKJET	1/21/2025	\$ 955.74	ONE STOP TONER	\$ 955.74	0000002166
14250298	BAY ALARM	1/27/2025	\$ 144.73	BAY ALARM FIRE OCEANSIDE	\$ 144.73	0000002209
14250299	EASTERN MUNICIPAL WATER DIST	1/27/2025	\$ 366.97	MV Water Utility	\$ 366.97	0000002169
14250300	VCC OCEAN RANCH CONDO. ASSOC.	1/27/2025	\$ 6,506.00	Property Association Fees - Oc	\$ 6,506.00	0000002151
14251998	Cordata Shredding	1/30/2025	\$ 70.82	Osido Shredding	\$ 70.82	0000002180
14251999	Carlsbad Village Lock & Key, Inc	1/30/2025	\$ 1,493.89	Locksmith Services - Osido	\$ 1,493.89	0000002227
14252000	U.S. Bank	1/30/2025	\$ 5,567.36	Oceanside- SPED Postage 11%	\$ 33.00	0000002186
14252000	U.S. Bank	1/30/2025		MV Stamps.com Service Fee	\$ 29.99	0000002187
14252000	U.S. Bank	1/30/2025		Student Nutrition - MV	\$ 392.42	0000002190
14252000	U.S. Bank	1/30/2025		CALENDARY FOR SCHOOL COUNSELOR	\$ 216.00	0000002210
14252000	U.S. Bank	1/30/2025		ZOOM MEMBERSHIP	\$ 159.90	0000002202
14252000	U.S. Bank	1/30/2025		SPED Student Nutrition - MV	\$ 98.11	0000002190
14252000	U.S. Bank	1/30/2025		INSTRUCTIONAL SUPPLIES	\$ 87.58	0000002207
14252000	U.S. Bank	1/30/2025		PODS storage rental	\$ 384.58	0000002266
14252000	U.S. Bank	1/30/2025		MS FIELD TRIP- BOOMERS	\$ 681.69	0000002295
14252000	U.S. Bank	1/30/2025		Deposit for new office blinds	\$ 905.00	0000002297
14252000	U.S. Bank	1/30/2025		Oceanside- Student Postage 56%	\$ 168.00	0000002186
14252000	U.S. Bank	1/30/2025		MV - Janitorial Supplies	\$ 36.30	0000002158
14252000	U.S. Bank	1/30/2025		Oceanside - Janitorial Supplie	\$ 809.69	0000002158
14252000	U.S. Bank	1/30/2025		Oceanside- Admin Postage 33%	\$ 99.00	0000002186
14252000	U.S. Bank	1/30/2025		COSTCO	\$ 350.33	0000002156
14252000	U.S. Bank	1/30/2025		GOOGLE ADS	\$ 174.39	0000002139
14252000	U.S. Bank	1/30/2025		INSTRUCTIONAL SUPPLIES	\$ 114.85	0000002136
14252000	U.S. Bank	1/30/2025		MV - Costco Admin Supplies	\$ 29.55	0000002175
14252000	U.S. Bank	1/30/2025		ACADEMIC CERTIFICATES SECOND O	\$ 749.25	0000002301
14252000	U.S. Bank	1/30/2025		Osido - Costco Admin Supplies	\$ 47.73	0000002175
14252001	CHARTER SCHOOLS DEVELOPMENT	1/30/2025	\$ 2,248.00	CSDC Membership Dues	\$ 2,248.00	0000002296
			\$ 223,420.04		\$ 223,420.04	

PACIFIC VIEW CHARTER SCHOOL

BOARD WARRANT LISTING

FEBRUARY 1-28, 2025

26

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	Purchase Order Number
031759	MV MEDICAL CTR MASTER ASSOC	2/3/2025	\$ 1,352.00	Prop Assoc Fees Moreno Valley	\$ 1,352.00	0000002174
031760	PACIFIC VIEW CHARTER SCHOOL	2/3/2025	\$ 36,261.88	Oceanside Mortgage. Feb, March	\$ 36,261.88	
031761	PACIFIC VIEW CHARTER SCHOOL	2/3/2025	\$ 12,355.89	MV Mortgage	\$ 12,355.89	
031848	Total Education Solutions	2/5/2025	\$ 4,452.50	Speech therapy services	\$ 2,665.00	0000002317
031848	Total Education Solutions	2/5/2025		Speech therapy services	\$ 1,592.50	0000002317
031848	Total Education Solutions	2/5/2025		OCCUPATIONAL THERAPY (OT)	\$ 195.00	0000002222
031849	Reliable Translations Inc.	2/5/2025	\$ 171.00	PROFESSIONAL SERVICES	\$ 171.00	0000002198
031850	OFFICE DEPOT	2/5/2025	\$ 302.33	Osido - Office Supplies	\$ 57.25	0000002176
031850	OFFICE DEPOT	2/5/2025		SpEd Instructional Supplies	\$ 19.13	0000002246
031850	OFFICE DEPOT	2/5/2025		Osido - Office Supplies	\$ 112.02	0000002176
031850	OFFICE DEPOT	2/5/2025		OFFICE DEPOT	\$ 76.50	0000002157
031850	OFFICE DEPOT	2/5/2025		SpEd Instructional Supplies	\$ 6.36	0000002246
031850	OFFICE DEPOT	2/5/2025		Osido - Office Supplies	\$ 5.61	0000002176
031850	OFFICE DEPOT	2/5/2025		OFFICE DEPOT	\$ 25.46	0000002157
032016	Reliable Translations Inc.	2/10/2025	\$ 199.50	SPED Translations	\$ 199.50	0000002198
032017	Pediatric Therapy Services, LLC	2/10/2025	\$ 7,329.50	PHYSICAL THERAPY (PT)	\$ 54.50	0000002219
032017	Pediatric Therapy Services, LLC	2/10/2025		ED. SPECIALIST	\$ 7,275.00	0000002219
032018	GoTo Technologies USA, Inc	2/10/2025	\$ 1,175.89	Phones for Oceanside	\$ 889.46	0000002159
032018	GoTo Technologies USA, Inc	2/10/2025		Phones for Moreno Valley	\$ 286.43	0000002159
032019	JAN-PRO OF SAN DIEGO	2/10/2025	\$ 3,799.00	Janitorial Services	\$ 3,799.00	0000002148
032020	NANPOR SECURITY SERVICES	2/10/2025	\$ 2,924.00	Campus Security Guard-Osido	\$ 2,924.00	0000002184
032021	WASTE MANAGEMENT	2/10/2025	\$ 234.08	Trash & recycle collection	\$ 234.08	0000002146
032154	Reliable Translations Inc.	2/12/2025	\$ 402.00	SPED Translations	\$ 231.00	0000002198
032154	Reliable Translations Inc.	2/12/2025		SPED Translations	\$ 171.00	0000002198
032155	HopSkipDrive, INC	2/12/2025	\$ 1,021.61	RIDE SHARE	\$ 1,021.61	0000002260
032156	AIR CRAFTS HEATING & AC INC.	2/12/2025	\$ 2,450.00	O'side HVC mtn & repair	\$ 2,450.00	0000002149
032157	YOUNG, MINNEY & CORR, LLP	2/12/2025	\$ 711.00	Legal Counsel	\$ 711.00	0000002177
032158	NANPOR SECURITY SERVICES	2/12/2025	\$ 2,838.00	Campus Security Guard-Osido	\$ 2,838.00	0000002184
032159	OFFICE DEPOT	2/12/2025	\$ 90.52	OFFICE DEPOT	\$ 61.55	0000002157
032159	OFFICE DEPOT	2/12/2025		SpEd Instructional Supplies	\$ 15.39	0000002246
032159	OFFICE DEPOT	2/12/2025		Osido - Office Supplies	\$ 13.58	0000002176
032317	Reliable Translations Inc.	2/18/2025	\$ 155.34	PROFESSIONAL SERVICES	\$ 155.34	0000002198
032318	OFFICE DEPOT	2/18/2025	\$ 406.08	Osido - Office Supplies	\$ 66.17	0000002176
032318	OFFICE DEPOT	2/18/2025		OFFICE DEPOT	\$ 271.93	0000002157

PACIFIC VIEW CHARTER SCHOOL

BOARD WARRANT LISTING

FEBRUARY 1-28, 2025

27

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	Purchase Order Number
032318	OFFICE DEPOT	2/18/2025		SpEd Instructional Supplies	\$ 67.98	0000002246
032438	Reliable Translations Inc.	2/20/2025	\$ 171.00	SPED Translations	\$ 171.00	0000002198
032439	Amazon.com Sales, Inc.	2/20/2025	\$ 743.93	INSTRUCTIONAL SUPPLIES	\$ 151.62	0000002203
032439	Amazon.com Sales, Inc.	2/20/2025		INSTRUCTIONAL SUPPLIES	\$ 272.70	0000002203
032439	Amazon.com Sales, Inc.	2/20/2025		INSTRUCTIONAL SUPPLIES	\$ 319.61	0000002203
032666	Total Education Solutions	2/26/2025	\$ 1,300.00	OCCUPATIONAL THERAPY (OT)	\$ 195.00	0000002222
032666	Total Education Solutions	2/26/2025		TES SPEECH SERVICES	\$ 1,105.00	0000002317
032667	Reliable Translations Inc.	2/26/2025	\$ 171.00	SPED Translations	\$ 171.00	0000002198
032668	Pediatric Therapy Services, LLC	2/26/2025	\$ 5,147.00	ED. SPECIALIST	\$ 5,092.50	0000002219
032668	Pediatric Therapy Services, LLC	2/26/2025		PHYSICAL THERAPY (PT)	\$ 54.50	0000002219
032669	Niche.com, Inc	2/26/2025	\$ 10,990.00	Marketing yearly subscription	\$ 10,990.00	0000002321
032670	Amazon.com Sales, Inc.	2/26/2025	\$ 194.39	INSTRUCTIONAL SUPPLIES	\$ 56.55	0000002203
032670	Amazon.com Sales, Inc.	2/26/2025		INSTRUCTIONAL SUPPLIES	\$ 59.78	0000002203
032670	Amazon.com Sales, Inc.	2/26/2025		INSTRUCTIONAL SUPPLIES	\$ 49.92	0000002203
032670	Amazon.com Sales, Inc.	2/26/2025		INSTRUCTIONAL SUPPLIES	\$ 28.14	0000002203
032671	Patch Media	2/26/2025	\$ 1,000.00	DIGITAL ADVERTISING	\$ 1,000.00	0000002294
032672	MV MEDICAL CTR MASTER ASSOC	2/26/2025	\$ 1,352.00	Prop Assoc Fees Moreno Valley	\$ 1,352.00	0000002174
032673	PACIFIC VIEW CHARTER SCHOOL	2/26/2025	\$ 18,130.94	Oceanside Mortgage April	\$ 18,130.94	
032674	PACIFIC VIEW CHARTER SCHOOL	2/26/2025	\$ 12,355.89	MV Mortgage	\$ 12,355.89	
14253124	Riverside County Treasurer	2/3/2025	\$ 1,657.39	Property Taxes - Moreno Valley	\$ 1,657.39	0000002275
14253125	Rebecca Koos	2/3/2025	\$ 82.32	Employee mileage reimbursement	\$ 82.32	
14253126	T-Mobile USA Inc	2/3/2025	\$ 34.53	T-MOBILE STUDENT PHONE	\$ 34.53	0000002261
14253127	CITY OF OCEANSIDE	2/3/2025	\$ 605.00	HIGH SCHOOL DANCE VENUE	\$ 605.00	0000002312
14253128	MORENO VALLEY UTILITY	2/3/2025	\$ 229.12	Electricity	\$ 229.12	0000002147
14253129	RONALD LARRY HOLDEN	2/3/2025	\$ 2,600.00	Janitorial Services	\$ 2,600.00	0000002124
14253130	SAN DIEGO GAS & ELECTRIC	2/3/2025	\$ 3,627.32	O'side Electricity	\$ 3,627.32	0000002150
14253131	FRONTIER	2/3/2025	\$ 145.39	Student - Internet Services 52	\$ 75.60	0000002145
14253131	FRONTIER	2/3/2025		SpEd - Student Internet 30%	\$ 43.62	0000002145
14253131	FRONTIER	2/3/2025		Admin - Internet Services 18%	\$ 26.17	0000002145
14254848	Specialized Therapy Services, Inc	2/6/2025	\$ 4,229.30	ERMHS	\$ 3,277.50	0000002218
14254848	Specialized Therapy Services, Inc	2/6/2025		AUDIOLOGY/DHH	\$ 385.00	0000002218
14254848	Specialized Therapy Services, Inc	2/6/2025		VISION (VI)	\$ 49.30	0000002218
14254848	Specialized Therapy Services, Inc	2/6/2025		OCCUPATIONAL THERAPY (OT)	\$ 517.50	0000002218
14254849	Teachers on Reserve	2/6/2025	\$ 787.02	Substitute Teachers	\$ 787.02	0000002244

PACIFIC VIEW CHARTER SCHOOL

BOARD WARRANT LISTING

FEBRUARY 1-28, 2025

28

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Amount	Purchase Order Number
14254850	Top Notch Catering	2/6/2025	\$ 9,218.22	Student Nutrition Food - Gen E	\$ 7,374.58	0000002191
14254850	Top Notch Catering	2/6/2025		Student Nutrition Food - Sped	\$ 1,843.64	0000002191
14254851	Whitehouse CPAs, Inc	2/6/2025	\$ 10,750.00	Back Office Services	\$ 10,750.00	0000002127
14254852	EDD	2/6/2025	\$ 421.35	UE Tax Base - Experience Charg	\$ 421.35	0000002224
14254853	NATIONAL BENEFIT SERVICES, LLC	2/6/2025	\$ 279.00	Admin Fees for Cafe 125	\$ 200.00	0000002181
14254853	NATIONAL BENEFIT SERVICES, LLC	2/6/2025		Admin Fees for Cafe 125	\$ 79.00	0000002181
14254854	COUNTY SCHOOLS SERVICE FUND	2/6/2025	\$ 2,400.00	EDJOIN service agreement MV/O'	\$ 2,400.00	0000002318
14256209	Nextstar Media, Inc	2/10/2025	\$ 2,000.00	KUSI NEWS	\$ 500.00	0000002280
14256209	Nextstar Media, Inc	2/10/2025		KUSI NEWS	\$ 1,500.00	0000002280
14256210	ADT SECURITY SERVICES	2/10/2025	\$ 77.36	ADT SECURITY SYS MV	\$ 77.36	0000002160
14256211	COX BUSINESS SERVICES	2/10/2025	\$ 456.22	Student 85%	\$ 387.79	0000002167
14256211	COX BUSINESS SERVICES	2/10/2025		Admin 15%	\$ 68.43	0000002167
14258134	AT&T MOBILITY	2/13/2025	\$ 451.00	Cell Phone Services	\$ 451.00	0000002178
14258135	COX BUSINESS SERVICES	2/13/2025	\$ 281.16	COX VIDEO SECURITY	\$ 281.16	0000002164
14258136	SPARKLETTS & SIERRA SPRINGS	2/13/2025	\$ 404.02	Bottled Water Service-both cam	\$ 359.14	0000002173
14258136	SPARKLETTS & SIERRA SPRINGS	2/13/2025		Bottled Water Service-both cam	\$ 44.88	0000002173
14258137	TRIVISTA, INC	2/13/2025	\$ 13,411.32	Final construction payment	\$ 3,751.28	
14258137	TRIVISTA, INC	2/13/2025		Final construction payment	\$ 9,660.04	
14259103	Cordata Shredding	2/18/2025	\$ 187.37	Off-Site Secure Storage	\$ 187.37	0000002180
14259104	City of Vista	2/18/2025	\$ 264.00	SPORTS FIELD RENTALS	\$ 264.00	0000002256
14261434	Cordata Shredding	2/24/2025	\$ 139.19	MV Shredding	\$ 55.87	0000002180
14261434	Cordata Shredding	2/24/2025		Oside Shredding	\$ 83.32	0000002180
14261435	San Diego & Imperial County Schools FBC	2/24/2025	\$ 52.84	COBRA	\$ 52.84	
14261436	California Schools VEBA	2/24/2025	\$ 822.00	COBRA	\$ 822.00	
14261437	Rebecca Koos	2/24/2025	\$ 81.41	Employee mileage reimbursement	\$ 81.41	
14261438	North County Student Transportation	2/24/2025	\$ 1,175.00	UCR field trip transportation	\$ 1,175.00	0000002326
14261439	Anza-Borrego Foundation	2/24/2025	\$ 340.00	ANZA-BORREGO TEACHER SYMPOSIUM	\$ 340.00	0000002324
14261440	EASTERN MUNICIPAL WATER DIST	2/24/2025	\$ 317.95	MV Water Utility	\$ 317.95	0000002169
14261441	OCEANSIDE CHAMBER OF COMMERCE	2/24/2025	\$ 795.00	OCEANSIDE CHAMBER OF COMMERCE	\$ 795.00	0000002327
14261442	VCC OCEAN RANCH CONDO. ASSOC.	2/24/2025	\$ 6,506.00	Property Association Fees - Oc	\$ 6,506.00	0000002151
			\$ 195,016.07		\$ 195,016.07	

March 5, 2025

Board of Directors
c/o Erin Gorence, Executive Director
Pacific View Charter School
3670 Ocean Ranch Blvd
Oceanside, CA 92056

Dear Ms. Gorence:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Pacific View Charter School (the Organization, Client, you, your).

Services and Related Report

We will audit the financial statements of the Organization as of and for the year ended June 30, 2025, and the related notes to the financial statements. Upon completion of our audit, we will provide the Organization with our audit report on the financial statements and supplementary information referred to below. If, for any reasons caused by or relating to the affairs or management of the Organization, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Schedule of Average Daily Attendance
- > Schedule of Instructional Time
- > Reconciliation of Charter School Unaudited Actuals Financial Report – Alternative Form With Audit Financial Statements

We will read the following other information accompanying the financial statements to identify any material inconsistencies with the audited financial statements; however, the other information will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information:

- > Organization

Our report does not include reporting on key audit matters.

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. The objective also includes reporting on:

- > Internal control related to the financial statements and compliance with laws, regulations and the provisions of contracts or grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with *Government Auditing Standards*.
- > Report on State Compliance in accordance with the audit guide titled *2024-25 Guide for annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the Education Audit Appels Panel dated July 1, 2024.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (i) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (ii) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will state that the report is not suitable for any other purpose.

The report on state compliance will include a paragraph that states that the purpose of the report is solely to describe the scope of our testing of state compliance and the results based on the requirements of the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. The paragraph will also state that the report is not suitable for any other purpose.

We will be responsible for performing the audit in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the guidance provided in the audit guide titled *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

We also will provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations and the provisions of grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*.

We will also provide a report and express an opinion on compliance with the requirements of laws, regulations, contract and grants applicable to its state programs, with which noncompliance could have a direct and material effect on each of its state programs, as required by *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

As part of an audit in accordance with GAAS and the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

- > Identify and assess the risks of material misstatement of the financial statements and supplementary information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- > Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements and supplementary information that we have identified during the audit.
- > Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements and supplementary information, including the disclosures, and whether the financial statements and supplementary information represent the underlying transactions and events in a manner that achieves fair presentation.
- > Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards and the 2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Because the determination of waste and abuse is subjective, *Government Auditing Standards and the 2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* do not expect auditors to provide reasonable assurance of detecting waste or abuse. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statements presentation. Our audit does not relieve management or those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of the Organization and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management or those charged with governance internal control matters that are required to be communicated under professional standards. We will also inform you of any other matters involving internal control, if any, as required by *Government Auditing Standards*.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the Organization is in compliance with the requirements described in the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts and agreements, including grant agreements. The objective of those procedures will be to provide an opinion on overall compliance and we will express such an opinion in our report on compliance issued pursuant to *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, *Government Auditing Standards* and *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

Our audit will be conducted on the basis that the Organization's management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- For identifying all federal awards received and understanding and complying with the compliance requirements;
- For the preparation and fair presentation of the financial statements and supplementary information in accordance accounting principles generally accepted in the United States of America;

- For the design, implementation, establishment, and maintenance of effective internal controls relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; and
- For the design, implementation, and maintenance of effective internal controls over compliance that provides reasonable assurance that the Organization administers federal awards in compliance with the compliance requirements; and
- To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit; and
 - Unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed above. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. You further agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Organization complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit.

Management is responsible for informing us on a timely basis of the name of any single investor in you that owns 20% or more of your equity at any point in time. Management is also responsible for informing us on a timely basis of any investments held by you which constitutes 20% or more of the equity/capital of the investee entity at any point in time.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for either Baker Tilly US, LLP or Baker Tilly Advisory Group, LP to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as nonaudit services.

Nonattest services that we or Baker Tilly Advisory Group, LP will be providing are as follows:

- > Preparation of the financial statements
- > Data entry of the auditee section of the data collection form (if applicable)
- > Preparation of the exempt from tax organization return

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with Baker Tilly US, LLP's or Baker Tilly Advisory Group, LP's performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge and/or experience, preferably within senior management, to oversee the services performed.
- > Evaluate the adequacy and results of the nonattest services performed.
- > Accept responsibility for the results of the nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

Other Documents

GAAS requires that we read any annual report that contains our audit report. The purpose of this procedure is to consider whether other information in the annual report, including the manner of its presentation, is materially inconsistent with information appearing in the financial statements. We assume no obligation to perform procedures to corroborate such other information as part of our audit.

If you intend to reproduce or publish the financial statements, and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The Organization may wish to include our report on these financial statements and supplementary information in a securities offering. You agree that the aforementioned audit report, or reference to Baker Tilly will not be included in such offering without our prior written permission or consent. Any agreement to perform work in connection with an offering, including an agreement to provide permission or consent, will be a separate agreement.

At the conclusion of our engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior year audit findings, auditors' reports and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include within the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty (30) days after receipt of the auditors' reports or nine (9) months after the end of the audit period.

We will provide copies of our reports to the Organization, however, management is responsible for distribution of the reports and the financial statements. Copies of our reports are to be made available for public inspection unless restricted by law or regulation or if they contain privileged and confidential information.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal or state agencies for purposes of a quality review of the audit, to resolve audit findings or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Baker Tilly personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records; so we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Organization's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the Organization hereby authorizes us to do so.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent

allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, the Organization personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Timing and Fees

Our professional fees for these services will be \$29,500

In addition to professional fees, our invoices will include our standard technology charge, plus travel and subsistence, and other out-of-pocket expenses related to the engagement.

Fees are payable upon presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. The Organization will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Organization agrees to be responsible for all expenses of collection including related attorneys' fees.

Our fee estimate is based on certain assumptions. Certain circumstances may arise during the course of our audit that could significantly affect the targeted completion date or our fee estimate, and additional fees may be necessary as a result. Such circumstances include but are not limited to the following:

- Changes to the timing of the engagement initiated by the Organization, which may require the reassignment of our personnel.
- The Organization's failure to provide all information requested by us (i) on the date requested, (ii) in the form acceptable to us, (iii) with no mathematical errors, and (iv) in agreement with the appropriate Organization records.
- Significant delays in responding to inquiries made of Organization personnel, or significant changes in Organization accounting policies or practices, or in the Organization's accounting personnel, their responsibilities, or their availability.
- Significant delays or errors in the draft financial statements and necessary schedules prepared by the Organization's personnel.
- Implementation of new general ledger software or a new chart of accounts by the Organization.
- Significant changes in the Organization's business operations, including business combinations, the creation of new entities, divisions, or subsidiaries within the Organization, significant new employment or equity agreements, or significant subsequent events. Certain business transactions or changes in business operations or conditions, financial reporting, and/or auditing standards may require us to utilize the services of internal or external valuation or tax specialists.
- New financing arrangements or modifications to existing financing arrangements, or significant new federal or state funding.
- Significant deficiencies or material weaknesses in the design or operating effectiveness of the Organization's internal control over financial reporting identified during the audit.
- A significant level of proposed audit adjustments.
- Issuance of additional accounting or auditing standards subsequent to or effective for the periods covered by this Engagement Letter.
- Additional work for state compliance findings (if any)
- Circumstances beyond our control.

For new business transactions or changes in business operations or conditions, financial reporting and/or auditing standards may require us to utilize the services of internal or external valuation or tax specialists. This includes matters such as business combinations, impairment evaluations, and going concern evaluation, among other potential needs for specialists. The time and cost of such services are not included in the fee estimate provided.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

No significant SAS's are outstanding.

No significant FASB's are outstanding.

Baker Tilly's fees are exclusive of any federal, national, regional, state, provincial or local taxes, including any VAT or other withholdings, imposed on this transaction, the fees, or on Client's use of the Services or possession of the Deliverable (individually or collectively, the Taxes). All applicable Taxes shall be paid by Client without deduction from any fees owed by Client to Baker Tilly. In the event Client fails to pay any Taxes when due, Client shall defend, indemnify, and hold harmless Baker Tilly, its officers, agents, employees and consultants from and against any and all fines, penalties, damages, costs (including, but not limited to, claims, liabilities or losses arising from or related to such failure by Client) and will pay any and all damages, as well as all costs, including, but not limited to, mediation and arbitration fees and expenses as well as attorneys' fees, associated with Client's breach of this section.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the Services require Baker Tilly to receive personal data or personal information from Client, Baker Tilly may process, and engage subcontractors to assist with processing, any personal data or personal information, as those terms are defined in applicable privacy laws. Baker Tilly's processing shall be in accordance with the requirements of the applicable privacy laws relevant to the processing in providing Services hereunder, including Services performed to meet the business purposes of the Client, such as Baker Tilly's tax, advisory, and other consulting services. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records, and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor, as those terms are defined respectively under the CCPA/GDPR, in relation to Client personal data and personal information. As a Service Provider/Data Processor processing personal data or personal information on behalf of Client, Baker Tilly shall, unless otherwise permitted by applicable privacy law, (a) follow Client instructions; (b) not sell personal data or personal information collected from the Client or share the personal data or personal information for purposes of targeted advertising; (c) process personal data or personal information solely for purposes related to the Client's engagement and not for Baker Tilly's own commercial purposes; and (d) cooperate with and provide reasonable assistance to Client to ensure compliance with applicable privacy laws. Client is responsible for notifying Baker Tilly of any applicable privacy laws the personal data or personal information provided to Baker Tilly is subject to, and Client represents and warrants it has all necessary authority (including any legally required consent from individuals) to transfer such information and authorize Baker Tilly to process such information in connection with the Services described herein. Client further understands Baker Tilly US, LLP

and Baker Tilly Advisory Group, LP will co-process Client data as necessary to perform the Services, pursuant to the alternative practice structure in place between the two entities. Baker Tilly Advisory Group, LP maintains custody of client files for both entities. By executing this Engagement Letter, you hereby consent to the transfer to Baker Tilly Advisory Group, LP of all your Client files, workpapers and work product. Baker Tilly Advisory Group, LP is bound by the same confidentiality obligations as Baker Tilly US, LLP. Baker Tilly is responsible for notifying Client if Baker Tilly becomes aware that it can no longer comply with any applicable privacy law and, upon such notice, shall permit Client to take reasonable and appropriate steps to remediate personal data or personal information processing. Client agrees that Baker Tilly has the right to utilize Client data to improve internal processes and procedures and to generate aggregated/de-identified data from the data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these service providers, but are committed to maintaining the confidentiality and security of your information.

Any additional services that may be requested and we agree to provide will be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Organization, unless otherwise prohibited. In the event we are requested by the Organization or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Organization, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the Organization if disclosure of confidential information is necessary for peer review purposes.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course be happy to provide the Organization with any other services you may find necessary or desirable.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the Organization will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the Organization violates this nonsolicitation clause, the Organization agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms.

Baker Tilly Advisory Group, LP and its subsidiaries and Baker Tilly US, LLP, trading as Baker Tilly, are independent members of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP are not Baker Tilly International's agents and do not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Advisory Group, LP, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Organization by Baker Tilly ("Online Offering") constitute the entire agreement between the Organization and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Organization's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Organization's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of California, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

If there are any questions regarding the Engagement Letter, please contact Jim Rotherham, the professional on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Jim Rotherham is available at (858) 320-6773, or at jim.rotherham@bakertilly.com

Sincerely,



BAKER TILLY US, LLP

The services and terms as set forth in this Engagement Letter are agreed to by:

Officer signature

Title

Date



MOSSADAMS

Report on the Firm's System of Quality Control

October 28, 2021

To the Partners of Baker Tilly US, LLP and the
National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Baker Tilly US, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations [SOC 1® and SOC 2® engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Baker Tilly US, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Baker Tilly US, LLP has received a peer review rating of *pass*.

Moss Adams LLP

Financial Reserves

The Board of Directors (“Board”) of Pacific View Charter School (PVC) recognizes the need for a financial reserve to serve as a cushion against unexpected but necessary expenses or a sudden loss of income, and to build up money for long-term goals and future plans. With this in mind, the Board establishes a Financial Reserve Policy with the goal of maintaining overall Financial Reserves in an amount sufficient to:

1. Meet the uncertainties of federal, state and local funding;
2. Provide prudent reserves to meet unexpected emergencies, economic uncertainties and catastrophic events equating to approximately six (6) months operating expenditures;
3. Protect PVC from unnecessary borrowing in order to meet cash-flow needs;
4. Help ensure a credit rating that would qualify the charter school for lower borrowing costs;
5. Allow PVC to respond to respond to unanticipated opportunities, such as the development of new programs;
6. Plan for ongoing program and facility maintenance and upgrades;
7. Plan for extraordinary costs associated with Special Education.

Collectively, items 1-4 above are defined as Operational Reserves, whereas items 5-7 above are defined as Program Reserves. In determining the ongoing, appropriate target for overall Financial Reserves, the Board will continue to consider a variety of factors and potential impacts on PVC’s finances including, but not limited to, the predictability and volatility of its revenues and expenditures, and projected program and routine maintenance needs. It is the Board’s intention that the board review such factors and the target for overall Financial Reserves annually.

The Board of Directors shall be responsible for committing any fund balance portions to specific purposes. Once the action has been taken, committed funds cannot be used for any other purpose unless the commitment is rescinded by the Board of Directors. Examples of committed general fund balances are general funds set aside for specific projects or school expansion.

The Board of Directors delegates to the Executive Director or designee the authority to assign fund balances for specific purposes. Examples of assigned general fund balances are funds set aside for technology, employee severance costs, and fiscal stabilization.

Operational Reserve

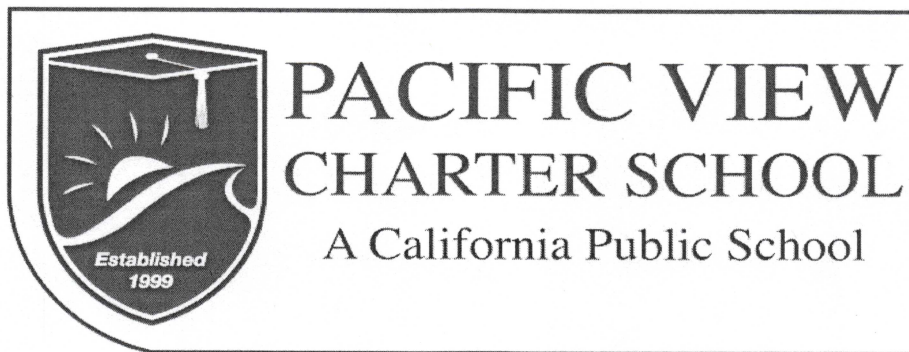
PVC should strive for an Operational Reserve of at least \$5 million in Unrestricted General Funds. For the purposes of this policy, Unrestricted General Funds shall be composed of Unrestricted Reserves outlined in the California School Accounting Manual (CSAM) as having Resource Codes 0000-1999.

Program Reserve

Program Reserves are to be reviewed, taking into account the goals established by the Board in its strategic plan and any programmatic changes that may affect projected needs.

Board Approval:

DRAFT



Application for Authorization of Student Club or Organization

- I. We, the undersigned students, request approval to form a student club or organization at Pacific View Charter.
- II. This organization will be called the Hats for Hope Club and its purpose will be the following: To knit hats to donate to premature babies and chemotherapy patients.
- III. Lisa Detavernier has agreed to serve as the advisor for this organization for the school year.
- IV. We have attached:
 1. A copy of the constitution

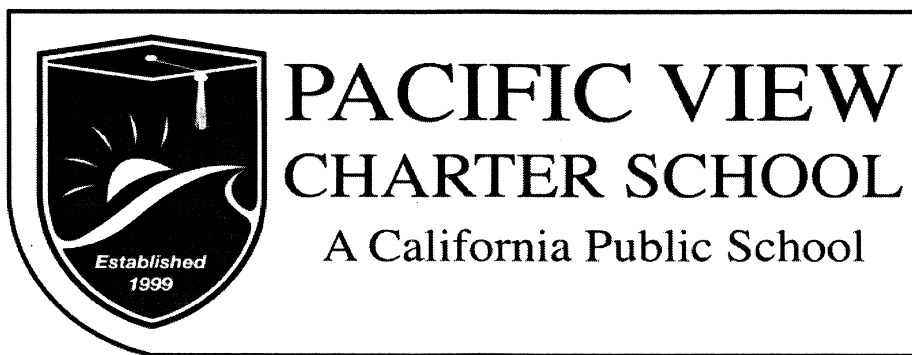
V. Approved:

[Signature]
Executive Director

Date: 2/21/25

[Signature]
Advisor

Date: 2/21/25



Constitution and Bylaws of the Hats for Hope Club

Article I. Name of club

The official name of this organization shall be Hats for Hope Club

Article II. Purpose

The purpose of this club shall be: To make hats to donate to premature babies and chemotherapy patients.

Article III. Membership

Section 1. All members are required to be students of Pacific View Charter School

Section 2. Regular attendance of all club members is encouraged

Article IV. Officers

Section 1. The officers of this club shall be a President, Vice President, Secretary, and Treasurer

Section 2. The officers shall be elected by nomination and majority vote.

Section 3. The term of office shall be the school year.

Article V. Meetings

Section 1. This club shall meet on Fridays (day) from 12:45-2 pm (time)

Section 2. Special meetings may be called by the president with the advisor's approval.

Article VI. Fundraising and Expenditures

Section 1. All fundraising by any student club shall be supervised under the name of the school.

All fundraising must receive prior approval by the Executive Director.

Section 2. All expenditures shall be approved by a majority of the club members, recorded in the minutes, and subject to the approval of the advisor, if applicable.

Article VII. Quorum

A quorum shall consist of 2/3 of the membership of the club.

Article VIII. Amendments

This constitution shall be amended by a majority vote of the quorum.

PACIFIC VIEW CHARTER SCHOOL
2025-2026 EXECUTIVE DIRECTOR SALARY
EFFECTIVE 7/1/2025

Work Year: 237 Days 12 Month Pay

POSITION	STEP 1	Per Diem	Hourly	STEP 2	Per Diem	Hourly	STEP 3	Per Diem	Hourly	STEP 4	Per Diem	Hourly	STEP 5	Per Diem	Hourly	STEP 6	Per Diem	Hourly
Executive Director	\$ 194,421	\$ 820.34	\$ 102.54	\$ 202,197	\$ 853.15	\$ 106.64	\$ 210,285	\$ 887.28	\$ 110.91	\$ 218,697	\$ 922.77	\$ 115.35	\$ 227,445	\$ 959.68	\$ 119.96	\$ 236,542	\$ 998.07	\$ 124.76

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Stipends for advanced degrees

Masters	\$ 2,000.00
Doctorate	\$ 3,500.00

Board Approved: 6/18/2019
Amended: 8/20/2019
11/19/2019
5/19/2020
9/10/2020
6/22/2021
11/17/2021
5/25/2022 Effective: 07/01/2022
6/20/2023
3/12/2024
6/18/2024
03.xx.2025

PACIFIC VIEW CHARTER SCHOOL
2024-25 EXECUTIVE DIRECTOR SALARY SCHEDULE
Effective 7/01/2024

Work Year: 244 days

POSITION	STEP 1	Per Diem	Hourly	STEP 2	Per Diem	Hourly	STEP 3	Per Diem	Hourly	STEP 4	Per Diem	Hourly	STEP 5	Per Diem	Hourly	STEP 6	Per Diem	Hourly
Executive Director	\$ 200,163	\$ 820.34	\$ 102.54	\$ 208,170	\$ 853.15	\$ 106.64	\$ 216,496	\$ 887.28	\$ 110.91	\$ 225,156	\$ 922.77	\$ 115.35	\$ 234,162	\$ 959.68	\$ 119.96	\$ 243,529	\$ 998.07	\$ 124.76

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Stipends for advanced degrees

Masters \$ 2,000.00
Doctorate \$ 3,500.00

Board Approved: 6/18/2019
Amended: 8/20/2019
11/19/2019
5/19/2020
9/10/2020
6/22/2021
11/17/2021
Effective: 07/01/2022 5/25/2022
6/20/2023
3/12/2024
6/18/2024

12 month pay position

PACIFIC VIEW CHARTER SCHOOL
2025-2026 EXECUTIVE LEADERSHIP SALARY
EFFECTIVE 7/1/2025

Work Year: ~~244 days~~ 12 Month Pay

STEP	Director of Curriculum & Instruction	Per Diem	Hourly	Director of Student Services	Per Diem	Hourly	Director of Business & Operations	Per Diem	Hourly
	Certificated 232 Days			Certificated 232 Days			Classified 237 Days		
1	\$ 120,375	\$ 518.86	\$ 64.86	\$ 120,375	\$ 518.86	\$ 64.86	\$ 122,969	\$ 518.86	\$ 64.86
2	\$ 125,190	\$ 539.61	\$ 67.45	\$ 125,190	\$ 539.61	\$ 67.45	\$ 127,888	\$ 539.61	\$ 67.45
3	\$ 130,197	\$ 561.20	\$ 70.15	\$ 130,197	\$ 561.20	\$ 70.15	\$ 133,003	\$ 561.20	\$ 70.15
4	\$ 135,405	\$ 583.64	\$ 72.96	\$ 135,405	\$ 583.64	\$ 72.96	\$ 138,323	\$ 583.64	\$ 72.96
5	\$ 140,821	\$ 606.99	\$ 75.87	\$ 140,821	\$ 606.99	\$ 75.87	\$ 143,856	\$ 606.99	\$ 75.87
6	\$ 146,454	\$ 631.27	\$ 78.91	\$ 146,454	\$ 631.27	\$ 78.91	\$ 149,611	\$ 631.27	\$ 78.91
7	\$ 152,312	\$ 656.52	\$ 82.06	\$ 152,312	\$ 656.52	\$ 82.06	\$ 155,595	\$ 656.52	\$ 82.06
8	\$ 159,928	\$ 689.35	\$ 86.17	\$ 159,928	\$ 689.35	\$ 86.17	\$ 163,375	\$ 689.35	\$ 86.17
9	\$ 163,127	\$ 703.13	\$ 87.89	\$ 163,127	\$ 703.13	\$ 87.89	\$ 166,642	\$ 703.13	\$ 87.89
10	\$ 166,389	\$ 717.19	\$ 89.65	\$ 166,389	\$ 717.19	\$ 89.65	\$ 169,975	\$ 717.19	\$ 89.65
11	\$ 169,717	\$ 731.54	\$ 91.44	\$ 169,717	\$ 731.54	\$ 91.44	\$ 173,375	\$ 731.54	\$ 91.44
12	\$ 173,111	\$ 746.17	\$ 93.27	\$ 173,111	\$ 746.17	\$ 93.27	\$ 176,842	\$ 746.17	\$ 93.27
13	\$ 176,573	\$ 761.09	\$ 95.14	\$ 176,573	\$ 761.09	\$ 95.14	\$ 180,379	\$ 761.09	\$ 95.14
14	\$ 180,105	\$ 776.31	\$ 97.04	\$ 180,105	\$ 776.31	\$ 97.04	\$ 183,987	\$ 776.31	\$ 97.04
15	\$ 183,707	\$ 791.84	\$ 98.98	\$ 183,707	\$ 791.84	\$ 98.98	\$ 187,666	\$ 791.84	\$ 98.98
16	\$ 187,381	\$ 807.68	\$ 100.96	\$ 187,381	\$ 807.68	\$ 100.96	\$ 191,420	\$ 807.68	\$ 100.96
17	\$ 191,129	\$ 823.83	\$ 102.98	\$ 191,129	\$ 823.83	\$ 102.98	\$ 195,248	\$ 823.83	\$ 102.98
18	\$ 194,951	\$ 840.31	\$ 105.04	\$ 194,951	\$ 840.31	\$ 105.04	\$ 199,153	\$ 840.31	\$ 105.04
19	\$ 198,850	\$ 857.11	\$ 107.14	\$ 198,850	\$ 857.11	\$ 107.14	\$ 203,136	\$ 857.11	\$ 107.14
20	\$ 202,827	\$ 874.26	\$ 109.28	\$ 202,827	\$ 874.26	\$ 109.28	\$ 207,199	\$ 874.26	\$ 109.28
21	\$ 206,884	\$ 891.74	\$ 111.47	\$ 206,884	\$ 891.74	\$ 111.47	\$ 211,343	\$ 891.74	\$ 111.47

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

**Stipends for Advanced Degrees/
Additional Work Assignments**

Masters Degree	\$ 2,000.00
Doctorate Degree	\$ 3,500.00
Interim Site Supervisor	\$ 5,000.00
WASC Facilitator	\$ 5,000.00
Construction Project	\$ 5,000.00

Board Approved: 6/18/2019
Amended: 8/20/2019 5/18/2021 6/18/2024
11/19/2019 3/15/2022 03.xx.2025
5/19/2020 2/7/2023
9/10/2020 6/20/2023
2/16/2021 3/12/2024

**PACIFIC VIEW CHARTER SCHOOL
2024-25 LEADERSHIP SALARY SCHEDULE
EFFECTIVE 07/01/2024**

Work Year: 244 days / 12 Month Pay

STEP	Director of Curriculum & Instruction Certificated 244 days	Per Diem	Hourly Rate	Director of Student Services Certificated 244 days	Per Diem	Hourly Rate	Director of Business & Operations Classified 244 days	Per Diem	Hourly Rate
1	\$ 126,601	\$ 518.86	\$ 64.86	\$ 126,601	\$ 518.86	\$ 64.86	\$ 126,601	\$ 518.86	\$ 64.86
2	\$ 131,665	\$ 539.61	\$ 67.45	\$ 131,665	\$ 539.61	\$ 67.45	\$ 131,665	\$ 539.61	\$ 67.45
3	\$ 136,932	\$ 561.20	\$ 70.15	\$ 136,932	\$ 561.20	\$ 70.15	\$ 136,932	\$ 561.20	\$ 70.15
4	\$ 142,409	\$ 583.64	\$ 72.96	\$ 142,409	\$ 583.64	\$ 72.96	\$ 142,409	\$ 583.64	\$ 72.96
5	\$ 148,105	\$ 606.99	\$ 75.87	\$ 148,105	\$ 606.99	\$ 75.87	\$ 148,105	\$ 606.99	\$ 75.87
6	\$ 154,029	\$ 631.27	\$ 78.91	\$ 154,029	\$ 631.27	\$ 78.91	\$ 154,029	\$ 631.27	\$ 78.91
7	\$ 160,191	\$ 656.52	\$ 82.06	\$ 160,191	\$ 656.52	\$ 82.06	\$ 160,191	\$ 656.52	\$ 82.06
8	\$ 168,200	\$ 689.35	\$ 86.17	\$ 168,200	\$ 689.35	\$ 86.17	\$ 168,200	\$ 689.35	\$ 86.17
9	\$ 171,564	\$ 703.13	\$ 87.89	\$ 171,564	\$ 703.13	\$ 87.89	\$ 171,564	\$ 703.13	\$ 87.89
10	\$ 174,995	\$ 717.19	\$ 89.65	\$ 174,995	\$ 717.19	\$ 89.65	\$ 174,995	\$ 717.19	\$ 89.65
11	\$ 178,495	\$ 731.54	\$ 91.44	\$ 178,495	\$ 731.54	\$ 91.44	\$ 178,495	\$ 731.54	\$ 91.44
12	\$ 182,065	\$ 746.17	\$ 93.27	\$ 182,065	\$ 746.17	\$ 93.27	\$ 182,065	\$ 746.17	\$ 93.27
13	\$ 185,707	\$ 761.09	\$ 95.14	\$ 185,707	\$ 761.09	\$ 95.14	\$ 185,707	\$ 761.09	\$ 95.14
14	\$ 189,421	\$ 776.31	\$ 97.04	\$ 189,421	\$ 776.31	\$ 97.04	\$ 189,421	\$ 776.31	\$ 97.04
15	\$ 193,209	\$ 791.84	\$ 98.98	\$ 193,209	\$ 791.84	\$ 98.98	\$ 193,209	\$ 791.84	\$ 98.98
16	\$ 197,073	\$ 807.68	\$ 100.96	\$ 197,073	\$ 807.68	\$ 100.96	\$ 197,073	\$ 807.68	\$ 100.96
17	\$ 201,015	\$ 823.83	\$ 102.98	\$ 201,015	\$ 823.83	\$ 102.98	\$ 201,015	\$ 823.83	\$ 102.98
18	\$ 205,035	\$ 840.31	\$ 105.04	\$ 205,035	\$ 840.31	\$ 105.04	\$ 205,035	\$ 840.31	\$ 105.04
19	\$ 209,136	\$ 857.11	\$ 107.14	\$ 209,136	\$ 857.11	\$ 107.14	\$ 209,136	\$ 857.11	\$ 107.14
20	\$ 213,319	\$ 874.26	\$ 109.28	\$ 213,319	\$ 874.26	\$ 109.28	\$ 213,319	\$ 874.26	\$ 109.28
21	\$ 217,585	\$ 891.74	\$ 111.47	\$ 217,585	\$ 891.74	\$ 111.47	\$ 217,585	\$ 891.74	\$ 111.47

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Stipends for Advanced Degrees/ Additional Work Assignments

Masters Degree	\$ 2,000.00
Doctorate Degree	\$ 3,500.00
Interim Site Supervisor	\$ 5,000.00
WASC Facilitator	\$ 5,000.00
Construction Project	\$ 5,000.00

Board Approved: 6/18/2019

Amended:	8/20/2019	5/18/2021	6/18/2024
	11/19/2019	3/15/2022	
	5/19/2020	2/7/2023	
	9/10/2020	6/20/2023	
	2/16/2021	3/12/2024	

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CERTIFICATED SALARY
EFFECTIVE 7/1/2025

12 Month Pay

STEP	Site Supervisor	Per Diem	Hourly	School Counseling Coordinator	Per Diem	Hourly	K8 Coordinator	Per Diem	Hourly
	207 Days			216 Days			198 Days		
1	\$ 95,060	\$ 459.23	\$ 57.40	\$ 83,730	\$ 387.64	\$ 48.45	\$ 90,922	\$ 459.20	\$ 57.40
2	\$ 98,862	\$ 477.60	\$ 59.70	\$ 87,079	\$ 403.14	\$ 50.39	\$ 94,558	\$ 477.57	\$ 59.70
3	\$ 102,817	\$ 496.70	\$ 62.09	\$ 90,562	\$ 419.27	\$ 52.41	\$ 98,341	\$ 496.67	\$ 62.08
4	\$ 106,929	\$ 516.57	\$ 64.57	\$ 94,184	\$ 436.04	\$ 54.50	\$ 102,274	\$ 516.54	\$ 64.57
5	\$ 111,207	\$ 537.23	\$ 67.15	\$ 97,952	\$ 453.48	\$ 56.69	\$ 106,365	\$ 537.20	\$ 67.15
6	\$ 115,655	\$ 558.72	\$ 69.84	\$ 101,870	\$ 471.62	\$ 58.95	\$ 110,620	\$ 558.69	\$ 69.84
7	\$ 120,281	\$ 581.07	\$ 72.63	\$ 105,945	\$ 490.48	\$ 61.31	\$ 115,045	\$ 581.03	\$ 72.63
8	\$ 126,295	\$ 610.12	\$ 76.27	\$ 111,242	\$ 515.01	\$ 64.38	\$ 120,797	\$ 610.09	\$ 76.26
9	\$ 128,821	\$ 622.32	\$ 77.79	\$ 113,467	\$ 525.31	\$ 65.66	\$ 123,213	\$ 622.29	\$ 77.79
10	\$ 131,397	\$ 634.77	\$ 79.35	\$ 115,736	\$ 535.81	\$ 66.98	\$ 125,677	\$ 634.73	\$ 79.34
11	\$ 134,025	\$ 647.47	\$ 80.93	\$ 118,051	\$ 546.53	\$ 68.32	\$ 128,191	\$ 647.43	\$ 80.93
12	\$ 136,706	\$ 660.42	\$ 82.55	\$ 120,412	\$ 557.46	\$ 69.68	\$ 130,755	\$ 660.38	\$ 82.55
13	\$ 139,440	\$ 673.62	\$ 84.20	\$ 122,820	\$ 568.61	\$ 71.08	\$ 133,370	\$ 673.58	\$ 84.20
14	\$ 142,229	\$ 687.10	\$ 85.89	\$ 125,276	\$ 579.98	\$ 72.50	\$ 136,037	\$ 687.06	\$ 85.88
15	\$ 145,073	\$ 700.84	\$ 87.60	\$ 127,782	\$ 591.58	\$ 73.95	\$ 138,758	\$ 700.80	\$ 87.60
16	\$ 147,975	\$ 714.85	\$ 89.36	\$ 130,338	\$ 603.41	\$ 75.43	\$ 141,533	\$ 714.81	\$ 89.35
17	\$ 150,934	\$ 729.15	\$ 91.14	\$ 132,944	\$ 615.48	\$ 76.94	\$ 144,364	\$ 729.11	\$ 91.14
18	\$ 153,953	\$ 743.73	\$ 92.97	\$ 135,603	\$ 627.79	\$ 78.47	\$ 147,251	\$ 743.69	\$ 92.96
19	\$ 157,032	\$ 758.61	\$ 94.83	\$ 138,315	\$ 640.35	\$ 80.04	\$ 150,196	\$ 758.57	\$ 94.82
20	\$ 160,173	\$ 773.78	\$ 96.72	\$ 141,082	\$ 653.16	\$ 81.64	\$ 153,200	\$ 773.74	\$ 96.72
21	\$ 163,376	\$ 789.26	\$ 98.66	\$ 143,903	\$ 666.22	\$ 83.28	\$ 156,264	\$ 789.21	\$ 98.65

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CERTIFICATED SALARY
EFFECTIVE 7/1/2025

12 Month Pay

STEP	Special Education Coordinator	Per Diem	Hourly	Psychologist	Per Diem	Hourly	Speech Pathologist	Per Diem	Speech Pathologist Hourly
	217 Days			186 Days			186 Days		186 Days
1	\$ 99,524	\$ 458.64	\$ 57.33	\$ 99,116	\$ 532.88	\$ 66.61	\$ 84,375	\$ 453.63	\$ 56.70
2	\$ 103,505	\$ 476.98	\$ 59.62	\$ 103,081	\$ 554.20	\$ 69.27	\$ 87,750	\$ 471.77	\$ 58.97
3	\$ 107,646	\$ 496.06	\$ 62.01	\$ 107,204	\$ 576.37	\$ 72.05	\$ 91,260	\$ 490.64	\$ 61.33
4	\$ 111,951	\$ 515.90	\$ 64.49	\$ 111,492	\$ 599.42	\$ 74.93	\$ 94,910	\$ 510.27	\$ 63.78
5	\$ 116,429	\$ 536.54	\$ 67.07	\$ 115,952	\$ 623.40	\$ 77.92	\$ 98,707	\$ 530.68	\$ 66.34
6	\$ 121,087	\$ 558.00	\$ 69.75	\$ 120,590	\$ 648.33	\$ 81.04	\$ 102,655	\$ 551.91	\$ 68.99
7	\$ 125,930	\$ 580.32	\$ 72.54	\$ 125,414	\$ 674.27	\$ 84.28	\$ 106,761	\$ 573.98	\$ 71.75
8	\$ 132,227	\$ 609.34	\$ 76.17	\$ 131,684	\$ 707.98	\$ 88.50	\$ 112,099	\$ 602.68	\$ 75.34
9	\$ 134,871	\$ 621.53	\$ 77.69	\$ 134,318	\$ 722.14	\$ 90.27	\$ 114,341	\$ 614.74	\$ 76.84
10	\$ 137,568	\$ 633.96	\$ 79.24	\$ 137,004	\$ 736.58	\$ 92.07	\$ 116,628	\$ 627.03	\$ 78.38
11	\$ 140,320	\$ 646.64	\$ 80.83	\$ 139,744	\$ 751.31	\$ 93.91	\$ 118,960	\$ 639.57	\$ 79.95
12	\$ 143,126	\$ 659.57	\$ 82.45	\$ 142,539	\$ 766.34	\$ 95.79	\$ 121,340	\$ 652.36	\$ 81.55
13	\$ 145,989	\$ 672.76	\$ 84.09	\$ 145,390	\$ 781.67	\$ 97.71	\$ 123,766	\$ 665.41	\$ 83.18
14	\$ 148,909	\$ 686.21	\$ 85.78	\$ 148,298	\$ 797.30	\$ 99.66	\$ 126,242	\$ 678.72	\$ 84.84
15	\$ 151,887	\$ 699.94	\$ 87.49	\$ 151,264	\$ 813.25	\$ 101.66	\$ 128,767	\$ 692.29	\$ 86.54
16	\$ 154,924	\$ 713.94	\$ 89.24	\$ 154,289	\$ 829.51	\$ 103.69	\$ 131,342	\$ 706.14	\$ 88.27
17	\$ 158,023	\$ 728.22	\$ 91.03	\$ 157,375	\$ 846.10	\$ 105.76	\$ 133,969	\$ 720.26	\$ 90.03
18	\$ 161,183	\$ 742.78	\$ 92.85	\$ 160,522	\$ 863.02	\$ 107.88	\$ 136,648	\$ 734.67	\$ 91.83
19	\$ 164,407	\$ 757.64	\$ 94.70	\$ 163,733	\$ 880.28	\$ 110.04	\$ 139,381	\$ 749.36	\$ 93.67
20	\$ 167,695	\$ 772.79	\$ 96.60	\$ 167,008	\$ 897.89	\$ 112.24	\$ 142,169	\$ 764.35	\$ 95.54
21	\$ 171,049	\$ 788.24	\$ 98.53	\$ 170,348	\$ 915.85	\$ 114.48	\$ 145,012	\$ 779.63	\$ 97.45

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PACIFIC VIEW CHARTER SCHOOL
2025-2026 CERTIFICATED SALARY
EFFECTIVE 7/1/2025

12 Month Pay

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Stipends for Advanced Degrees/ Additional

<u>Work Assignments</u>		Board Approved:	6/18/2019
Masters Degree	\$ 2,000.00	Amended:	8/20/2019 03.xx.2025
Doctorate Degree	\$ 3,500.00		11/19/2019
Interim Site Supervisor	\$ 5,000.00		5/19/2020
WASC Facilitator	\$ 5,000.00		9/10/2020
Hard-to-Fill SpEd	\$ 5,000.00		5/18/2021
			5/25/2022
			6/20/2023
			3/12/2024
			5/28/2024
			6/18/2024

**PACIFIC VIEW
CHARTER SCHOOL
2024-25 CERTIFICATED SALARY SCHEDULE
Effective 7/1/2024**

12 Month Pay

STEP	Site Supervisor 213 days	Per Diem	Hourly	Special Education Coordinator 229 days	Per Diem	Hourly	School Counseling Coordinator 223 days	Per Diem	Hourly	Psychologist 188 days	Per Diem	Hourly	Speech Pathologist 188 days Full Time	Der Diem	Speech Pathologist 188 days Part Time Hourly	K8 Coordinator 198 days	Per Diem	Hourly
1	\$ 97,815	\$ 459.23	\$ 57.40	\$ 105,028	\$ 458.64	\$ 57.33	\$ 86,443	\$ 387.64	\$ 48.45	\$ 100,182	\$ 532.88	\$ 66.61	\$ 85,282	\$ 453.63	\$ 56.70	\$ 90,922	\$ 459.20	\$ 57.40
2	\$ 101,728	\$ 477.59	\$ 59.70	\$ 109,229	\$ 476.98	\$ 59.62	\$ 89,901	\$ 403.14	\$ 50.39	\$ 104,189	\$ 554.20	\$ 69.27	\$ 88,693	\$ 471.77	\$ 58.97	\$ 94,558	\$ 477.57	\$ 59.70
3	\$ 105,797	\$ 496.70	\$ 62.09	\$ 113,598	\$ 496.06	\$ 62.01	\$ 93,497	\$ 419.27	\$ 52.41	\$ 108,357	\$ 576.37	\$ 72.05	\$ 92,241	\$ 490.64	\$ 61.33	\$ 98,341	\$ 496.67	\$ 62.08
4	\$ 110,029	\$ 516.57	\$ 64.57	\$ 118,142	\$ 515.90	\$ 64.49	\$ 97,237	\$ 436.04	\$ 54.50	\$ 112,691	\$ 599.42	\$ 74.93	\$ 95,931	\$ 510.27	\$ 63.78	\$ 102,274	\$ 516.54	\$ 64.57
5	\$ 114,430	\$ 537.23	\$ 67.15	\$ 122,868	\$ 536.54	\$ 67.07	\$ 101,126	\$ 453.48	\$ 56.69	\$ 117,199	\$ 623.40	\$ 77.92	\$ 99,768	\$ 530.68	\$ 66.34	\$ 106,365	\$ 537.20	\$ 67.15
6	\$ 119,007	\$ 558.72	\$ 69.84	\$ 127,783	\$ 558.00	\$ 69.75	\$ 105,171	\$ 471.62	\$ 58.95	\$ 121,887	\$ 648.33	\$ 81.04	\$ 103,759	\$ 551.91	\$ 68.99	\$ 110,620	\$ 558.69	\$ 69.84
7	\$ 123,767	\$ 581.07	\$ 72.63	\$ 132,894	\$ 580.32	\$ 72.54	\$ 109,378	\$ 490.48	\$ 61.31	\$ 126,762	\$ 674.27	\$ 84.28	\$ 107,909	\$ 573.98	\$ 71.75	\$ 115,045	\$ 581.03	\$ 72.63
8	\$ 129,956	\$ 610.12	\$ 76.26	\$ 139,539	\$ 609.34	\$ 76.17	\$ 114,847	\$ 515.01	\$ 64.38	\$ 133,100	\$ 707.98	\$ 88.50	\$ 113,304	\$ 602.68	\$ 75.34	\$ 120,797	\$ 610.09	\$ 76.26
9	\$ 132,555	\$ 622.32	\$ 77.79	\$ 142,329	\$ 621.53	\$ 77.69	\$ 117,144	\$ 525.31	\$ 65.66	\$ 135,762	\$ 722.14	\$ 90.27	\$ 115,570	\$ 614.74	\$ 76.84	\$ 123,213	\$ 622.29	\$ 77.79
10	\$ 135,206	\$ 634.77	\$ 79.35	\$ 145,176	\$ 633.96	\$ 79.24	\$ 119,487	\$ 535.81	\$ 66.98	\$ 138,478	\$ 736.58	\$ 92.07	\$ 117,882	\$ 627.03	\$ 78.38	\$ 125,677	\$ 634.73	\$ 79.34
11	\$ 137,910	\$ 647.46	\$ 80.93	\$ 148,080	\$ 646.64	\$ 80.83	\$ 121,876	\$ 546.53	\$ 68.32	\$ 141,247	\$ 751.31	\$ 93.91	\$ 120,240	\$ 639.57	\$ 79.95	\$ 128,191	\$ 647.43	\$ 80.93
12	\$ 140,668	\$ 660.41	\$ 82.55	\$ 151,041	\$ 659.57	\$ 82.45	\$ 124,314	\$ 557.46	\$ 69.68	\$ 144,072	\$ 766.34	\$ 95.79	\$ 122,644	\$ 652.36	\$ 81.55	\$ 130,755	\$ 660.38	\$ 82.55
13	\$ 143,481	\$ 673.62	\$ 84.20	\$ 154,062	\$ 672.76	\$ 84.09	\$ 126,800	\$ 568.61	\$ 71.08	\$ 146,953	\$ 781.67	\$ 97.71	\$ 125,097	\$ 665.41	\$ 83.18	\$ 133,370	\$ 673.58	\$ 84.20
14	\$ 146,351	\$ 687.09	\$ 85.89	\$ 157,143	\$ 686.21	\$ 85.78	\$ 129,336	\$ 579.98	\$ 72.50	\$ 149,893	\$ 797.30	\$ 99.66	\$ 127,599	\$ 678.72	\$ 84.84	\$ 136,037	\$ 687.06	\$ 85.88
15	\$ 149,278	\$ 700.84	\$ 87.60	\$ 160,286	\$ 699.94	\$ 87.49	\$ 131,923	\$ 591.58	\$ 73.95	\$ 152,890	\$ 813.25	\$ 101.66	\$ 130,151	\$ 692.29	\$ 86.54	\$ 138,758	\$ 700.80	\$ 87.60
16	\$ 152,264	\$ 714.85	\$ 89.36	\$ 163,492	\$ 713.94	\$ 89.24	\$ 134,561	\$ 603.41	\$ 75.43	\$ 155,948	\$ 829.51	\$ 103.69	\$ 132,754	\$ 706.14	\$ 88.27	\$ 141,533	\$ 714.81	\$ 89.35
17	\$ 155,309	\$ 729.15	\$ 91.14	\$ 166,762	\$ 728.22	\$ 91.03	\$ 137,253	\$ 615.48	\$ 76.94	\$ 159,067	\$ 846.10	\$ 105.76	\$ 135,409	\$ 720.26	\$ 90.03	\$ 144,364	\$ 729.11	\$ 91.14
18	\$ 158,415	\$ 743.73	\$ 92.97	\$ 170,097	\$ 742.78	\$ 92.85	\$ 139,998	\$ 627.79	\$ 78.47	\$ 162,249	\$ 863.02	\$ 107.88	\$ 138,117	\$ 734.67	\$ 91.83	\$ 147,251	\$ 743.69	\$ 92.96
19	\$ 161,583	\$ 758.61	\$ 94.83	\$ 173,499	\$ 757.64	\$ 94.70	\$ 142,798	\$ 640.35	\$ 80.04	\$ 165,493	\$ 880.28	\$ 110.04	\$ 140,880	\$ 749.36	\$ 93.67	\$ 150,196	\$ 758.57	\$ 94.82
20	\$ 164,815	\$ 773.78	\$ 96.72	\$ 176,969	\$ 772.79	\$ 96.60	\$ 145,654	\$ 653.16	\$ 81.64	\$ 168,803	\$ 897.89	\$ 112.24	\$ 143,697	\$ 764.35	\$ 95.54	\$ 153,200	\$ 773.74	\$ 96.72
21	\$ 168,111	\$ 789.26	\$ 98.66	\$ 180,508	\$ 788.24	\$ 98.53	\$ 148,567	\$ 666.22	\$ 83.28	\$ 172,179	\$ 915.85	\$ 114.48	\$ 146,571	\$ 779.63	\$ 97.45	\$ 156,264	\$ 789.21	\$ 98.65

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Stipends for Advanced Degrees/ Additional Work Assignments

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Doctorate Degree	\$ 3,500.00
Interim Site Supervisor	\$ 5,000.00
WASC Facilitator	\$ 5,000.00
Hard-to-Fill SpEd	\$ 5,000.00

Board

Approved: 6/18/2019

Amended: 8/20/2019

11/19/2019

5/19/2020

9/10/2020

5/18/2021

5/25/2022

6/20/2023

3/12/2024

5/28/2024

6/18/2024

PACIFIC VIEW CHARTER SCHOOL
2025-2026 SCHOOL COUNSELOR SALARY
EFFECTIVE 7/1/2025

Work Year: 219 Days 12 Month Pay

STEP	I-BA	Per Diem	Hourly	II-BA+20	Per Diem	Hourly	III-BA+40	Per Diem	Hourly	IV-BA+60		Hourly
1	\$ 62,227	\$ 284.14	\$ 35.52	\$ 65,339	\$ 298.35	\$ 37.29	\$ 68,606	\$ 313.27	\$ 39.16	\$ 72,036	\$ 328.93	\$ 41.12
2	\$ 64,716	\$ 295.51	\$ 36.94	\$ 67,952	\$ 310.28	\$ 38.79	\$ 71,350	\$ 325.80	\$ 40.72	\$ 74,917	\$ 342.09	\$ 42.76
3	\$ 67,305	\$ 307.33	\$ 38.42	\$ 70,670	\$ 322.70	\$ 40.34	\$ 74,204	\$ 338.83	\$ 42.35	\$ 77,914	\$ 355.77	\$ 44.47
4	\$ 69,997	\$ 319.62	\$ 39.95	\$ 73,497	\$ 335.60	\$ 41.95	\$ 77,172	\$ 352.38	\$ 44.05	\$ 81,031	\$ 370.00	\$ 46.25
5	\$ 72,797	\$ 332.41	\$ 41.55	\$ 76,437	\$ 349.03	\$ 43.63	\$ 80,259	\$ 366.48	\$ 45.81	\$ 84,272	\$ 384.80	\$ 48.10
6	\$ 75,709	\$ 345.70	\$ 43.21	\$ 79,495	\$ 362.99	\$ 45.37	\$ 83,469	\$ 381.14	\$ 47.64	\$ 87,643	\$ 400.20	\$ 50.02
7	\$ 78,737	\$ 359.53	\$ 44.94	\$ 82,674	\$ 377.51	\$ 47.19	\$ 86,808	\$ 396.38	\$ 49.55	\$ 91,148	\$ 416.20	\$ 52.03
8	\$ 81,887	\$ 373.91	\$ 46.74	\$ 85,981	\$ 392.61	\$ 49.08	\$ 90,280	\$ 412.24	\$ 51.53	\$ 94,794	\$ 432.85	\$ 54.11
9	\$ 85,162	\$ 388.87	\$ 48.61	\$ 89,421	\$ 408.31	\$ 51.04	\$ 93,892	\$ 428.73	\$ 53.59	\$ 98,586	\$ 450.17	\$ 56.27
10	\$ 88,569	\$ 404.42	\$ 50.55	\$ 92,997	\$ 424.65	\$ 53.08	\$ 97,647	\$ 445.88	\$ 55.73	\$ 102,530	\$ 468.17	\$ 58.52
11	\$ 92,997	\$ 424.65	\$ 53.08	\$ 97,647	\$ 445.88	\$ 55.73	\$ 102,530	\$ 468.17	\$ 58.52	\$ 107,656	\$ 491.58	\$ 61.45
12	\$ 94,857	\$ 433.14	\$ 54.14	\$ 99,600	\$ 454.80	\$ 56.85	\$ 104,580	\$ 477.54	\$ 59.69	\$ 109,809	\$ 501.41	\$ 62.68
13	\$ 96,754	\$ 441.80	\$ 55.23	\$ 101,592	\$ 463.89	\$ 57.99	\$ 106,672	\$ 487.09	\$ 60.89	\$ 112,005	\$ 511.44	\$ 63.93
14	\$ 98,690	\$ 450.64	\$ 56.33	\$ 103,624	\$ 473.17	\$ 59.15	\$ 108,805	\$ 496.83	\$ 62.10	\$ 114,246	\$ 521.67	\$ 65.21
15	\$ 100,663	\$ 459.65	\$ 57.46	\$ 105,697	\$ 482.63	\$ 60.33	\$ 110,981	\$ 506.76	\$ 63.35	\$ 116,530	\$ 532.10	\$ 66.51
16	\$ 102,677	\$ 468.84	\$ 58.61	\$ 107,810	\$ 492.29	\$ 61.54	\$ 113,201	\$ 516.90	\$ 64.61	\$ 118,861	\$ 542.74	\$ 67.84
17	\$ 104,730	\$ 478.22	\$ 59.78	\$ 109,967	\$ 502.13	\$ 62.77	\$ 115,465	\$ 527.24	\$ 65.90	\$ 121,238	\$ 553.60	\$ 69.20
18	\$ 106,825	\$ 487.78	\$ 60.97	\$ 112,166	\$ 512.17	\$ 64.02	\$ 117,774	\$ 537.78	\$ 67.22	\$ 123,663	\$ 564.67	\$ 70.58
19	\$ 108,961	\$ 497.54	\$ 62.19	\$ 114,409	\$ 522.42	\$ 65.30	\$ 120,130	\$ 548.54	\$ 68.57	\$ 126,136	\$ 575.96	\$ 72.00
20	\$ 111,140	\$ 507.49	\$ 63.44	\$ 116,698	\$ 532.87	\$ 66.61	\$ 122,532	\$ 559.51	\$ 69.94	\$ 128,659	\$ 587.48	\$ 73.44
21	\$ 113,363	\$ 517.64	\$ 64.71	\$ 119,031	\$ 543.52	\$ 67.94	\$ 124,983	\$ 570.70	\$ 71.34	\$ 131,232	\$ 599.23	\$ 74.90

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Stipends

Masters	2,000.00
Doctorate	3,500.00
WASC -Accreditation	5,000.00

Board Approved:

06/18/19

Board Revised:

08/20/19 6/18/2024

11/19/19 03.xx.2025

05/19/20

05/18/21

05/25/22

06/20/23

03/12/24

Column Advancement Criteria

Upper division/graduate college semester units
 earned from an accredited college or university

PACIFIC VIEW CHARTER SCHOOL
2024-2025 SCHOOL COUNSELOR SALARY SCHEDULE EFFECTIVE 7/1/2024

219 DAYS - 12 month pay

STEP	I-BA	Per Diem	Hourly	II-BA+20	Per Diem	Hourly	III-BA+40	Per Diem	Hourly	IV-BA+60		Hourly
1	62,227	284.14	35.52	65,339	298.35	37.29	68,606	313.27	39.16	72,036	328.93	41.12
2	64,716	295.51	36.94	67,952	310.28	38.79	71,350	325.80	40.72	74,917	342.09	42.76
3	67,305	307.33	38.42	70,670	322.70	40.34	74,204	338.83	42.35	77,914	355.77	44.47
4	69,997	319.62	39.95	73,497	335.60	41.95	77,172	352.38	44.05	81,031	370.00	46.25
5	72,797	332.41	41.55	76,437	349.03	43.63	80,259	366.48	45.81	84,272	384.80	48.10
6	75,709	345.70	43.21	79,495	362.99	45.37	83,469	381.14	47.64	87,643	400.20	50.02
7	78,737	359.53	44.94	82,674	377.51	47.19	86,808	396.38	49.55	91,148	416.20	52.03
8	81,887	373.91	46.74	85,981	392.61	49.08	90,280	412.24	51.53	94,794	432.85	54.11
9	85,162	388.87	48.61	89,421	408.31	51.04	93,892	428.73	53.59	98,586	450.17	56.27
10	88,569	404.42	50.55	92,997	424.65	53.08	97,647	445.88	55.73	102,530	468.17	58.52
11	92,997	424.65	53.08	97,647	445.88	55.73	102,530	468.17	58.52	107,656	491.58	61.45
12	94,857	433.14	54.14	99,600	454.80	56.85	104,580	477.54	59.69	109,809	501.41	62.68
13	96,754	441.80	55.23	101,592	463.89	57.99	106,672	487.09	60.89	112,005	511.44	63.93
14	98,690	450.64	56.33	103,624	473.17	59.15	108,805	496.83	62.10	114,246	521.67	65.21
15	100,663	459.65	57.46	105,697	482.63	60.33	110,981	506.76	63.35	116,530	532.10	66.51
16	102,677	468.84	58.61	107,810	492.29	61.54	113,201	516.90	64.61	118,861	542.74	67.84
17	104,730	478.22	59.78	109,967	502.13	62.77	115,465	527.24	65.90	121,238	553.60	69.20
18	106,825	487.78	60.97	112,166	512.17	64.02	117,774	537.78	67.22	123,663	564.67	70.58
19	108,961	497.54	62.19	114,409	522.42	65.30	120,130	548.54	68.57	126,136	575.96	72.00
20	111,140	507.49	63.44	116,698	532.87	66.61	122,532	559.51	69.94	128,659	587.48	73.44
21	113,363	517.64	64.71	119,031	543.52	67.94	124,983	570.70	71.34	131,232	599.23	74.90

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Stipends

Masters	2,000.00
Doctorate	3,500.00
WASC - Accreditation	5,000.00

Board Approved: 06/18/19 6/18/2024

Board Revised: 08/20/19

11/19/19

05/19/20

05/18/21

05/25/22

06/20/23

03/12/24

Column Advancement Criteria
Upper division/graduate college semester units
earned from an accredited college or university

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CERTIFICATED SALARY
EFFECTIVE 7/1/2025

TRACK 1 SUPERVISORY TEACHER-GRADES 9-12 / EDUCATION SPECIALIST²/ SUPERVISORY TEACHER- ENGLISH LEARNER SUPPORT/TOSA

Work Year: 219 Days 12 Month Pay

STEP	I-BA	Per Diem	Hourly	II-BA+20	Per Diem	Hourly	III-BA+40	Per Diem	Hourly	IV-BA+60	Per Diem	Hourly
1	\$ 61,859	\$ 282.46	\$ 35.31	\$ 64,952	\$ 296.58	\$ 37.07	\$ 68,199	\$ 311.41	\$ 38.93	\$ 71,609	\$ 326.98	\$ 40.87
2	\$ 64,333	\$ 293.76	\$ 36.72	\$ 67,550	\$ 308.45	\$ 38.56	\$ 70,927	\$ 323.87	\$ 40.48	\$ 74,474	\$ 340.06	\$ 42.51
3	\$ 66,906	\$ 305.51	\$ 38.19	\$ 70,252	\$ 320.78	\$ 40.10	\$ 73,764	\$ 336.82	\$ 42.10	\$ 77,453	\$ 353.66	\$ 44.21
4	\$ 69,583	\$ 317.73	\$ 39.72	\$ 73,062	\$ 333.62	\$ 41.70	\$ 76,715	\$ 350.30	\$ 43.79	\$ 80,551	\$ 367.81	\$ 45.98
5	\$ 72,366	\$ 330.44	\$ 41.30	\$ 75,984	\$ 346.96	\$ 43.37	\$ 79,783	\$ 364.31	\$ 45.54	\$ 83,773	\$ 382.52	\$ 47.82
6	\$ 75,261	\$ 343.66	\$ 42.96	\$ 79,024	\$ 360.84	\$ 45.10	\$ 82,975	\$ 378.88	\$ 47.36	\$ 87,124	\$ 397.82	\$ 49.73
7	\$ 78,271	\$ 357.40	\$ 44.68	\$ 82,185	\$ 375.27	\$ 46.91	\$ 86,294	\$ 394.04	\$ 49.25	\$ 90,609	\$ 413.74	\$ 51.72
8	\$ 81,402	\$ 371.70	\$ 46.46	\$ 85,472	\$ 390.28	\$ 48.79	\$ 89,746	\$ 409.80	\$ 51.22	\$ 94,233	\$ 430.29	\$ 53.79
9	\$ 84,658	\$ 386.57	\$ 48.32	\$ 88,891	\$ 405.89	\$ 50.74	\$ 93,335	\$ 426.19	\$ 53.27	\$ 98,002	\$ 447.50	\$ 55.94
10	\$ 88,044	\$ 402.03	\$ 50.25	\$ 92,446	\$ 422.13	\$ 52.77	\$ 97,069	\$ 443.24	\$ 55.40	\$ 101,922	\$ 465.40	\$ 58.17
11	\$ 92,446	\$ 422.13	\$ 52.77	\$ 97,069	\$ 443.24	\$ 55.40	\$ 101,922	\$ 465.40	\$ 58.17	\$ 107,018	\$ 488.67	\$ 61.08
12	\$ 94,295	\$ 430.57	\$ 53.82	\$ 99,010	\$ 452.10	\$ 56.51	\$ 103,961	\$ 474.71	\$ 59.34	\$ 109,159	\$ 498.44	\$ 62.31
13	\$ 96,181	\$ 439.18	\$ 54.90	\$ 100,990	\$ 461.14	\$ 57.64	\$ 106,040	\$ 484.20	\$ 60.53	\$ 111,342	\$ 508.41	\$ 63.55
14	\$ 98,105	\$ 447.97	\$ 56.00	\$ 103,010	\$ 470.37	\$ 58.80	\$ 108,161	\$ 493.88	\$ 61.74	\$ 113,569	\$ 518.58	\$ 64.82
15	\$ 100,067	\$ 456.93	\$ 57.12	\$ 105,070	\$ 479.77	\$ 59.97	\$ 110,324	\$ 503.76	\$ 62.97	\$ 115,840	\$ 528.95	\$ 66.12
16	\$ 102,068	\$ 466.07	\$ 58.26	\$ 107,172	\$ 489.37	\$ 61.17	\$ 112,530	\$ 513.84	\$ 64.23	\$ 118,157	\$ 539.53	\$ 67.44
17	\$ 104,110	\$ 475.39	\$ 59.42	\$ 109,315	\$ 499.16	\$ 62.39	\$ 114,781	\$ 524.11	\$ 65.51	\$ 120,520	\$ 550.32	\$ 68.79
18	\$ 106,192	\$ 484.89	\$ 60.61	\$ 111,502	\$ 509.14	\$ 63.64	\$ 117,077	\$ 534.60	\$ 66.82	\$ 122,930	\$ 561.33	\$ 70.17
19	\$ 108,316	\$ 494.59	\$ 61.82	\$ 113,732	\$ 519.32	\$ 64.92	\$ 119,418	\$ 545.29	\$ 68.16	\$ 125,389	\$ 572.55	\$ 71.57
20	\$ 110,482	\$ 504.48	\$ 63.06	\$ 116,006	\$ 529.71	\$ 66.21	\$ 121,807	\$ 556.19	\$ 69.52	\$ 127,897	\$ 584.00	\$ 73.00
21	\$ 112,692	\$ 514.57	\$ 64.32	\$ 118,326	\$ 540.30	\$ 67.54	\$ 124,243	\$ 567.32	\$ 70.91	\$ 130,455	\$ 595.68	\$ 74.46

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Stipends

Masters	\$ 2,000.00
Doctorate	\$ 3,500.00
Department Chair	\$ 1,200.00
Lead Teacher Stipend	\$ 5,000.00
Interim Site Supervisor	\$ 5,000.00
Hard-to-Fill SpEd ²	\$ 5,000.00
WASC - Accreditation	\$ 5,000.00

Hourly Certificated Positions

PT Temporary Education Specialist - \$60.00 per hour
PT/FT Temp Supervisory Teacher - \$40.00 per hour
Curriculum Writers - \$27.88 per hour
Curriculum Data Entry - \$21.40 per hour

Daily Certificated Position:

Sub. Teacher \$200 per day

Column Advancement Criteria

Upper division/graduate college semester units
earned from an accredited college or university

Board Approved: 6/18/2019

Amended: 8/20/2019 10/18/2022
11/19/2019 6/20/2023
5/19/2020 3/12/2024
11/17/2020 6/18/2024
5/18/2021 03.xx.2025
5/25/2022

PACIFIC VIEW CHARTER SCHOOL
2024-2025 CERTIFICATED SALARY SCHEDULE EFFECTIVE 7/1/2024
SUPERVISORY TEACHER-GRADES 9-12 / EDUCATION SPECIALIST²/ SUPERVISORY TEACHER- ENGLISH LEARNER SUPPORT/TOSA

219 DAYS 12
month pay
position

STEP	I-BA	Per Diem	Hourly	II-BA+20	Per Diem	Hourly	III-BA+40	Per Diem	Hourly	IV-BA+60	Per Diem	Hourly
1	61,859	282.46	35.31	64,952	296.58	37.07	68,199	311.41	38.93	71,609	326.98	40.87
2	64,333	293.76	36.72	67,550	308.45	38.56	70,927	323.87	40.48	74,474	340.06	42.51
3	66,906	305.51	38.19	70,252	320.78	40.10	73,764	336.82	42.10	77,453	353.66	44.21
4	69,583	317.73	39.72	73,062	333.62	41.70	76,715	350.30	43.79	80,551	367.81	45.98
5	72,366	330.44	41.30	75,984	346.96	43.37	79,783	364.31	45.54	83,773	382.52	47.82
6	75,261	343.66	42.96	79,024	360.84	45.10	82,975	378.88	47.36	87,124	397.82	49.73
7	78,271	357.40	44.68	82,185	375.27	46.91	86,294	394.04	49.25	90,609	413.74	51.72
8	81,402	371.70	46.46	85,472	390.28	48.79	89,746	409.80	51.22	94,233	430.29	53.79
9	84,658	386.57	48.32	88,891	405.89	50.74	93,335	426.19	53.27	98,002	447.50	55.94
10	88,044	402.03	50.25	92,446	422.13	52.77	97,069	443.24	55.40	101,922	465.40	58.17
11	92,446	422.13	52.77	97,069	443.24	55.40	101,922	465.40	58.17	107,018	488.67	61.08
12	94,295	430.57	53.82	99,010	452.10	56.51	103,961	474.71	59.34	109,159	498.44	62.31
13	96,181	439.18	54.90	100,990	461.14	57.64	106,040	484.20	60.53	111,342	508.41	63.55
14	98,105	447.97	56.00	103,010	470.37	58.80	108,161	493.88	61.74	113,569	518.58	64.82
15	100,067	456.93	57.12	105,070	479.77	59.97	110,324	503.76	62.97	115,840	528.95	66.12
16	102,068	466.07	58.26	107,172	489.37	61.17	112,530	513.84	64.23	118,157	539.53	67.44
17	104,110	475.39	59.42	109,315	499.16	62.39	114,781	524.11	65.51	120,520	550.32	68.79
18	106,192	484.89	60.61	111,502	509.14	63.64	117,077	534.60	66.82	122,930	561.33	70.17
19	108,316	494.59	61.82	113,732	519.32	64.92	119,418	545.29	68.16	125,389	572.55	71.57
20	110,482	504.48	63.06	116,006	529.71	66.21	121,807	556.19	69.52	127,897	584.00	73.00
21	112,692	514.57	64.32	118,326	540.30	67.54	124,243	567.32	70.91	130,455	595.68	74.46

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

<u>Stipends</u>		<u>Hourly Certificated Positions</u>	<u>Daily Certificated Position</u>	Sub. Teacher \$200 per day
Masters	\$ 2,000.00	PT Temporary Education Specialist - \$60.00 per hour	Board Approved:	06/18/19
Doctorate	\$ 3,500.00	PT/FT Temp Supervisory Teacher - \$40.00 per hour	Amended:	08/20/19 10/18/2022
Department Chair	\$ 1,200.00	Curriculum Writers - \$27.88 per hour		11/19/19 6/20/2023
Lead Teacher Stipend	\$ 5,000.00	Curriculum Data Entry - \$21.40 per hour		05/19/20 3/12/2024
Interim - Site Supervisor	\$ 5,000.00	Column Advancement Criteria		11/17/20 6/18/2024
Hard-to-Fill SpEd ²	\$ 5,000.00	Upper division/graduate college semester units		05/18/21
WASC - Accreditation	\$ 5,000.00	earned from an accredited college or university		05/25/22

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CERTIFICATED SALARY
EFFECTIVE 7/1/2025

TRACK 2 SUPERVISORY TEACHER-GRADES TK-8 12/ EDUCATION SPECIALIST²/ TOSA

Work Year: ~~188~~ 186 Days 12 Month Pay

STEP	I-BA	Per Diem	Hourly	II-BA+20	Per Diem	Hourly	III-BA+40	Per Diem	Hourly	IV-BA+60	Per Diem	Hourly
1	\$ 52,537	\$ 282.46	\$ 35.31	\$ 55,164	\$ 296.58	\$ 37.07	\$ 57,923	\$ 311.41	\$ 38.93	\$ 60,819	\$ 326.98	\$ 40.87
2	\$ 54,639	\$ 293.76	\$ 36.72	\$ 57,371	\$ 308.45	\$ 38.56	\$ 60,239	\$ 323.87	\$ 40.48	\$ 63,251	\$ 340.06	\$ 42.51
3	\$ 56,825	\$ 305.51	\$ 38.19	\$ 59,666	\$ 320.78	\$ 40.10	\$ 62,649	\$ 336.82	\$ 42.10	\$ 65,782	\$ 353.66	\$ 44.21
4	\$ 59,098	\$ 317.73	\$ 39.72	\$ 62,052	\$ 333.62	\$ 41.70	\$ 65,155	\$ 350.30	\$ 43.79	\$ 68,413	\$ 367.81	\$ 45.98
5	\$ 61,461	\$ 330.44	\$ 41.30	\$ 64,534	\$ 346.96	\$ 43.37	\$ 67,761	\$ 364.31	\$ 45.54	\$ 71,149	\$ 382.52	\$ 47.82
6	\$ 63,920	\$ 343.66	\$ 42.96	\$ 67,116	\$ 360.84	\$ 45.10	\$ 70,472	\$ 378.88	\$ 47.36	\$ 73,995	\$ 397.82	\$ 49.73
7	\$ 66,477	\$ 357.40	\$ 44.68	\$ 69,801	\$ 375.27	\$ 46.91	\$ 73,291	\$ 394.04	\$ 49.25	\$ 76,955	\$ 413.74	\$ 51.72
8	\$ 69,136	\$ 371.70	\$ 46.46	\$ 72,593	\$ 390.28	\$ 48.79	\$ 76,222	\$ 409.80	\$ 51.22	\$ 80,033	\$ 430.29	\$ 53.79
9	\$ 71,901	\$ 386.57	\$ 48.32	\$ 75,496	\$ 405.89	\$ 50.74	\$ 79,271	\$ 426.19	\$ 53.27	\$ 83,235	\$ 447.50	\$ 55.94
10	\$ 74,777	\$ 402.03	\$ 50.25	\$ 78,516	\$ 422.13	\$ 52.77	\$ 82,442	\$ 443.24	\$ 55.40	\$ 86,564	\$ 465.40	\$ 58.17
11	\$ 78,516	\$ 422.13	\$ 52.77	\$ 82,442	\$ 443.24	\$ 55.40	\$ 86,564	\$ 465.40	\$ 58.17	\$ 90,892	\$ 488.67	\$ 61.08
12	\$ 80,086	\$ 430.57	\$ 53.82	\$ 84,091	\$ 452.10	\$ 56.51	\$ 88,295	\$ 474.71	\$ 59.34	\$ 92,710	\$ 498.44	\$ 62.31
13	\$ 81,688	\$ 439.18	\$ 54.90	\$ 85,773	\$ 461.14	\$ 57.64	\$ 90,061	\$ 484.20	\$ 60.52	\$ 94,564	\$ 508.41	\$ 63.55
14	\$ 83,322	\$ 447.97	\$ 56.00	\$ 87,488	\$ 470.37	\$ 58.80	\$ 91,862	\$ 493.88	\$ 61.74	\$ 96,456	\$ 518.58	\$ 64.82
15	\$ 84,988	\$ 456.93	\$ 57.12	\$ 89,238	\$ 479.77	\$ 59.97	\$ 93,700	\$ 503.76	\$ 62.97	\$ 98,385	\$ 528.95	\$ 66.12
16	\$ 86,688	\$ 466.07	\$ 58.26	\$ 91,022	\$ 489.37	\$ 61.17	\$ 95,574	\$ 513.84	\$ 64.23	\$ 100,352	\$ 539.53	\$ 67.44
17	\$ 88,422	\$ 475.39	\$ 59.42	\$ 92,843	\$ 499.16	\$ 62.39	\$ 97,485	\$ 524.11	\$ 65.51	\$ 102,359	\$ 550.32	\$ 68.79
18	\$ 90,190	\$ 484.89	\$ 60.61	\$ 94,700	\$ 509.14	\$ 63.64	\$ 99,435	\$ 534.60	\$ 66.82	\$ 104,407	\$ 561.33	\$ 70.17
19	\$ 91,994	\$ 494.59	\$ 61.82	\$ 96,594	\$ 519.32	\$ 64.92	\$ 101,423	\$ 545.29	\$ 68.16	\$ 106,495	\$ 572.55	\$ 71.57
20	\$ 93,834	\$ 504.48	\$ 63.06	\$ 98,526	\$ 529.71	\$ 66.21	\$ 103,452	\$ 556.19	\$ 69.52	\$ 108,625	\$ 584.00	\$ 73.00
21	\$ 95,711	\$ 514.57	\$ 64.32	\$ 100,496	\$ 540.30	\$ 67.54	\$ 105,521	\$ 567.32	\$ 70.91	\$ 110,797	\$ 595.68	\$ 74.46

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Stipends

Masters	\$ 2,000.00
Doctorate	\$ 3,500.00
Lead Teacher Stipend	\$ 5,000.00
Interim Site Supervisor	\$ 5,000.00
² Hard-to-Fill SpEd	\$ 5,000.00
WASC - Accreditation	\$ 5,000.00

Hourly Certificated Positions

PT Temporary Education Specialist - \$60.00 per hour
PT/FT Temp Supervisory Teacher - \$40.00 per hour
Curriculum Writers - \$27.88 per hour
Curriculum Data Entry - \$21.40 per hour

Daily Certificated Position

Substitute Teacher \$200 per day

Column Advancement Criteria

Upper division/graduate college semester units
earned from an accredited college or university

Board Approved: 6/18/2019

Amended: 8/20/2019 10/18/2022
11/19/2019 6/20/2023
5/19/2020 3/12/2024
11/17/2020 06/18/024
5/18/2021 03.xx.2025
5/25/2022

PACIFIC VIEW CHARTER SCHOOL

2024-25 CERTIFICATED SALARY SCHEDULE effective 07/01/2024

SUPERVISORY TEACHER-GRADES TK-8 / EDUCATION SPECIALIST²/ TOSA

188 DAYS - 12 month pay

STEP	I-BA	Per Diem	Hourly	II-BA+20	Per Diem	Hourly	III-BA+40	Per Diem	Hourly	IV-BA+60	Per Diem	Hourly
1	53,102	282.46	35.31	55,758	296.58	37.07	58,545	311.41	38.93	61,473	326.98	40.87
2	55,226	293.76	36.72	57,988	308.45	38.56	60,887	323.87	40.48	63,932	340.06	42.51
3	57,436	305.51	38.19	60,307	320.78	40.10	63,323	336.82	42.10	66,489	353.66	44.21
4	59,733	317.73	39.72	62,720	333.62	41.70	65,856	350.30	43.79	69,148	367.81	45.98
5	62,122	330.44	41.30	65,228	346.96	43.37	68,490	364.31	45.54	71,914	382.52	47.82
6	64,607	343.66	42.96	67,838	360.84	45.10	71,229	378.88	47.36	74,791	397.82	49.73
7	67,191	357.40	44.68	70,551	375.27	46.91	74,079	394.04	49.25	77,783	413.74	51.72
8	69,879	371.70	46.46	73,373	390.28	48.79	77,042	409.80	51.22	80,894	430.29	53.79
9	72,674	386.57	48.32	76,308	405.89	50.74	80,123	426.19	53.27	84,130	447.50	55.94
10	75,581	402.03	50.25	79,360	422.13	52.77	83,328	443.24	55.40	87,495	465.40	58.17
11	79,360	422.13	52.77	83,328	443.24	55.40	87,495	465.40	58.17	91,870	488.67	61.08
12	80,948	430.57	53.82	84,995	452.10	56.51	89,245	474.71	59.34	93,707	498.44	62.31
13	82,566	439.18	54.90	86,695	461.14	57.64	91,030	484.20	60.52	95,581	508.41	63.55
14	84,218	447.97	56.00	88,429	470.37	58.80	92,850	493.88	61.74	97,493	518.58	64.82
15	85,902	456.93	57.12	90,197	479.77	59.97	94,707	503.76	62.97	99,443	528.95	66.12
16	87,620	466.07	58.26	92,001	489.37	61.17	96,601	513.84	64.23	101,431	539.53	67.44
17	89,373	475.39	59.42	93,841	499.16	62.39	98,533	524.11	65.51	103,460	550.32	68.79
18	91,160	484.89	60.61	95,718	509.14	63.64	100,504	534.60	66.82	105,529	561.33	70.17
19	92,983	494.59	61.82	97,632	519.32	64.92	102,514	545.29	68.16	107,640	572.55	71.57
20	94,843	504.48	63.06	99,585	529.71	66.21	104,564	556.19	69.52	109,793	584.00	73.00
21	96,740	514.57	64.32	101,577	540.30	67.54	106,656	567.32	70.91	111,988	595.68	74.46

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

<u>Stipends</u>	<u>Hourly Certificated Positions</u>	<u>Daily Certificated Position - Substitute Teacher \$200 per day</u>
Masters	\$ 2,000.00	PT Temporary Education Specialist - \$60.00 per hour
Doctorate	\$ 3,500.00	PT/FT Temp Supervisory Teacher - \$40.00 per hour
Lead Teacher Stipend	\$ 5,000.00	Curriculum Writers - \$27.88 per hour
Interim - Site Supervisor	\$ 5,000.00	Curriculum Data Entry - \$21.40 per hour
² Hard-to-Fill SpEd	\$ 5,000.00	Column Advancement Criteria
WASC - Accreditation	\$ 5,000.00	Upper division/graduate college semester units earned from an accredited college or university

Board Approved: 06/18/19
 Amended: 08/20/19 10/18/2022
 11/19/19 6/20/2023
 05/19/20 3/12/2024
 11/17/20 06/18/024
 05/18/21
 05/25/22

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CLASSIFIED CONFIDENTIAL SALARY
EFFECTIVE 7/1/2025

Work Year: 237 Days 12 Month Pay

STEP	HR & Business Services Coordinator	Per Diem	Hourly	Technology Technician	Per Diem	Hourly	Fiscal & Operations Coordinator	Per Diem	Hourly
1	\$ 81,573	\$ 344.19	\$ 43.02	\$ 70,369	\$ 296.92	\$ 37.11	\$ 108,583	\$ 458.15	\$ 57.27
2	\$ 84,836	\$ 357.96	\$ 44.74	\$ 73,184	\$ 308.79	\$ 38.60	\$ 112,926	\$ 476.48	\$ 59.56
3	\$ 88,229	\$ 372.27	\$ 46.53	\$ 76,111	\$ 321.14	\$ 40.14	\$ 117,443	\$ 495.54	\$ 61.94
4	\$ 91,758	\$ 387.17	\$ 48.40	\$ 79,156	\$ 333.99	\$ 41.75	\$ 122,141	\$ 515.36	\$ 64.42
5	\$ 95,429	\$ 402.65	\$ 50.33	\$ 82,322	\$ 347.35	\$ 43.42	\$ 127,026	\$ 535.98	\$ 67.00
6	\$ 99,246	\$ 418.76	\$ 52.34	\$ 85,615	\$ 361.24	\$ 45.16	\$ 132,107	\$ 557.41	\$ 69.68
7	\$ 103,216	\$ 435.51	\$ 54.44	\$ 89,039	\$ 375.69	\$ 46.96	\$ 137,392	\$ 579.71	\$ 72.46
8	\$ 108,376	\$ 457.28	\$ 57.16	\$ 93,491	\$ 394.48	\$ 49.31	\$ 144,261	\$ 608.70	\$ 76.09
9	\$ 110,544	\$ 466.43	\$ 58.30	\$ 95,361	\$ 402.37	\$ 50.30	\$ 147,146	\$ 620.87	\$ 77.61
10	\$ 112,755	\$ 475.76	\$ 59.47	\$ 97,268	\$ 410.41	\$ 51.30	\$ 150,089	\$ 633.29	\$ 79.16
11	\$ 115,010	\$ 485.27	\$ 60.66	\$ 99,214	\$ 418.62	\$ 52.33	\$ 153,091	\$ 645.95	\$ 80.74
12	\$ 117,310	\$ 494.98	\$ 61.87	\$ 101,198	\$ 427.00	\$ 53.37	\$ 156,153	\$ 658.87	\$ 82.36
13	\$ 119,656	\$ 504.88	\$ 63.11	\$ 103,222	\$ 435.54	\$ 54.44	\$ 159,276	\$ 672.05	\$ 84.01
14	\$ 122,049	\$ 514.98	\$ 64.37	\$ 105,286	\$ 444.25	\$ 55.53	\$ 162,461	\$ 685.49	\$ 85.69
15	\$ 124,490	\$ 525.28	\$ 65.66	\$ 107,392	\$ 453.13	\$ 56.64	\$ 165,711	\$ 699.20	\$ 87.40
16	\$ 126,980	\$ 535.78	\$ 66.97	\$ 109,540	\$ 462.19	\$ 57.77	\$ 169,025	\$ 713.19	\$ 89.15
17	\$ 129,520	\$ 546.50	\$ 68.31	\$ 111,731	\$ 471.44	\$ 58.93	\$ 172,405	\$ 727.45	\$ 90.93
18	\$ 132,110	\$ 557.43	\$ 69.68	\$ 113,965	\$ 480.87	\$ 60.11	\$ 175,853	\$ 742.00	\$ 92.75
19	\$ 134,752	\$ 568.58	\$ 71.07	\$ 116,245	\$ 490.48	\$ 61.31	\$ 179,371	\$ 756.84	\$ 94.60
20	\$ 137,447	\$ 579.95	\$ 72.49	\$ 118,569	\$ 500.29	\$ 62.54	\$ 182,958	\$ 771.97	\$ 96.50
21	\$ 140,196	\$ 591.55	\$ 73.94	\$ 120,941	\$ 510.30	\$ 63.79	\$ 186,617	\$ 787.41	\$ 98.43
22	\$ 143,000	\$ 603.38	\$ 75.42	\$ 123,360	\$ 520.51	\$ 65.06	\$ 190,349	\$ 803.16	\$ 100.40

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Annual Stipends for Advanced Degrees

Masters	\$2,000
Doctorate	\$3,500

Board Approved:	6/18/2019	5/25/2022
Amended:	8/20/2019	4/18/2023
	11/19/2019	6/20/2023
	5/19/2020	3/12/2024
	9/10/2020	6/18/2024
	5/18/2021	03.xx.2025

PACIFIC VIEW CHARTER SCHOOL
24-25 CLASSIFIED CONFIDENTIAL SALARY SCHEDULE
Effective 07/01/2024

63

12 Month Pay

STEP	HR & Business Services Coordinator 244 days	Per Diem	Hourly	Technology Technician 244 days	Per Diem	Hourly	Fiscal & Operations Coordinator 244 days	Per Diem	Hourly
1	\$ 83,982	\$ 344.19	\$ 43.02	\$ 72,447	\$ 296.92	\$ 37.11	\$ 111,790	\$ 458.15	\$ 57.27
2	\$ 87,341	\$ 357.96	\$ 44.74	\$ 75,345	\$ 308.79	\$ 38.60	\$ 116,261	\$ 476.48	\$ 59.56
3	\$ 90,835	\$ 372.27	\$ 46.53	\$ 78,359	\$ 321.14	\$ 40.14	\$ 120,912	\$ 495.54	\$ 61.94
4	\$ 94,468	\$ 387.17	\$ 48.40	\$ 81,494	\$ 333.99	\$ 41.75	\$ 125,748	\$ 515.36	\$ 64.42
5	\$ 98,247	\$ 402.65	\$ 50.33	\$ 84,753	\$ 347.35	\$ 43.42	\$ 130,778	\$ 535.98	\$ 67.00
6	\$ 102,177	\$ 418.76	\$ 52.34	\$ 88,143	\$ 361.24	\$ 45.16	\$ 136,009	\$ 557.41	\$ 69.68
7	\$ 106,264	\$ 435.51	\$ 54.44	\$ 91,669	\$ 375.69	\$ 46.96	\$ 141,450	\$ 579.71	\$ 72.46
8	\$ 111,577	\$ 457.28	\$ 57.16	\$ 96,253	\$ 394.48	\$ 49.31	\$ 148,522	\$ 608.70	\$ 76.09
9	\$ 113,809	\$ 466.43	\$ 58.30	\$ 98,178	\$ 402.37	\$ 50.30	\$ 151,492	\$ 620.87	\$ 77.61
10	\$ 116,085	\$ 475.76	\$ 59.47	\$ 100,141	\$ 410.41	\$ 51.30	\$ 154,522	\$ 633.29	\$ 79.16
11	\$ 118,407	\$ 485.27	\$ 60.66	\$ 102,144	\$ 418.62	\$ 52.33	\$ 157,613	\$ 645.95	\$ 80.74
12	\$ 120,775	\$ 494.98	\$ 61.87	\$ 104,187	\$ 427.00	\$ 53.37	\$ 160,765	\$ 658.87	\$ 82.36
13	\$ 123,190	\$ 504.88	\$ 63.11	\$ 106,271	\$ 435.54	\$ 54.44	\$ 163,980	\$ 672.05	\$ 84.01
14	\$ 125,654	\$ 514.98	\$ 64.37	\$ 108,396	\$ 444.25	\$ 55.53	\$ 167,260	\$ 685.49	\$ 85.69
15	\$ 128,167	\$ 525.28	\$ 65.66	\$ 110,564	\$ 453.13	\$ 56.64	\$ 170,605	\$ 699.20	\$ 87.40
16	\$ 130,731	\$ 535.78	\$ 66.97	\$ 112,775	\$ 462.19	\$ 57.77	\$ 174,017	\$ 713.19	\$ 89.15
17	\$ 133,345	\$ 546.50	\$ 68.31	\$ 115,031	\$ 471.44	\$ 58.93	\$ 177,498	\$ 727.45	\$ 90.93
18	\$ 136,012	\$ 557.43	\$ 69.68	\$ 117,331	\$ 480.87	\$ 60.11	\$ 181,047	\$ 742.00	\$ 92.75
19	\$ 138,732	\$ 568.58	\$ 71.07	\$ 119,678	\$ 490.48	\$ 61.31	\$ 184,668	\$ 756.84	\$ 94.60
20	\$ 141,507	\$ 579.95	\$ 72.49	\$ 122,072	\$ 500.29	\$ 62.54	\$ 188,362	\$ 771.97	\$ 96.50
21	\$ 144,337	\$ 591.55	\$ 73.94	\$ 124,513	\$ 510.30	\$ 63.79	\$ 192,129	\$ 787.41	\$ 98.43

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Annual Stipends for Advanced Degrees

Masters \$2,000
 Doctorate \$3,500

Board Approved: 6/18/2019

Amended:	8/20/2019	5/18/2021	3/12/2024
	11/19/2019	5/25/2022	6/18/2024
	5/19/2020	4/18/2023	
	9/10/2020	6/20/2023	

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CLASSIFIED SALARY SCHEDULE
EFFECTIVE 07/01/2025

~~Work Year: 224 days~~ 12 month pay

STEP	Track 1 Inst. Aide Ed Spec IA	Per Diem	Track 1 Hourly IA	Track 2 Inst. Aide Ed Spec IA	Per Diem	Track 2 Hourly IA	Lead Instructional Aide	Per Diem	Hourly	Lead Inst. Aide Stdnt Support Asst.	Per Diem	Hourly
	215 Days		208 Days	178 Days		178 Days	215 Days			219 Days		
1	\$ 34,400	\$ 160.00	\$ 20.00	\$ 28,480	\$ 160.00	\$ 20.00	\$ 39,216	\$ 182.40	\$ 22.80	\$ 54,335	\$ 248.11	\$ 31.01
2	\$ 35,776	\$ 166.40	\$ 20.80	\$ 29,619	\$ 166.40	\$ 20.80	\$ 40,785	\$ 189.70	\$ 23.71	\$ 56,509	\$ 258.03	\$ 32.25
3	\$ 37,207	\$ 173.06	\$ 21.63	\$ 30,804	\$ 173.06	\$ 21.63	\$ 42,416	\$ 197.29	\$ 24.66	\$ 58,769	\$ 268.35	\$ 33.54
4	\$ 38,695	\$ 179.98	\$ 22.50	\$ 32,036	\$ 179.98	\$ 22.50	\$ 44,113	\$ 205.18	\$ 25.65	\$ 61,120	\$ 279.09	\$ 34.89
5	\$ 40,243	\$ 187.18	\$ 23.40	\$ 33,318	\$ 187.18	\$ 23.40	\$ 45,878	\$ 213.38	\$ 26.67	\$ 63,564	\$ 290.25	\$ 36.28
6	\$ 41,853	\$ 194.66	\$ 24.33	\$ 34,650	\$ 194.66	\$ 24.33	\$ 47,713	\$ 221.92	\$ 27.74	\$ 66,107	\$ 301.86	\$ 37.73
7	\$ 43,527	\$ 202.45	\$ 25.31	\$ 36,036	\$ 202.45	\$ 25.31	\$ 49,621	\$ 230.80	\$ 28.85	\$ 68,751	\$ 313.93	\$ 39.24
8	\$ 45,703	\$ 212.57	\$ 26.57	\$ 37,838	\$ 212.57	\$ 26.57	\$ 52,102	\$ 242.34	\$ 30.29	\$ 72,189	\$ 329.63	\$ 41.20
9	\$ 46,617	\$ 216.83	\$ 27.10	\$ 38,595	\$ 216.83	\$ 27.10	\$ 53,144	\$ 247.18	\$ 30.90	\$ 73,633	\$ 336.22	\$ 42.03
10	\$ 47,550	\$ 221.16	\$ 27.65	\$ 39,367	\$ 221.16	\$ 27.65	\$ 54,207	\$ 252.13	\$ 31.52	\$ 75,105	\$ 342.95	\$ 42.87
11	\$ 48,501	\$ 225.58	\$ 28.20	\$ 40,154	\$ 225.58	\$ 28.20	\$ 55,291	\$ 257.17	\$ 32.15	\$ 76,607	\$ 349.81	\$ 43.73
12	\$ 49,471	\$ 230.10	\$ 28.76	\$ 40,957	\$ 230.10	\$ 28.76	\$ 56,397	\$ 262.31	\$ 32.79	\$ 78,140	\$ 356.80	\$ 44.60
13	\$ 50,460	\$ 234.70	\$ 29.34	\$ 41,776	\$ 234.70	\$ 29.34	\$ 57,525	\$ 267.56	\$ 33.44	\$ 79,702	\$ 363.94	\$ 45.49
14	\$ 51,469	\$ 239.39	\$ 29.92	\$ 42,612	\$ 239.39	\$ 29.92	\$ 58,676	\$ 272.91	\$ 34.11	\$ 81,296	\$ 371.22	\$ 46.40
15	\$ 52,499	\$ 244.18	\$ 30.52	\$ 43,464	\$ 244.18	\$ 30.52	\$ 59,849	\$ 278.37	\$ 34.80	\$ 82,922	\$ 378.64	\$ 47.33
16	\$ 53,549	\$ 249.06	\$ 31.13	\$ 44,333	\$ 249.06	\$ 31.13	\$ 61,046	\$ 283.94	\$ 35.49	\$ 84,581	\$ 386.21	\$ 48.28
17	\$ 54,620	\$ 254.05	\$ 31.76	\$ 45,220	\$ 254.05	\$ 31.76	\$ 62,267	\$ 289.61	\$ 36.20	\$ 86,272	\$ 393.94	\$ 49.24
18	\$ 55,712	\$ 259.13	\$ 32.39	\$ 46,124	\$ 259.13	\$ 32.39	\$ 63,512	\$ 295.41	\$ 36.93	\$ 87,998	\$ 401.82	\$ 50.23
19	\$ 56,826	\$ 264.31	\$ 33.04	\$ 47,047	\$ 264.31	\$ 33.04	\$ 64,783	\$ 301.31	\$ 37.66	\$ 89,758	\$ 409.85	\$ 51.23
20	\$ 57,963	\$ 269.59	\$ 33.70	\$ 47,988	\$ 269.59	\$ 33.70	\$ 66,078	\$ 307.34	\$ 38.42	\$ 91,553	\$ 418.05	\$ 52.26
21	\$ 59,122	\$ 274.99	\$ 34.37	\$ 48,948	\$ 274.99	\$ 34.37	\$ 67,400	\$ 313.49	\$ 39.19	\$ 93,384	\$ 426.41	\$ 53.30

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CLASSIFIED SALARY SCHEDULE
EFFECTIVE 07/01/2025

~~Work Year: 224 days~~ 12 month pay

STEP	College Liasion	Per Diem	Hourly	Office Clerk	Per Diem	Hourly	Office Clerk Bilingual	Per Diem	Hourly	Admin. Assistant	Per Diem	Hourly
	219 Days			224 Days			224 Days			224 Days		
1	\$ 51,034	\$ 233.03	\$ 29.13	\$ 35,840	\$ 160.00	\$ 20.00	\$ 40,663	\$ 181.53	\$ 22.69	\$ 54,358	\$ 242.67	\$ 30.33
2	\$ 53,075	\$ 242.35	\$ 30.29	\$ 37,274	\$ 166.40	\$ 20.80	\$ 42,290	\$ 188.79	\$ 23.60	\$ 56,532	\$ 252.38	\$ 31.55
3	\$ 55,198	\$ 252.05	\$ 31.51	\$ 38,765	\$ 173.06	\$ 21.63	\$ 43,981	\$ 196.35	\$ 24.54	\$ 58,794	\$ 262.47	\$ 32.81
4	\$ 57,406	\$ 262.13	\$ 32.77	\$ 40,315	\$ 179.98	\$ 22.50	\$ 45,741	\$ 204.20	\$ 25.52	\$ 61,145	\$ 272.97	\$ 34.12
5	\$ 59,702	\$ 272.61	\$ 34.08	\$ 41,928	\$ 187.18	\$ 23.40	\$ 47,570	\$ 212.37	\$ 26.55	\$ 63,591	\$ 283.89	\$ 35.49
6	\$ 62,090	\$ 283.52	\$ 35.44	\$ 43,605	\$ 194.66	\$ 24.33	\$ 49,473	\$ 220.86	\$ 27.61	\$ 66,135	\$ 295.24	\$ 36.91
7	\$ 64,574	\$ 294.86	\$ 36.86	\$ 45,349	\$ 202.45	\$ 25.31	\$ 51,452	\$ 229.70	\$ 28.71	\$ 68,780	\$ 307.05	\$ 38.38
8	\$ 67,803	\$ 309.60	\$ 38.70	\$ 47,616	\$ 212.57	\$ 26.57	\$ 54,025	\$ 241.18	\$ 30.15	\$ 72,219	\$ 322.41	\$ 40.30
9	\$ 69,159	\$ 315.79	\$ 39.47	\$ 48,569	\$ 216.83	\$ 27.10	\$ 55,105	\$ 246.00	\$ 30.75	\$ 73,664	\$ 328.86	\$ 41.11
10	\$ 70,542	\$ 322.11	\$ 40.26	\$ 49,540	\$ 221.16	\$ 27.65	\$ 56,207	\$ 250.92	\$ 31.37	\$ 75,137	\$ 335.43	\$ 41.93
11	\$ 71,953	\$ 328.55	\$ 41.07	\$ 50,531	\$ 225.58	\$ 28.20	\$ 57,331	\$ 255.94	\$ 31.99	\$ 76,640	\$ 342.14	\$ 42.77
12	\$ 73,392	\$ 335.12	\$ 41.89	\$ 51,542	\$ 230.10	\$ 28.76	\$ 58,478	\$ 261.06	\$ 32.63	\$ 78,172	\$ 348.98	\$ 43.62
13	\$ 74,860	\$ 341.83	\$ 42.73	\$ 52,572	\$ 234.70	\$ 29.34	\$ 59,647	\$ 266.28	\$ 33.29	\$ 79,736	\$ 355.96	\$ 44.50
14	\$ 76,357	\$ 348.66	\$ 43.58	\$ 53,624	\$ 239.39	\$ 29.92	\$ 60,840	\$ 271.61	\$ 33.95	\$ 81,331	\$ 363.08	\$ 45.39
15	\$ 77,884	\$ 355.64	\$ 44.45	\$ 54,696	\$ 244.18	\$ 30.52	\$ 62,057	\$ 277.04	\$ 34.63	\$ 82,957	\$ 370.34	\$ 46.29
16	\$ 79,442	\$ 362.75	\$ 45.34	\$ 55,790	\$ 249.06	\$ 31.13	\$ 63,298	\$ 282.58	\$ 35.32	\$ 84,616	\$ 377.75	\$ 47.22
17	\$ 81,031	\$ 370.00	\$ 46.25	\$ 56,906	\$ 254.05	\$ 31.76	\$ 64,564	\$ 288.23	\$ 36.03	\$ 86,309	\$ 385.31	\$ 48.16
18	\$ 82,651	\$ 377.40	\$ 47.18	\$ 58,044	\$ 259.13	\$ 32.39	\$ 65,856	\$ 294.00	\$ 36.75	\$ 88,035	\$ 393.01	\$ 49.13
19	\$ 84,304	\$ 384.95	\$ 48.12	\$ 59,205	\$ 264.31	\$ 33.04	\$ 67,173	\$ 299.88	\$ 37.48	\$ 89,796	\$ 400.87	\$ 50.11
20	\$ 85,990	\$ 392.65	\$ 49.08	\$ 60,389	\$ 269.59	\$ 33.70	\$ 68,516	\$ 305.88	\$ 38.23	\$ 91,591	\$ 408.89	\$ 51.11
21	\$ 87,710	\$ 400.50	\$ 50.06	\$ 61,597	\$ 274.99	\$ 34.37	\$ 69,887	\$ 311.99	\$ 39.00	\$ 93,423	\$ 417.07	\$ 52.13

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CLASSIFIED SALARY SCHEDULE
EFFECTIVE 07/01/2025

~~Work Year: 224 days~~ 12 month pay

STEP	Buss.Svcs Asst I	Per Diem	Hourly	Buss.Svcs Asst. II	Per Diem	Hourly	Mrktng.& Comm.Eng Specialist*	Per Diem	Hourly	Registrar	Per Diem	Hourly
	224 Days			224 Days			224 Days			224 Days		
1	\$ 42,788	\$ 191.02	\$ 23.88	\$ 54,358	\$ 242.67	\$ 30.33	\$ 65,383	\$ 291.89	\$ 36.49	\$ 52,158	\$ 232.85	\$ 29.11
2	\$ 44,500	\$ 198.66	\$ 24.83	\$ 56,532	\$ 252.38	\$ 31.55	\$ 67,999	\$ 303.57	\$ 37.95	\$ 54,244	\$ 242.16	\$ 30.27
3	\$ 46,280	\$ 206.60	\$ 25.83	\$ 58,794	\$ 262.47	\$ 32.81	\$ 70,719	\$ 315.71	\$ 39.46	\$ 56,414	\$ 251.85	\$ 31.48
4	\$ 48,131	\$ 214.87	\$ 26.86	\$ 61,145	\$ 272.97	\$ 34.12	\$ 73,547	\$ 328.34	\$ 41.04	\$ 58,670	\$ 261.92	\$ 32.74
5	\$ 50,056	\$ 223.46	\$ 27.93	\$ 63,591	\$ 283.89	\$ 35.49	\$ 76,489	\$ 341.47	\$ 42.68	\$ 61,017	\$ 272.40	\$ 34.05
6	\$ 52,058	\$ 232.40	\$ 29.05	\$ 66,135	\$ 295.24	\$ 36.91	\$ 79,549	\$ 355.13	\$ 44.39	\$ 63,458	\$ 283.29	\$ 35.41
7	\$ 54,140	\$ 241.70	\$ 30.21	\$ 68,780	\$ 307.05	\$ 38.38	\$ 82,731	\$ 369.33	\$ 46.17	\$ 65,996	\$ 294.63	\$ 36.83
8	\$ 56,847	\$ 253.78	\$ 31.72	\$ 72,219	\$ 322.41	\$ 40.30	\$ 86,867	\$ 387.80	\$ 48.48	\$ 69,296	\$ 309.36	\$ 38.67
9	\$ 57,984	\$ 258.86	\$ 32.36	\$ 73,664	\$ 328.86	\$ 41.11	\$ 88,605	\$ 395.56	\$ 49.44	\$ 70,682	\$ 315.54	\$ 39.44
10	\$ 59,144	\$ 264.04	\$ 33.00	\$ 75,137	\$ 335.43	\$ 41.93	\$ 90,377	\$ 403.47	\$ 50.43	\$ 72,095	\$ 321.85	\$ 40.23
11	\$ 60,327	\$ 269.32	\$ 33.66	\$ 76,640	\$ 342.14	\$ 42.77	\$ 92,184	\$ 411.54	\$ 51.44	\$ 73,537	\$ 328.29	\$ 41.04
12	\$ 61,534	\$ 274.70	\$ 34.34	\$ 78,172	\$ 348.98	\$ 43.62	\$ 94,028	\$ 419.77	\$ 52.47	\$ 75,008	\$ 334.86	\$ 41.86
13	\$ 62,764	\$ 280.20	\$ 35.02	\$ 79,736	\$ 355.96	\$ 44.50	\$ 95,909	\$ 428.16	\$ 53.52	\$ 76,508	\$ 341.55	\$ 42.69
14	\$ 64,020	\$ 285.80	\$ 35.73	\$ 81,331	\$ 363.08	\$ 45.39	\$ 97,827	\$ 436.73	\$ 54.59	\$ 78,038	\$ 348.39	\$ 43.55
15	\$ 65,300	\$ 291.52	\$ 36.44	\$ 82,957	\$ 370.34	\$ 46.29	\$ 99,783	\$ 445.46	\$ 55.68	\$ 79,599	\$ 355.35	\$ 44.42
16	\$ 66,606	\$ 297.35	\$ 37.17	\$ 84,616	\$ 377.75	\$ 47.22	\$ 101,779	\$ 454.37	\$ 56.80	\$ 81,191	\$ 362.46	\$ 45.31
17	\$ 67,938	\$ 303.29	\$ 37.91	\$ 86,309	\$ 385.31	\$ 48.16	\$ 103,815	\$ 463.46	\$ 57.93	\$ 82,815	\$ 369.71	\$ 46.21
18	\$ 69,297	\$ 309.36	\$ 38.67	\$ 88,035	\$ 393.01	\$ 49.13	\$ 105,891	\$ 472.73	\$ 59.09	\$ 84,471	\$ 377.10	\$ 47.14
19	\$ 70,683	\$ 315.55	\$ 39.44	\$ 89,796	\$ 400.87	\$ 50.11	\$ 108,009	\$ 482.18	\$ 60.27	\$ 86,161	\$ 384.65	\$ 48.08
20	\$ 72,096	\$ 321.86	\$ 40.23	\$ 91,591	\$ 408.89	\$ 51.11	\$ 110,169	\$ 491.83	\$ 61.48	\$ 87,884	\$ 392.34	\$ 49.04
21	\$ 73,538	\$ 328.30	\$ 41.04	\$ 93,423	\$ 417.07	\$ 52.13	\$ 112,372	\$ 501.66	\$ 62.71	\$ 89,642	\$ 400.19	\$ 50.02

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

* Exempt Employee Marketing & Community Engagement Specialist

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CLASSIFIED SALARY SCHEDULE
EFFECTIVE 07/01/2025

~~Work Year: 224 days~~ 12 month pay

STEP	Inst. Aide 1-1	Per Diem	Hourly									
	175 Days											
1	\$ 30,369	\$ 173.54	\$ 21.69									
2	\$ 31,584	\$ 180.48	\$ 22.56									
3	\$ 32,847	\$ 187.70	\$ 23.46									
4	\$ 34,161	\$ 195.21	\$ 24.40									
5	\$ 35,527	\$ 203.01	\$ 25.38									
6	\$ 36,949	\$ 211.13	\$ 26.39									
7	\$ 38,427	\$ 219.58	\$ 27.45									
8	\$ 40,348	\$ 230.56	\$ 28.82									
9	\$ 41,155	\$ 235.17	\$ 29.40									
10	\$ 41,978	\$ 239.87	\$ 29.98									
11	\$ 42,817	\$ 244.67	\$ 30.58									
12	\$ 43,674	\$ 249.56	\$ 31.20									
13	\$ 44,547	\$ 254.56	\$ 31.82									
14	\$ 45,438	\$ 259.65	\$ 32.46									
15	\$ 46,347	\$ 264.84	\$ 33.10									
16	\$ 47,274	\$ 270.14	\$ 33.77									
17	\$ 48,219	\$ 275.54	\$ 34.44									
18	\$ 49,184	\$ 281.05	\$ 35.13									
19	\$ 50,167	\$ 286.67	\$ 35.83									
20	\$ 51,171	\$ 292.40	\$ 36.55									
21	\$ 52,194	\$ 298.25	\$ 37.28									

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

PACIFIC VIEW CHARTER SCHOOL
2025-2026 CLASSIFIED SALARY SCHEDULE
EFFECTIVE 07/01/2025

Work Year: ~~224 days~~ 12 month pay

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Part time positions will be paid hourly rate

Stipends for Advanced Degrees

Master Degree:	\$ 2,000.00
Doctorate Degree:	\$ 3,500.00

Stipends

Severely Disabled Premium	\$ 3,500.00
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Board Approved:	6/18/2019		
Revised:	7/16/2019	5/18/2021	10/18/2022
	8/20/2019	7/20/2021	1/17/2023
	9/12/2019	3/15/2022	6/20/2023
	11/19/2019	5/25/2022	3/12/2024
	5/19/2020	7/19/2022	6/18/2024
	9/10/2020	9/28/2022	03.xx.2025

**PACIFIC VIEW CHARTER SCHOOL
2024-25 CLASSIFIED SALARY SCHEDULE**

69

Work Year: 229 days 12 month pay

STEP	College	Per	Hourly	Inst. Aide	Per	Hourly	Office	Per	Hourly	Office	Per	Hourly
	Liaison	Diem		Ed Spec IA	Diem	208 days	Clerk	Diem		Clerk	Diem	
	219 Days			229 days						Bilingual		
1	51,034	233.03	29.13	36,640	160.00	20.00	36,640	160.00	20.00	41,571	181.53	22.69
2	53,075	242.35	30.29	38,106	166.40	20.80	38,106	166.40	20.80	43,234	188.79	23.60
3	55,198	252.05	31.51	39,630	173.06	21.63	39,630	173.06	21.63	44,963	196.35	24.54
4	57,406	262.13	32.77	41,215	179.98	22.50	41,215	179.98	22.50	46,762	204.20	25.52
5	59,702	272.61	34.08	42,864	187.18	23.40	42,864	187.18	23.40	48,632	212.37	26.55
6	62,090	283.52	35.44	44,578	194.66	24.33	44,578	194.66	24.33	50,577	220.86	27.61
7	64,574	294.86	36.86	46,361	202.45	25.31	46,361	202.45	25.31	52,600	229.70	28.71
8	67,803	309.60	38.70	48,679	212.57	26.57	48,679	212.57	26.57	55,230	241.18	30.15
9	69,159	315.79	39.47	49,653	216.83	27.10	49,653	216.83	27.10	56,335	246.00	30.75
10	70,542	322.11	40.26	50,646	221.16	27.65	50,646	221.16	27.65	57,462	250.92	31.37
11	71,953	328.55	41.07	51,659	225.58	28.20	51,659	225.58	28.20	58,611	255.94	31.99
12	73,392	335.12	41.89	52,692	230.10	28.76	52,692	230.10	28.76	59,783	261.06	32.63
13	74,860	341.83	42.73	53,746	234.70	29.34	53,746	234.70	29.34	60,979	266.28	33.29
14	76,357	348.66	43.58	54,821	239.39	29.92	54,821	239.39	29.92	62,198	271.61	33.95
15	77,884	355.64	44.45	55,917	244.18	30.52	55,917	244.18	30.52	63,442	277.04	34.63
16	79,442	362.75	45.34	57,036	249.06	31.13	57,036	249.06	31.13	64,711	282.58	35.32
17	81,031	370.00	46.25	58,176	254.05	31.76	58,176	254.05	31.76	66,005	288.23	36.03
18	82,651	377.40	47.18	59,340	259.13	32.39	59,340	259.13	32.39	67,326	294.00	36.75
19	84,304	384.95	48.12	60,527	264.31	33.04	60,527	264.31	33.04	68,672	299.88	37.48
20	85,990	392.65	49.08	61,737	269.59	33.70	61,737	269.59	33.70	70,046	305.88	38.23
21	87,710	400.50	50.06	62,972	274.99	34.37	62,972	274.99	34.37	71,446	311.99	39.00

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

**PACIFIC VIEW CHARTER SCHOOL
2024-25 CLASSIFIED SALARY SCHEDULE**

70

Work Year: 229 days 12 month pay

STEP	Lead	Per	Hourly	Lead Inst. Aide	Per	Hourly	Administrative	Per	Hourly	Business	Per	Hourly
	Instructional	Diem		Student	Diem		Assistant	Diem		Services	Diem	
	Aide			Support Asst.						Asst. I		
1	41,770	182.40	22.80	56,816	248.11	31.01	55,571	242.67	30.33	43,743	191.02	23.88
2	43,441	189.70	23.71	59,089	258.03	32.25	57,794	252.38	31.55	45,493	198.66	24.83
3	45,178	197.29	24.66	61,452	268.35	33.54	60,106	262.47	32.81	47,313	206.61	25.83
4	46,986	205.18	25.65	63,911	279.09	34.89	62,510	272.97	34.12	49,205	214.87	26.86
5	48,865	213.38	26.67	66,467	290.25	36.28	65,011	283.89	35.49	51,174	223.47	27.93
6	50,820	221.92	27.74	69,126	301.86	37.73	67,611	295.24	36.91	53,221	232.40	29.05
7	52,852	230.80	28.85	71,891	313.93	39.24	70,315	307.05	38.38	55,349	241.70	30.21
8	55,495	242.34	30.29	75,485	329.63	41.20	73,831	322.41	40.30	58,117	253.79	31.72
9	56,605	247.18	30.90	76,995	336.22	42.03	75,308	328.86	41.11	59,279	258.86	32.36
10	57,737	252.13	31.52	78,535	342.95	42.87	76,814	335.43	41.93	60,465	264.04	33.00
11	58,892	257.17	32.15	80,106	349.81	43.73	78,350	342.14	42.77	61,674	269.32	33.66
12	60,070	262.31	32.79	81,708	356.80	44.60	79,917	348.98	43.62	62,908	274.71	34.34
13	61,271	267.56	33.44	83,342	363.94	45.49	81,516	355.96	44.50	64,166	280.20	35.02
14	62,496	272.91	34.11	85,009	371.22	46.40	83,146	363.08	45.39	65,449	285.80	35.73
15	63,746	278.37	34.80	86,709	378.64	47.33	84,809	370.34	46.29	66,758	291.52	36.44
16	65,021	283.94	35.49	88,443	386.21	48.28	86,505	377.75	47.22	68,093	297.35	37.17
17	66,322	289.61	36.20	90,212	393.94	49.24	88,235	385.31	48.16	69,455	303.30	37.91
18	67,648	295.41	36.93	92,016	401.82	50.23	90,000	393.01	49.13	70,844	309.36	38.67
19	69,001	301.31	37.66	93,856	409.85	51.23	91,800	400.87	50.11	72,261	315.55	39.44
20	70,381	307.34	38.42	95,733	418.05	52.26	93,636	408.89	51.11	73,706	321.86	40.23
21	71,789	313.49	39.19	97,648	426.41	53.30	95,509	417.07	52.13	75,180	328.30	41.04

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

**PACIFIC VIEW CHARTER SCHOOL
2024-25 CLASSIFIED SALARY SCHEDULE**

71

Work Year: 229 days 12 month pay

STEP	Business	Per	Hourly	Mrkting. &	Per	Hourly	Inst. Aide	Per	Hourly	Registrar	Per	Hourly
	Services	Diem		Comm Engmt	Diem		1-1 (175 Day)	Diem			Diem	
	Assistant II			Specialist*								
1	55,571	242.67	30.33	66,843	291.89	36.49	30,369	173.54	21.69	53,322	232.85	29.11
2	57,794	252.38	31.55	69,517	303.57	37.95	31,584	180.48	22.56	55,455	242.16	30.27
3	60,106	262.47	32.81	72,297	315.71	39.46	32,847	187.70	23.46	57,673	251.85	31.48
4	62,510	272.97	34.12	75,189	328.34	41.04	34,161	195.21	24.40	59,980	261.92	32.74
5	65,011	283.89	35.49	78,197	341.47	42.68	35,527	203.01	25.38	62,379	272.40	34.05
6	67,611	295.24	36.91	81,325	355.13	44.39	36,949	211.13	26.39	64,874	283.29	35.41
7	70,315	307.05	38.38	84,578	369.33	46.17	38,427	219.58	27.45	67,469	294.63	36.83
8	73,831	322.41	40.30	88,806	387.80	48.48	40,348	230.56	28.82	70,843	309.36	38.67
9	75,308	328.86	41.11	90,583	395.56	49.44	41,155	235.17	29.40	72,259	315.54	39.44
10	76,814	335.43	41.93	92,394	403.47	50.43	41,978	239.87	29.98	73,705	321.85	40.23
11	78,350	342.14	42.77	94,242	411.54	51.44	42,817	244.67	30.58	75,179	328.29	41.04
12	79,917	348.98	43.62	96,127	419.77	52.47	43,674	249.56	31.20	76,682	334.86	41.86
13	81,516	355.96	44.50	98,049	428.16	53.52	44,547	254.56	31.82	78,216	341.55	42.69
14	83,146	363.08	45.39	100,010	436.73	54.59	45,438	259.65	32.46	79,780	348.39	43.55
15	84,809	370.34	46.29	102,011	445.46	55.68	46,347	264.84	33.10	81,376	355.35	44.42
16	86,505	377.75	47.22	104,051	454.37	56.80	47,274	270.14	33.77	83,003	362.46	45.31
17	88,235	385.31	48.16	106,132	463.46	57.93	48,219	275.54	34.44	84,663	369.71	46.21
18	90,000	393.01	49.13	108,255	472.73	59.09	49,184	281.05	35.13	86,357	377.10	47.14
19	91,800	400.87	50.11	110,420	482.18	60.27	50,167	286.67	35.83	88,084	384.65	48.08
20	93,636	408.89	51.11	112,628	491.83	61.48	51,171	292.40	36.55	89,846	392.34	49.04
21	95,509	417.07	52.13	114,881	501.66	62.71	52,194	298.25	37.28	91,642	400.19	50.02

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

* = Exempt Employee - Marketing & Community Engagement Specialist

**PACIFIC VIEW CHARTER SCHOOL
2024-25 CLASSIFIED SALARY SCHEDULE**

72

Work Year: 229 days 12 month pay

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Part time positions will be paid hourly rate

Stipends for Advanced Degrees

Master Degree \$2,000

Doctorate Degree \$3,500

Stipends

Severely Disabled Premium \$3,500

Board Approved:

Revised:

6/18/2019

7/16/2019

8/20/2019

9/12/2019

11/19/2019

5/19/2020

9/10/2020

5/18/2021

7/20/2021

3/15/2022

5/25/2022

7/19/2022

9/28/2022

10/18/2022

1/17/2023

6/20/2023

3/12/2024

6/18/2024



PACIFIC VIEW CHARTER SCHOOL

A California Public School

www.pacificview.org

Classified– Non-Exempt

Job Description– Track 1 Virtual Hourly Instructional Aide

Description of Position:

The Virtual Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of K-12 students in a remote learning environment. The aide will support students in their coursework by providing tutoring, assist in monitoring progress on online learning platforms, provide technical support, and facilitate engagement in virtual classrooms. ~~assist in the preparation of classroom materials;~~ and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- ~~● Monitor and tutor students in the Computer Lab, Study Hall, classrooms and lunch area.~~
- Provide virtual tutoring and academic support to students in various subjects via online platforms.
- Support students in completing assignments, projects, and assessments.
- Facilitate small-group virtual sessions with reinforcement and follow up learning activities.
- Maintain digital records of student participation and progress.
- Ensure students adhere to virtual classroom norms and engagement expectations.
- ~~● Assist students with assignments and computers.~~
- ~~● Understand the function of the computerized educational software~~
- ~~● Assign students to computerized educational software and monitor their progress.~~
- ~~● Report progress and/or concerns to students' teachers.~~
- ~~● Give assessment to students as they are referred to the Computer Lab and Study Hall.~~
- ~~● Answer phone.~~
- ~~● Greet parents and students.~~
- ~~● Assist with file maintenance.~~
- ~~● Administer tests from assigned courses.~~
- ~~● Tutor or assist individuals and small groups of students with reinforcement and follow up learning activities.~~
- ~~● Make copies of instructional material and other documents as directed.~~
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:

Education and Experience:

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- ~~● Knowledge of basic computer software~~

- Knowledge of virtual learning platforms (Schoology, Google Classroom, Zoom, Microsoft Teams, Canvas, etc.).
- Previous Instructional Aide experience or work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Ability to work in a home office or remote location with reliable internet access.
- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- ~~Hearing and speaking to exchange information and making presentations~~
- Hearing and speaking to engage in virtual discussions and provide instruction.
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Supervisor:

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 208 Days

Board Approved:



PACIFIC VIEW CHARTER SCHOOL

A California Public School

www.pacificview.org

Classified– Non-Exempt

Job Description– Track 2 Virtual Hourly Instructional Aide

Description of Position:

The Virtual Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of K-12 students in a remote learning environment. The aide will support students in their coursework by providing tutoring, assist in monitoring progress on online learning platforms, provide technical support, and facilitate engagement in virtual classrooms. ~~assist in the preparation of classroom materials;~~ and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- ~~● Monitor and tutor students in the Computer Lab, Study Hall, classrooms and lunch area.~~
- Provide virtual tutoring and academic support to students in various subjects via online platforms.
- Support students in completing assignments, projects, and assessments.
- Facilitate small-group virtual sessions with reinforcement and follow up learning activities.
- Maintain digital records of student participation and progress.
- Ensure students adhere to virtual classroom norms and engagement expectations.
- ~~● Assist students with assignments and computers.~~
- ~~● Understand the function of the computerized educational software~~
- ~~● Assign students to computerized educational software and monitor their progress.~~
- ~~● Report progress and/or concerns to students' teachers.~~
- ~~● Give assessment to students as they are referred to the Computer Lab and Study Hall.~~
- ~~● Answer phone.~~
- ~~● Greet parents and students.~~
- ~~● Assist with file maintenance.~~
- ~~● Administer tests from assigned courses.~~
- ~~● Tutor or assist individuals and small groups of students with reinforcement and follow up learning activities.~~
- ~~● Make copies of instructional material and other documents as directed.~~
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:

Education and Experience:

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- ~~● Knowledge of basic computer software~~

- Knowledge of virtual learning platforms (Schoology, Google Classroom, Zoom, Microsoft Teams, Canvas, etc.).
- Previous Instructional Aide experience or work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Ability to work in a home office or remote location with reliable internet access.
- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- ~~Hearing and speaking to exchange information and making presentations~~
- Hearing and speaking to engage in virtual discussions and provide instruction.
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Supervisor:

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 178 Days

Board Approved:

Certificated- EXEMPT**Job Description: Track 1 Education Specialist Teacher****Description of Position:**

Provides direct individual and small group instruction as a supplement to the regular or other special instructional programs in which student may be enrolled. Assumes responsibility for providing consultation, resource information and materials development as may be needed to address the instructional objectives established for students through the IEP process. Coordinate and facilitate IEP meetings upholding IDEA while writing highly defensible Individual Education Plans. Maintains a caseload of students.

Essential Duties and Responsibilities include but are not limited to the following:

- Facilitates and assists the IEP team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
- Provides advice on establishing and maintain an atmosphere and environment which lessens the impact of the student's handicapping condition.
- Facilitates the student's mainstreaming process by providing support services to the regular and/or special education Personalized Learning Plan in keeping with IEP identified goals.
- Administers appropriate educational assessment and interprets data derived therefrom.
- Coordinates all IEP services for students on caseload, including SAI, student weekly schedules, and contracting with vendors as appropriate
- Maintain professional competence through participation in in-service educational activities provided by the School, SELPA and/or self-directed professional activities.
- Confers frequently with certificated staff, school psychologist, instructional aides and other professional staff concerning students' progress.
- Coordinates and models the implementation of the IEP to instructional aides and other staff as needed.
- May provide push-in or pull-out services and close collaboration with general education teachers.
- Prepare and deliver educational lessons both virtually and in-person and maintain classroom management within the special education setting
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with state testing program.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the IEP Process.
- Become knowledgeable of the PVCS programs to provide students and parents additional support through PVCS and other community resources. Be a contributing member of the staff and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- May serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:**Education and Credential:**

- A valid California Special Education Teaching Credential. – Mild/Moderate w/Added Authorization Autism Spectrum or Moderate/Severe
- ELD or equivalent
- A baccalaureate or higher degree, from a regionally accredited college or university

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily workload and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the work day. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: ~~Executive Director~~ Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY- Site Supervisor

Work year: ~~As per the salary schedule~~ 219 Days

Board Approved: May 25, 2018

Amended: September 16, 2021

March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt**Job Description– Track 1 Hourly Instructional Aide****Description of Position:**

The Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of K-12 students; assist in the preparation of classroom materials; and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in the Computer Lab, Study Hall, classrooms and lunch area.
- Assist students with assignments and computers.
- Understand the function of the computerized educational software
- Assign students to computerized educational software and monitor their progress.
- Report progress and/or concerns to students' teachers.
- Give assessment to students as they are referred to the Computer Lab and Study Hall.
- Answer phone.
- Greet parents and students.
- Assist with file maintenance.
- Administer tests from assigned courses.
- Tutor or assist individuals and small groups of students with reinforcement and follow up learning activities.
- Make copies of instructional material and other documents as directed.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills

- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Supervisor: Director of Student Services
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 208 Days

Board Approved: 08-16-2005

Amended: 02-21-2006

06-27-2016

10-21-2019

05-18-2021

08-17-2021

March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt**Job Description: Track 1 Hourly Special Education Instructional Aide****Description of Position:**

Provides assistance under the immediate supervision of the Special Education Coordinator in providing instruction to individuals or small groups with special needs, monitors and reports student progress regarding behavior and performance.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provide direct services to participating students under the direction of certificated staff to reinforce language development, reading, and/or math skills.
- Prepare copies of instructional material and other documents as directed.
- Provide individual or small group reinforcement skills within the learning environment.
- Participate in teacher/aide activities and instructional planning with teacher.
- Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
- Understand the function of the computerized educational software.
- Greet parents and students.
- Development of positive self-concept in students with special needs.
- May assist students with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
- Monitor and assists in the remediation of specific learning problems and conditions.
- Provides a variety of skill building activities with students who have special needs.
- Monitor administration of student testing.
- Confers frequently with certificated staff, psychologist and other professional staff concerning students' progress.
- Oversees and supervises students during classroom activities and field trips.
- Participates in school in-service educational activities and professional development.
- Operating knowledge of special education equipment and basic computer software.
- Other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or equivalent.
- Completion of college-level course work in general subject areas such as Math, Science, and English
- Work experience in a special education environment highly desirable.

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.

- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor: Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work year: 208 days

Board Approved: May 25, 2018

Board Revised: November 19, 2019
May 18, 2021
May 28, 2024 Effective 7/1/2024
March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt**Job Description– Track 1 Instructional Aide****Description of Position:**

The Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of students; to assist in the preparation of classroom materials; and to do related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in the Computer Lab, Study Hall.
- Assist students with assignments and the use of technology
- Report progress and/or concerns to students' teachers.
- Proctor assessments as needed
- Tutor or assist individuals and small groups of students-with reinforcement and follow up learning activities.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Strong math skills in Algebra 1 or higher
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Correct English usage, spelling, grammar and punctuation.
- Strong Math skills
- Understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

Supervisor: Director of Student Services
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: ~~229~~ 215 Days

Board Approved: 08-16-2005

Amended: 02-21-2006

06-27-2016

10-21-2019

05-18-2021

05.28.2024 Effective 7/1/2024

August 20, 2024

March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt**Job Description – Track 1 Special Education Instructional Aide****Description of Position:**

The Instructional Aide will assist Teachers and Education Specialists in the supervision and instruction of K-12 students with disabilities; assist in the preparation of materials; and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in person and/or virtually.
- Assist students with assignments and study skills.
- Utilize educational technology to meet students' needs.
- Assign students to computerized educational software and monitor their progress.
- Report progress and/or concerns to students' teachers.
- Become familiar with curriculum in a variety of subject and grade levels supplied by Teachers and Education Specialists.
- Greet parents and students and answer phones.
- Assist with file maintenance and clerical duties.
- Administer assessments from assigned courses.
- Make copies of instructional material and other documents as directed.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions

- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

Supervisor: Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: ~~229-Work~~ 215 Days

Board Approved: May 19, 2020

Amended: May 18, 2021

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Certificated– EXEMPT**Job Description- Track 1 Supervisory Teacher - High School****Description of Position:**

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. During weekly meetings between the Supervisory Teacher, student and learning coach (parent/guardian) our teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work. Teachers also provide direct instruction to students through workshops, synchronous learning and virtual sessions.

- Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards.
- The Supervisory Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset.
- Teachers are expected to support the PVCS Code of Conduct, as well as, utilize the school's resources to support the social emotional needs of their students.

Essential Duties and Responsibilities include but are not limited to the following:

- Develop a Personalized Graduation Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Plan and implement lessons that provide students with opportunities to develop communication and collaboration skills.
- Deliver instruction in a variety of ways and modalities, including whole class, individual, small group and virtual settings.
- Meet 9-12th grade students every week to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week as needed
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates
- Maintain open communication with both students and parents, and be available to students in need of assistance.
- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parents.

- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.
- Ensure appropriate classroom behavior expectations are followed.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with the State testing program.
- Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- Serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:

Education and Credential:

- A valid California Teaching Credential.
- A baccalaureate or higher degree, except in professional education, from a regionally accredited college or university

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: Lead Teacher

Work Year: 219 Days

Board Approved: June 19, 2007

Amended: November 10, 2009

March 16, 2013

February 19, 2013

February 17, 2015

May 18, 2021

May 16, 2023

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

DRAFT

Certificated- EXEMPT**Job Description: Track 2 Education Specialist Teacher****Description of Position:**

Provides direct individual and small group instruction as a supplement to the regular or other special instructional programs in which student may be enrolled. Assumes responsibility for providing consultation, resource information and materials development as may be needed to address the instructional objectives established for students through the IEP process. Coordinate and facilitate IEP meetings upholding IDEA while writing highly defensible Individual Education Plans. Maintains a caseload of students.

Essential Duties and Responsibilities include but are not limited to the following:

- Facilitates and assists the IEP team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
- Provides advice on establishing and maintain an atmosphere and environment which lessens the impact of the student's handicapping condition.
- Facilitates the student's mainstreaming process by providing support services to the regular and/or special education Personalized Learning Plan in keeping with IEP identified goals.
- Administers appropriate educational assessment and interprets data derived therefrom.
- Coordinates all IEP services for students on caseload, including SAI, student weekly schedules, and contracting with vendors as appropriate
- Maintain professional competence through participation in in-service educational activities provided by the School, SELPA and/or self-directed professional activities.
- Confers frequently with certificated staff, school psychologist, instructional aides and other professional staff concerning students' progress.
- Coordinates and models the implementation of the IEP to instructional aides and other staff as needed.
- May provide push-in or pull-out services and close collaboration with general education teachers.
- Prepare and deliver educational lessons both virtually and in-person and maintain classroom management within the special education setting
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with state testing program.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the IEP Process.
- Become knowledgeable of the PVCS programs to provide students and parents additional support through PVCS and other community resources. Be a contributing member of the staff and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- May serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:**Education and Credential:**

- A valid California Special Education Teaching Credential. – Mild/Moderate w/Added Authorization Autism Spectrum or Moderate/Severe
- ELD or equivalent
- A baccalaureate or higher degree, from a regionally accredited college or university

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily workload and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the work day. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: Special Education Coordinator

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work year: 186 Days

Board Approved: March.xx.2025

Classified– Non-Exempt**Job Description– Track 2 Hourly Instructional Aide****Description of Position:**

The Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of K-12 students; assist in the preparation of classroom materials; and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in the Computer Lab, Study Hall, classrooms and lunch area.
- Assist students with assignments and computers.
- Understand the function of the computerized educational software
- Assign students to computerized educational software and monitor their progress.
- Report progress and/or concerns to students' teachers.
- Give assessment to students as they are referred to the Computer Lab and Study Hall.
- Answer phone.
- Greet parents and students.
- Assist with file maintenance.
- Administer tests from assigned courses.
- Tutor or assist individuals and small groups of students with reinforcement and follow up learning activities.
- Make copies of instructional material and other documents as directed.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills

- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Supervisor: Director of Student Services
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 178 Days

Board Approved: March.xx.2025

Classified– Non-Exempt**Job Description: Track 2 Hourly Special Education Instructional Aide****Description of Position:**

Provides assistance under the immediate supervision of the Special Education Coordinator in providing instruction to individuals or small groups with special needs, monitors and reports student progress regarding behavior and performance.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provide direct services to participating students under the direction of certificated staff to reinforce language development, reading, and/or math skills.
- Prepare copies of instructional material and other documents as directed.
- Provide individual or small group reinforcement skills within the learning environment.
- Participate in teacher/aide activities and instructional planning with teacher.
- Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
- Understand the function of the computerized educational software.
- Greet parents and students.
- Development of positive self-concept in students with special needs.
- May assist students with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
- Monitor and assists in the remediation of specific learning problems and conditions.
- Provides a variety of skill building activities with students who have special needs.
- Monitor administration of student testing.
- Confers frequently with certificated staff, psychologist and other professional staff concerning students' progress.
- Oversees and supervises students during classroom activities and field trips.
- Participates in school in-service educational activities and professional development.
- Operating knowledge of special education equipment and basic computer software.
- Other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or equivalent.
- Completion of college-level course work in general subject areas such as Math, Science, and English
- Work experience in a special education environment highly desirable.

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.

- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor: Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work year: 178 days

Board Approved: March.xx.2025

Classified– Non-Exempt**Job Description– Track 2 Instructional Aide****Description of Position:**

The Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of students; to assist in the preparation of classroom materials; and to do related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in the Computer Lab, Study Hall.
- Assist students with assignments and the use of technology
- Report progress and/or concerns to students' teachers.
- Proctor assessments as needed
- Tutor or assist individuals and small groups of students-with reinforcement and follow up learning activities.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Strong math skills in Algebra 1 or higher
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Correct English usage, spelling, grammar and punctuation.
- Strong Math skills
- Understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Supervisor: Director of Student Services
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 178 Days

Board Approved: March.xx.2025

Classified– Non-Exempt**Job Description – Track 2 Special Education Instructional Aide****Description of Position:**

The Instructional Aide will assist Teachers and Education Specialists in the supervision and instruction of K-12 students with disabilities; assist in the preparation of materials; and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in person and/or virtually.
- Assist students with assignments and study skills.
- Utilize educational technology to meet students' needs.
- Assign students to computerized educational software and monitor their progress.
- Report progress and/or concerns to students' teachers.
- Become familiar with curriculum in a variety of subject and grade levels supplied by Teachers and Education Specialists.
- Greet parents and students and answer phones.
- Assist with file maintenance and clerical duties.
- Administer assessments from assigned courses.
- Make copies of instructional material and other documents as directed.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions

- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Supervisor: Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 178 Days

Board Approved: March .xx.2025

Certificated– EXEMPT**Job Description- Track 2 Supervisory Teacher - High School****Description of Position:**

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. During weekly meetings between the Supervisory Teacher, student and learning coach (parent/guardian) our teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work. Teachers also provide direct instruction to students through workshops, synchronous learning and virtual sessions.

- Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards.
- The Supervisory Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset.
- Teachers are expected to support the PVCS Code of Conduct, as well as, utilize the school's resources to support the social emotional needs of their students.

Essential Duties and Responsibilities include but are not limited to the following:

- Develop a Personalized Graduation Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Plan and implement lessons that provide students with opportunities to develop communication and collaboration skills.
- Deliver instruction in a variety of ways and modalities, including whole class, individual, small group and virtual settings.
- Meet 9-12th grade students every week to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week as needed
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates
- Maintain open communication with both students and parents, and be available to students in need of assistance.
- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parents.

- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.
- Ensure appropriate classroom behavior expectations are followed.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with the State testing program.
- Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- Serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:

Education and Credential:

- A valid California Teaching Credential.
- A baccalaureate or higher degree, except in professional education, from a regionally accredited college or university

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: Lead Teacher

Work Year: 186 Days

Board Approved: March.xx.2025

Classified- Non-Exempt**Job Description- Administrative Assistant****Description of Position:**

An Administrative Assistant performs complex administrative level office responsibilities including, but not limited to, planning, organizing, and participating in the clerical operations related to the assigned functions of the position.

This position is distinguished by the scope and complexity of work, level of technical skills and, significance of duties assigned. The work is identified as confidential and sensitive, requiring independent judgment and the ability to organize and expedite the flow of work through the office.

Essential Duties and Responsibilities include but are not limited to the following:

- Perform challenging clerical and secretarial work using considerable independent judgment
- and an understanding of departmental functions and procedures.
- Deadlines, meetings, and reports are constant
- Compile, verify and distribute attendance forms.
- Input, verify and correct attendance submitted by teachers.
- Input and/or oversee Student Registration using multiple Student Information System (SIS) databases.
- Audit and verify student work folders for state reporting compliance of the Master Agreements, student attendance, credits attempted/earned, signatures, and dates.
- Maintain the permanent cumulative records of PVCS students per state and federal requirements.
- Oversee incoming and outgoing student cumulative records.
- Maintain confidential student files including Special Education, 504 and Expulsion.
- Familiarity and knowledge of expulsion and IEP laws and procedures.
- Maintain the PVCS archive system of student records in compliance with state destruction guidelines.
- Prepare general correspondence, memos and directives for distribution.
- Learn rules, regulations, laws, and policies governing the school.
- Compile reports and statements requiring the use of independent judgment.
- Meet with outside agencies police, CPS, and probation officers, as needed.
- Maintain the confidential school log of staff alarm codes, as well as, coordinating staff access to buildings and scanning equipment.
- Perform other duties related to the position.

Requirements:**Education and Experience:**

Four years of professional office experience, preferably including experience in a school setting; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Equivalent to completion of the twelfth grade.

Knowledge, Skill, and Abilities:

- Perform a variety of confidential secretarial work that involves a high level of administrative detail and accuracy.
- Independently compose correspondence.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Read, understand, explain and apply complex policies and material.
- Understand and carry out oral and written instructions.
- Ability to plan, organize, write with clarity and correctness
- Work cooperatively with fellow employees, staff, administrators, and parents.
- Working knowledge of rules, regulations, laws, and policies as they relate to charter schools.
- Obtain, interpret, and provide information to various parties concerning office functions, policies, and procedures.
- Understand and operate standard office equipment, including the use of advanced computer applications.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions and a moderate to loud noise level

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Work Year: ~~229-224~~ Days

Supervisor: Fiscal & Operations Coordinator

Board Approved: March 5, 2019

Amended: May 18, 2021

April 20, 2022

December 5, 2023

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt**Job Description: Business Services Assistant I****Description of the Position:**

The Business Services Assistant I position is directly responsible to the Director of Business and Operations. The Business Services Assistant I position shall, under limited supervision, perform clerical accounting and general office work related to the school's operation and accounting functions, which include, but are not limited to accounts payable, supplier set-up, supplier tax reporting, employee travel processing, attendance processing, supply ordering and mail processing.

Essential Duties and Responsibilities include, but are not limited to the following:

- Maintain a variety of business records, schedules, and files (manual and computer) for accounts payable records.
- Maintain accounts payable information including master vendor files and records
- Responsible for the set-up and maintenance of all supplier records
- Responsible for the conversion of all approved requisitions to purchase orders.
- Creation of budget approved Purchase Orders.
- Full charge responsibility for all supplier invoice verification and warrant processing including tracking of budget status of purchase orders and warrants
- Processes all supplier tax reporting – 1099s, DE542s, W9 and California Form 590
- Maintain employee in-service payment and trip conference files, verify and audit expenses, and process mileage claims.
- Process field trip payments, receipts and permission slips.
- Review and verify attendance information; reviews absences and percentage of attendance with the assistance of certificated staff when necessary.
- Research discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Maintain confidential student records.
- Provide purchase records/warrant information to HR and Business Services Coordinator to create inventory records
- Responsible for supply ordering
- Perform general clerical duties that are related, but not limited to the Business Office, Front Office and Administrative Services.
- Participate in the annual student registration process.
- Responsible for front desk coverage when necessary.
- Other duties as assigned.

Requirements:**Education and Experience:**

- A minimum of 2 years of previous professional office experience.
- High School Diploma or equivalent

Knowledge, Skills, and Abilities:

- Basic accounting principles and procedures.
- Modern office practices, procedures and equipment.
- An ability to plan, organize, write with clarity and correctness
- Prioritize, organize and multi-task
- Interpret, apply and explain rules, regulations, policies and procedures in regard to payables processing
- Ability to work independently and cooperatively with fellow employees, staff, administrators, and parents.
- Preparation and maintenance of current and accurate financial, and student records.
- Correct English usage, spelling, grammar, and punctuation.
- Understand and carry out oral and written instructions.
- Basic arithmetic, filing, and record keeping practices.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions
- Deadlines, meetings and reports are constant

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Work Year: 229-224 Days

Supervisor: Fiscal & Operations Coordinator

Board Approved: November 14, 2017

Board Amended: September 12, 2019

April 20, 2022

December 5, 2023

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt
Job Description- Business Services Assistant II

Description of Position:

The Business Services Assistant II position is directly responsible to the Fiscal and Operations Coordinator. The Business Services Assistant II position shall perform highly technical clerical accounting and record keeping work related to the school's business functions which include, but are not limited to, student records, state reporting, personnel, payroll, employee benefits, training records and absence reporting.

Essential Duties and Responsibilities include, but are not limited to the following:

- Maintains attendance recordkeeping. Receives, reviews, and verifies all attendance information; reviews absences and percentage of attendance with the assistance of certificated staff when necessary.
- Research discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Assists certificated staff with attendance change authorization codes when requested.
- Create, verify and submit attendance reports to Fiscal and Operations Coordinator for State Attendance Reporting
- Upload and verify multiple data files to CalPads, resolving any data error issues
- Request and obtain student SSIDs from CalPads. Input and maintain SSIDs in PVC student information system.
- Responsible for resolving data errors and monitoring the certification status of state reporting in CALPADS.
- Perform general clerical duties that are related, but not limited to the Business Office and Administrative Services.
- Work closely with the Fiscal and Operations Coordinator in order to maintain accurate student cumulative records and forms.
- Maintain confidential student records.
- Responsible for the annual Corodata offsite storage project, including processing and maintaining recordkeeping system.
- Maintain accounts payable information including master vendor files and records
- Responsible for the set-up and maintenance of all supplier records
- Responsible for the conversion of all approved requisitions to purchase orders.
- Creation of budget approved Purchase Orders.
- Responsible for full charge Accounts Payable payment processing, including supplier verifications/updates, invoice verification, warrant processing, and verification of the budget status on purchase orders and warrants.
- Processes all supplier tax reporting – 1099s, DE542s, W9 and California Form 590
- Maintain employee in-service payment and trip conference files, verify and audit expenses, and process mileage claims.

- Provide purchase records/warrant information to Fiscal and Operations Coordinator to create inventory records
- Assist Human Resources and Business Services Coordinator with confidential personnel, payroll and benefits records
- Responsible for processing and posting monthly hourly payroll.
- Assist with Employee/Vendor Benefit Reconciliations
- Assist with Employee Benefit Open Enrollment and Tax Reporting
- Maintain an employee LMS Training and Recordkeeping System
- Maintain Personnel files including I9s, HIPPA confidential documents, and employee clearance documentation
- Maintain Employee Absence Reports – including processing, posting and reconciling
- In conjunction with Chair of the School's Safety Committee – maintain and update School's Safety documentation
- Assisted with receiving of merchandise.
- Participate in the annual student registration process.
- Responsible for front desk coverage when necessary.
- Other duties as assigned.

Requirements:

Education and Experience:

- A minimum of 3 years of Accounts Payable, Pupil Attendance or CalPads Reporting experience.
- High School Diploma or equivalent.

Knowledge, Skills, and Abilities:

- Through knowledge of the Student Information System, as utilized for attendance accounting and enrollment.
- General Knowledge of state rules and regulations governing attendance accounting and automated recordkeeping systems.
- Strong Accounting and Human Resource procedure skills.
- Ability to maintain highly confidential employee personnel and benefit records.
- Thorough understanding of professional office practices, procedures and equipment.
- An ability to plan, organize and write with clarity and correctness
- Prioritize, organize and multi-task
- Ability to work independently and cooperatively with fellow employees, staff, administrators, and parents.
- Timely and accurate preparation and maintenance of personnel, payroll, employee benefit and student records.
- Interpret, apply and explain rules, regulations, policies and procedures in regard to employee absences, time reporting, benefits, and personnel matters.
- Knowledge and application of applicable labor, tax and education code.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

School office environment

Constant interruptions

Deadlines, meetings and reports are constant

Work Year: ~~229~~ 224 Days

Supervisor: Fiscal & Operations Coordinator

Board Approved: September 12, 2019

Amended: April 20, 2022

December 05, 2023

May 28, 2024 Effective 7/1/2025

March.xx.2025 Effective 7/1/2025

Classified- Non-Exempt
Job Description- College and Career Liaison

Description of Position:

Under the direction of the School Counseling Coordinator, assist students in the development of post-secondary plans. Work towards school goals for developing a culture of college and career readiness across all grade levels.

Essential Duties and Responsibilities include, but are not limited to the following:

- Assist in creating a plan for graduation for each incoming PVC student, including a review of the students' previous transcripts and the creation of each student's graduation planner
- Create and maintain master calendar of college related activities including coordination of field trips and school presentations
- Coordinate with Community Colleges regarding steps for admission and concurrent enrollment
- Track all students concurrently enrolled in Community College
- Meet with students and parents regarding their grad plan, concurrent enrollment and college and career goals
- Provide on-site and virtual support for students applying to Community Colleges and Universities
- Meet with graduating students upon entrance into Exit Course to complete grad planner and digital portfolio
- Develop relationships with Community College administrators to monitor concurrently enrolled students
- Develop relationships with local business leaders to encourage internship and career opportunities for PVC students
- Assist School Counseling Coordinator with registration process and monitoring student enrollment
- Prepare presentations and reports related to student college and career readiness as directed.

Other:

- Perform other duties as assigned by the School Counseling Coordinator
- Work toward team and school goals

Requirements:

Education and Experience:

- Bachelor Degree
- Minimum of three (3) years' experience working in an educational setting

Knowledge, Skills and Abilities:

- Experience in use of technology
- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Correct English usage, spelling, grammar, and punctuation.

- Knowledge of acceptable student behavior/characteristics and FERPA laws
- Understand and carry out oral and written instructions
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials
- Moderate physical exertion ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The employee will work in a deadline driven office environment with constant interruptions.
- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.
- Evening or variable hours
- **Travel between school sites**

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles

Supervisor: School Counseling Coordinator

Work Year: 219 Days

Board Approved: June 16, 2015

Amended: March 12, 2024

March.xx.2025 Effective 7/1/2025

Certificated- Non-Exempt**Job Description: Curriculum Data Entry****Description of Position**

The Curriculum Data Entry position is directly responsible to the Director of Curriculum. The Curriculum Data Entry position shall perform, extensive district-wide data record entry into the Learning Management and Curriculum Software Systems, certificated staff knowledge required to appropriately input data entry of this type.

Duties:

- Ensure confidential data integrity by following district and state data-dictionary standards and performing routine data verification activities.
- Enter data into a database according to existing formats and guidelines.
- Update, store, and retrieve information as needed.
- Maintain a documentation trail of all work completed.
- Export data from electronic systems such as student system, state systems, other school districts, authorized agencies, calling systems, assessment systems, etc. Verify the accuracy of each export.
- Perform Curriculum related audits and updates.
- Participate in group and one-on-one training.
- Perform data input, including creating, modifying and attaching various types of documents.
- Other duties as assigned.

Qualification Requirements:

- Valid California Teaching Credential.

Reasoning Ability:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Strong computer skills including knowledge of Google Drive and Microsoft Office as well as various Web 2.0 tools.
- Ability to work independently once trained.
- Prioritize, organize, and multi task.
- Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the preparation of comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions
- Evening or variable hours

Salary: ~~\$20.00 per hour~~ \$21.40 per hour

Work Year: Hourly Position

Supervisor: Director of Curriculum

Board Approved: April 21, 2015

Amended: March.xx.2025 Effective 7/1/2025

Administration - Exempt

Job Description: Director of Business & Operations

Description of Position:

The Director of Business & Operations is directly responsible to the Executive Director for the administration of the budget, fiscal planning, purchasing, accounting, attendance, payroll, personnel, facilities, and other general business and central office related functions. The Director of Business & Operations will be a member of the Executive Director's Leadership Team.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provides sound fiscal management services to the school in accordance with approved policies, procedures, and practices; ensures appropriate monitoring and maintenance protocol.
- Responsible for budget development, control, and long-range financial planning
- Research the availability of alternative funding sources.
- Create and maintain General Ledger
- Responsible for the assignment and management of the government account code structure.
- Responsible for internal and external audit preparation and completion.
- Ensure the Annual Audit is completed and resolution of any findings are done
- Completion of SB740 document within the State timeline.
- Oversight responsibility for all SELPA required Special Education reporting
- Responsible for the development and submission of financial and attendance reports.
- Serve as a resource in the area of proposed and current legislation pertaining to charter schools.
- Assist the Executive Director in facilitating and implementing the School's Charter, Memorandums of Understanding and other guidelines of the School.
- Develop and maintain regular contact with County Office of Education and Sponsoring District Personnel.
- Meet with outside agencies which include law enforcement, Child Protective Services, and Probation Officers as required.
- Assist with development and maintenance of School policies and procedures.
- Assist employees in the coordination and completion of central office activities and protocols.
- Supervise office personnel, assigning and reviewing the work of clerical staff and HR & Business Services Coordinator
- Oversee and supervise the accounts payable - requisition and purchase order processing, accounts receivable, attendance, payroll, personnel and other Central Office functions
- Oversee and supervise the salary and fringe benefits program, including leaves, FMLA, medical and dental benefits, unemployment and worker's compensation.
- Oversee and supervise the maintenance of personnel records
- Responsible for Brown Act compliance.
- Act as Recording Secretary for PVCS Board of Trustees receiving and transcribing confidential dictation, attend meetings and prepare minutes for distribution.
- Responsible for preparation of Board packet with the assistance of the Technology Technician.

- Maintain or cause to be maintained all records and files of the School.
- Establish and maintain internal accounting records and files.
- Develop and maintain record retention policies, procedures and practices.
- Oversee and participate in all maintenance and safety aspects of the facility.
- Assist in the planning, maintenance, and development of the School.
- Oversee the development and maintenance of the School Safety Plan and be an active participant in Safety Committee.
- Maintain or cause to be maintained the student attendance records of the School, including student files, records and transcripts.
- Attend necessary conferences, Charter School Business Manager meetings, Leadership, Marketing, Safety and Special Events Committee meetings and other internal and external meetings as assigned by the Executive Director.
- Serve as a resource in administrative areas to the Executive Director.
- Maintain the Executive Director's calendar, travel, conference arrangement and meetings schedule.
- Serve as Liaison for the Oceanside and Moreno Valley Property Associations.
- Perform other duties as assigned by the Executive Director

Requirements:

Education and Experience:

Any combination of education, training and/or experience equivalent to:

- A Bachelor's degree with emphasis in accounting, economics or finance
- Four (4) years of increasingly responsible school experience in the State of California, which includes three (3) years of experience managing personnel

Knowledge, Skills, and Abilities:

- Ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Working knowledge of rules, regulations, laws, and policies as they relate to charter schools.
- Perform a variety of detail-oriented administrative duties.
- Maintain complex, confidential or sensitive information and files.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Work Environment:

- School office environment
- Constant interruptions
- Evening or variable hours

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles~~

Supervisor: Executive Director

Work year: 244 237 Days

Board Approved: February 18, 2014

Amended: February 17, 2015

January 18, 2022

March 15, 2022

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Certificated- Exempt
Job Description- Director of Curriculum and Instruction

Description of Position:

The Director of Curriculum and Instruction is directly responsible to the Executive Director and assumes responsibility for leadership of all phases of curriculum and instruction for Pacific View. The Director of Curriculum and Instruction will be a member of the Executive Director's Leadership Team and ensure that curriculum and instructional practices meets educational expectations, state standards and graduation requirements.

Essential Duties and Responsibilities include but are not limited to the following:

- Supervises the development of curriculum, including the implementation and monitoring of new programs.
- Collaborate with the Director of Student Services to oversee Instructional Practices within school wide Instructional Framework.
- Oversee and direct instructional coaching for certificated staff and provide input to the Lead Teachers/Site Supervisor for the evaluation of certificated staff.
- Supervises and evaluates certified and classified personnel as assigned by the Executive Director.
- Coordinate professional development in curriculum, technology, and instruction.
- Chair Curriculum Committee and meet with various committees to monitor curriculum efficacy and development.
- Oversee and maintain all curricular technology including online instructional programs and the school's Learning Management System.
- Oversee the development of up-to-date technology plan.
- Research trends in the use of educational technology on a continuous basis that can be implemented school wide.
- Organize and monitor school wide performance data including local and state assessments and grades and develop reports based on data analysis.
- Organize and coordinate Professional Learning Community (PLC) activities.
- Plan and direct the piloting, evaluation and selection of K-12 textbooks, instructional materials and curriculum.
- Provide leadership to administration and staff in the use of student assessments and test data to define specific student performance standards for academic achievement in content areas throughout the school.
- Collaborate with appropriate staff to support the instructional practices of Supervisory Teachers, ensuring that student with IEPs, 504s, and SSTs are receiving appropriate modifications and accommodations.
- Serve as the administrator for IEPs, SSTs, 504 and other meetings as needed.
- Coordinate and organize standardized testing in close collaboration with the Director of Student Services.

- Attend High School, Special Education, and K-8 weekly meetings to monitor curriculum and instructional practices to ensure alignment with state standards.
- Attends parent/community meetings, board meetings and school meetings and makes presentations as appropriate.
- Maintain and monitor school curriculum budget.
- Performs other duties as assigned.
- Work toward team and school goals.

Requirements:

Education and Experience:

- Valid California Teaching Credential
- Valid Administrative Credential or willingness to enroll in a program to obtain Administrative credential within two years of employment.
- Minimum of three years teaching experience and experience in educational leadership

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment in a moderate-to-loud noise level
- Constant interruptions
- Evening or variable hours
- Travel between school sites

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.

- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: Executive Director

Work year: ~~244~~ 232 Days

Board Approved: May 15, 2012

Amended: February 19, 2013

February 18, 2014

February 17, 2015

June 18, 2019

February 16, 2022

July 18, 2023

May 28, 2024 Effective 7/1/2024

~~March xx.2025 Effective 7/1/2025~~

**Certificated- Exempt
Job Description - Director of Student Services**

Description of Position:

The Director of Student Services is directly responsible to the Executive Director and assumes responsibility for leadership in the areas of Student Discipline, Assessment, Data Analysis, RTI, Student Achievement and Student and Staff Professional Growth. The Director of Student Services will be a member of the Executive Director's Advisory Team.

Essential Duties and Responsibilities include but are not limited to the following:

- Work collaboratively with the Executive Director to develop, implement and maintain the most effective Response to Intervention program and school culture.
- Provide leadership in determining goals and objectives related to student and staff achievement.
- Provide input to Lead Teacher for evaluation of Certificated Staff.
- Lead staff development in student services, behavior management, and instruction.
- Examine student achievement data and prescribe improvement initiative for school.
- Coordinate and facilitate the planning and implementation of staff development programs.
- Provide leadership to administration and staff in the use of student assessments and test data to define specific student performance standards for academic achievement in content areas throughout the School.
- Assist in establishing and maintaining standards of student behavior needed to provide an organized, productive student-learning environment.
- Conduct meetings to address student and parent concerns.
- Observe certificated staff classrooms to ensure students are receiving effective instruction.
- Oversee workshop class sizes and coordinate master schedule.
- Supervise and evaluate Instructional Aides, Lead Instructional Aide/Student Support Assistant and K-12 instructional interventions.
- Assist with standardized testing in close collaboration with Director of Curriculum and Lead Teachers.
- Collaborate with Education Specialists, School Psychologist and Site Based Counselor to support the instructional practices of Supervisory Teachers, ensuring that students with IEPs, 504s, and SSTs are receiving appropriate modifications and accommodations.
- Collaborate with the Director of Curriculum to oversee Instructional Practices within school wide Instructional Framework.
- Attend K-8 weekly meetings to evaluate student progress in math and reading.
- Plan and direct the piloting, evaluation and selection of student assessment program software.
- Coordinate site's programs with regional, state and federal requirements/guidelines and oversee compliance with all applicable rules and regulations.
- Serve as Homeless and Foster Youth Liaison and monitor the progress of students on probation.
- Plan, organize and implement RTI (Response to Intervention) Program.

- Organize and Coordinate Professional Learning Community (PLC)
- Oversee the ELPAC and identify and assess all English Learners grades K-12
- Attend parent/community meetings, board meetings and school meetings and make presentations as appropriate.
- Perform other duties related to the position.
- Work toward team and school goals

Requirements:

Education and Experience:

- Valid California Teaching Credential
- Minimum of three years teaching experience and workshop presentation experience in educational leadership.
- Administrative Credential preferred

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment in a moderate-to-loud noise level
- Constant interruptions
- Evening or variable hours
- **Travel between school sites**

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.

- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: Executive Director

Work year: 244-232 Days

Board Approved: May 15, 2012

Amended: February 19, 2013

February 18, 2014

February 17, 2015

June 19, 2019

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Administration - EXEMPT**Job Description: Executive Director****Description of Position:**

The Executive Director is directly responsible to the Governing Board, and supervises all school operations in accordance with Board policies. The Executive Director may delegate appropriate powers and duties so that operational decisions can be made at various levels. The Executive Director is responsible for the execution of these powers and duties and will establish administrative regulations as needed to manage the school.

Duties related to the Board:

- Attends, participates and serves as secretary in all meetings of the Governing Board
- Advises the Board on the need for new, and the revision of, policies, and makes policy recommendations.
- Submits to the Board recommendations relative to all matters requiring Board action, together with the materials needed for informed decisions.
- Reports periodically on all school operations.
- Secures legal opinions when needed.
- Submits staff members' communications to the Board or to Board committees at regular Board meetings, with or without recommendations.
- Communicates relevant and timely information to the board.

Duties related to the Staff:

- Coordinate the work of all educators and volunteer staff.
- Directs the employment and assignment of administrative staff and coordinates administrative staff activities.
- Selects and recommends to the Board the best qualified and most competent candidates for employment, in accordance with non-discrimination policy and affirmative action plans.
- Advises the Board regarding the leave, classification, resignation, promotion, suspension or dismissal of school employees.
- Assigns personnel within the school in accordance with Board Policy.
- Arranges for the evaluation of each staff member and identifies appropriate opportunities for continued professions development.
- Maintains appropriate channels of communication within the school and ensures that staff is informed about relevant federal, state and county laws, school policies, regulations and procedures, and matters related to the improvement and welfare of the school.

Duties related to the Students and the Educational Program:

- Enforces all applicable Independent Study Charter Laws.
- Continuously observes the instructional program in the school and provides the Board with regular evaluations of school programs and student progress.

- Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and time schedules, and potentially sound innovative programs.
- Apprises the Board of contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences and visiting other school systems.
- Under appropriate circumstances, recommends to the Board a student's suspension or expulsion.

Duties related to Non-Instructional Operations:

- Assisted by the Director of Central Office and Finance, seeks and identifies sources of income and funding.
- Assisted by the Director of Central Office and Finance, submits to the Board periodic financial and budgetary reports which identify the school's obligations.
- Assisted by the Director of Central Office and Finance, annually prepares and submits to the Board the school's budget for the upcoming year, revises this budget, or takes other related action as the Board designates.
- Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
- Makes recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of facilities, sites, equipment and transportation services.
- Develops instructions and regulations governing the use and care of school properties for school purposes.
- Acts with sole discretion if an emergency action is necessary, in any matter not covered by Board Policy and reports such action to the Governing Board as soon as possible.

Duties related to the Community:

- Represents and advocates for the Board in relationships with city, county, and state governments, private agencies, and the school community.
- Sees that the community is informed about school matters through appropriate informational materials.
- Participates in appropriate community organizations and functions to obtain support for the attainment of school goals.
- Hears complaints against the school and resolves controversies between employees and students or parents/guardians.

Requirements:

Education and Experience:

- Master's degree in education, administration, or other relevant area.
- Valid California Teaching Credential
- Administrative Services Credential (Preferred) – Certificate of Eligibility (Minimum)
- Four (4) years' experience as a classroom teacher and other adjunct duties of increasingly responsible and varied administrative tasks in a school environment.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of all applicable Independent Study Charter Laws.
- An ability to plan, organize, write with clarity and correctness
- Work cooperatively with fellow employees, staff, administrators, and parents

- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- School office environment in a moderate-to-loud noise level
- Constant interruptions
- Evening or variable hours
- Travel between school sites

Work Year: 244 237 Days

Board Approved: April 19, 2004

Amended: November 17, 2021 Effective 7/1/2022

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Classified Confidential – Exempt**Job Description: Fiscal & Operations Coordinator****Description of Position:**

The Fiscal & Operations Coordinator, in coordination with the school's Back Office service provider, is directly responsible to the Executive Director for the administration of the budget, fiscal planning, purchasing, accounting, facilities and oversight of attendance, payroll, personnel, and other general business and central office related functions. The Fiscal & Operations Coordinator will be a member of the Executive Director's Leadership Team.

Essential Duties and Responsibilities:**Fiscal Services**

- Active processing of Budget, General Ledger, Revenue entries within the Accounting System
- Develop and maintain regular contact with the PVCS Back Office service provider, County Office of Education and Sponsoring district's Personnel to assure timely and accurate processing of financial reports
- Responsible for overseeing budget development, control and long-range financial planning
- Active Processing and submission of Special Education reporting requirements.
- Oversee and supervise the accounts payable - requisition and purchase order processing.
- Oversee and supervise accounts receivable processing
- Responsible for the reconciliation of all bank statements
- Assist in the completion of the Annual Audit

Facilities & Maintenance Administration

- Plan, organize and coordinate facilities maintenance program
- Create and maintain Annual Budget and Purchase Orders for Maintenance and Operations Cost Center
- Prepare bid packets based on the use of legally compliant bid templates for professional services provided by architects, consultants and contractors
- Review contracts and/or bids for the purpose of ensuring vendor compliance with regulatory responsibilities
- Initiate bidding process, calendared project and track progress and payments
- Serve as liaison for all construction, modernization, maintenance and/or facilities improvement projects
- Serve as a liaison for Venture Commerce Center and Moreno Valley Property Owners Associations
- Negotiate contract pricing for the purchasing and/or leasing of Business Equipment

- Maintain Material Safety Data Sheets (MSDS)

Board of Trustee / Executive Director

- Prepare each board packet for PVC Board of Trustee meetings
- Act as Recording Secretary for the PVC Board of Trustees receiving and transcribing confidential dictation, attend meetings and prepare minutes for distribution
- Responsible for Brown Act compliance
- Collect and maintain Form 700 submissions for required staff and board members
- Assist with the completion of the LCAP
- Serve as a resource in the area of proposed and current legislation pertaining to charter schools
- Research the availability of alternative funding sources
- Assist the Executive Director in facilitating and implementing the School's Charter, Memorandums of Understanding and other guidelines of the School
- Assist with the development and maintenance of school policies and procedures
- Attend necessary conferences Charter School Business Manager meetings, Leadership and other external and internal meetings as assigned by the Executive Director
- Serve as a resource in administrative areas to the Executive Director

Attendance / Student Services Oversight

- Oversee CalPads and attendance reporting
- Maintain or cause to be maintained the student attendance records of the School including student files, transcripts and records

Human Resources Oversight

- Oversight and Supervision of the HR Coordinator's processing of Payroll including leaves, FMLA/CFRA, Salary Schedules and Job Descriptions
- Oversight and Supervision of the HR Coordinators processing of Fringe Benefits including health care benefits, unemployment and workers compensation.
- Oversight and Supervision of HR Coordinators maintenance of personnel records

Central Office Oversight

- Oversight and Supervision of office personnel, assigning, reviewing work and evaluation of clerical staff and Business Services Personnel
- Assist employees in the coordination and completion of central office activities and protocols
- Develop and maintain record retention policies, procedures and practices
- Perform other duties as assigned by the Executive Director

Requirements:

Education and Experience:

Any combination of education, training and/or experience equivalent to:

- A Bachelor's degree with emphasis in accounting or finance
- Four (4) years of increasingly responsible school experience in the State of California, which includes three (3) years of experience managing personnel

Knowledge, Skills, and Abilities:

- Ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Working knowledge of rules, regulations, laws, and policies as they relate to charter schools.
- Perform a variety of detail-oriented administrative duties.
- Maintain complex, confidential or sensitive information and files.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Work Environment:

- School office environment
- Constant interruptions
- Evening or variable hours
- **Travel between school sites**

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles~~

Supervisor: Executive Director

Work year: 244-237 Days

Board Approved: April 18, 2023

Amended: May 28, 2024 Effective 7/1/2024

March xx, 2025 Effective 7/1/2025

Certificated– Non-Exempt**Job Description: Temporary Part-Time Hourly Education Specialist Teacher****Description of Position:**

Provides direct individual and small group instruction as a supplement to the regular or other special instructional programs in which student may be enrolled. Assumes responsibility for providing consultation, resource information and materials development as may be needed to address the instructional objectives established for students through the IEP process.

Duties:

- Facilitates and assists the IEP team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
- Provides advice on establishing and maintain an atmosphere and environment which lessens the impact of the student's handicapping condition.
- Facilitates the student's mainstreaming process by providing support services to the regular and/or special education Personalized Learning Plan in keeping with IEP identified goals.
- Administers appropriate educational assessment instruments and interprets data derived therefrom.
- Assists in providing instructional leadership and coordination of special education services at the building level and within a program area.
- Maintain professional competence through participation in in-service educational activities provided by the School and/or self-directed professional activities.
- Confers frequently with certificated staff, psychologist, instructional aides and other professional staff concerning students' progress.
- May plan and coordinate the work of instructional aides and resource volunteers.
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with state testing program.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Become knowledgeable of the PVCS programs to provide students and parents additional support through PVCS and other community resources. Be a contributing member of the staff and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- May serve on at least one committee throughout the school year.
- Supervise students on field trips.
- Complete requisitions for instructional supplies as needed.
- Other duties as assigned.

Qualification Requirements:

A valid California Special Education Teaching Credential.

Reasoning Ability: Knowledge, Skills, and Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Work Year: As per the salary schedule.

Supervisor: Special Education Coordinator

Board Approved: 11/17/2020

Amended: March.xx.2025

Classified– Non-Exempt**Job Description: Hourly One-to-One Instructional Aide – Special Education****Description of Position:**

Provide assistance under the immediate supervision of the Special Education Coordinator offering one-to-one instruction to an individual with special needs, monitors and reports student progress regarding behavior and performance. Performs a variety of clerical duties as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provide direct services to participating student under the direction of certificated staff to reinforce language development, reading, and/or math skills.
- Prepare copies of instructional material and other documents as directed.
- Provide reinforcement skills within the learning environment.
- Participate in teacher/aide activities and instructional planning with teacher.
- Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
- Understand the function of the individual student's computerized educational software and equipment.
- Facilitate daily arrival and departure of student.
- Development of positive self-concept in student with special needs.
- May assist student with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
- Monitor and assists in the remediation of specific learning problems and conditions.
- Provides a variety of skill building activities with special needs student.
- Monitor administration of student testing.
- Confers frequently with certificated staff, psychologist and other professional staff concerning student's progress.
- Oversees and supervises student during classroom activities and field trips.
- Participates in school in-service educational activities and professional development.
- Other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or equivalent.
- Knowledge of psychology and methods used in the care, controlling and motivating of students with disabilities
- Completion of college-level course work in general subject areas such as Math, Science, and English, and work experience in a special education environment highly desirable.
- Work experience in a special education environment highly desirable.

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports

Supervisor: Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: ~~Hourly Position Classified~~ 175 days

Board Approved: 10-21-2019

Amended: 11-19-2019

05-18-2021

08-17-2021

03-22-2022

March.xx.2025 Effective 7/1/2025

Certificated– Non-Exempt Hourly

Job Description: Part-Time Speech and Language Pathologist

Description of Position:

The Speech and Language Pathologist is directly responsible to Special Education Coordinator. The Speech and Language Pathologist shall provide services at school sites. Services to include direct services, including evaluation and therapy to students with speech requirements and language needs, as well as consultation with staff and parents regarding optimum strategies for maximizing curricular success.

Essential Duties and Responsibilities include but are not limited to the following:

- Administer and coordinate diagnostic, therapeutic and consultative functions relative to communication disorders evaluation.
- Consult with teachers and parents regarding speech and language development.
- Consult with parents regarding methods parent can use at home to help their child with communication disorder.
- Develop and administer a speech and language therapy program consistent with the needs of student and according to establish IEP goals.
- Work collaboratively with Administration on assessment, test data, and response to intervention.
- Provide Speech and Language screening services.
- Participate in IEP and Student Success Team pertinent to students with speech and language issues.
- Assist in the development of IEP goals in relation to Speech and Language.
- Evaluate student progress in the Speech and Language program and communicate with parents, teachers and administration.
- Evaluate, in conjunction with other professionals, as necessary the effects of speech, language and hearing disorder on a pupil's educational performance and academic achievement.
- Conduct regular therapy sessions, individual and groups; prepare the goals as part of the Speech Therapy Report on each student scheduled for therapy.
- Communicate and coordinate the speech and language program with teachers, resource staff, and administration.
- Develop schedules related to student services.
- Provide training for students with hearing impairments in the effective use of residual hearing, skillful use of amplified sound speech reading skills, and effective use of visual environmental cues.
- Maintain student records and attendance reporting as required.
- Prepare individual case file on each student and those considered for therapy, including Special Language reports.
- Participate in the completion of Special Education reports and request for information.
- Consult with community agencies, medical personnel, parents and other professionals, and acts as a liaison among these groups for children with communicative disorders.
- Attend staff, school, county and other meetings as necessary.

- Other duties as assigned.

Requirements:

Education and Experience:

- Valid California Speech Language Pathology Services Credential and/or
- Clinical or Rehabilitative Services – Language Speech & Hearing Credential
- IEP/SST/504 experience preferred
- ~~Valid California Drivers License~~

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions and a moderate noise level
- Evening or variable hours

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the preparation of comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

Work Year: ~~188~~186 Days

Supervisor: Special Education Coordinator

Board Approved: April 16, 2019

Amended: June 18, 2019

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Certificated– Non-Exempt
Job Description: Hourly Supervisory Teacher

Description of Position:

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. During weekly meetings between the teacher, student and learning coach (parent/guardian), our teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work. Teachers also provide direct instruction to students through workshops, synchronous learning and virtual sessions.

- Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards.
- The Supervisory Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset.
- Teachers are expected to support the PVCS Code of Conduct, as well as, utilize the school's resources to support the social emotional needs of their students

Essential Duties and Responsibilities include, but are not limited to the following:

- Develop Personalized Learning Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Plan and implement lessons that provide students with opportunities to develop communication and collaboration skills.
- Deliver instruction in a variety of ways and modalities, including whole class, individual, small group and virtual settings.
- Meet frequently with students and parents to:
 - Provide Instruction
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week as needed
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates.
- Maintain open communication with both students and parents, and be available to students in need of assistance.
- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parents.
- Ensure appropriate classroom behavior expectations are followed.

- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with the State testing program.
- Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- Serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:

Education and Credential:

- A baccalaureate or higher degree, from a regionally accredited college or university
- A valid California Teaching Credential.

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.
- **Onsite work required**

~~Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

~~**Salary:** Hourly per Certificated salary schedule placement~~

Work Year: As per the salary schedule

Supervisor: Lead Teacher

Board Approved: September 20, 2016

Amended: September 16, 2021

July 18, 2023

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Classified Confidential– Exempt**Job Description: Human Resources & Business Services Coordinator****Description of Position:**

The Human Resources & Business Services Coordinator is directly responsible to the Fiscal & Operations Coordinator for a variety of complex accounting and statistical business office related functions. Areas of responsibility include, but are not limited to payroll, employee benefits, personnel, workers compensation, budget reconciliation and other general business and related functions of the school. The Human Resources & Business Services Coordinator will be expected to attend safety committee and board meetings.

Essential Duties and Responsibilities include, but are not limited to the following:

- Perform a variety of Certificated and Classified Personnel processing responsibilities, including employee transactions, HR systems, maintenance of personnel and benefit files, employee onboarding, and personnel action forms.
- Place recruitment postings, screen applicants for employment eligibility and arrange the interview process.
- Serves as point of contact for human resource audits, subpoenas, public records requests, and human resource/benefit issues.
- Credential processing
- Responsible for the review, maintenance and submission of CTC California Statewide Assignment Accountability System (CalSAAS) Annual Report. Resolving exceptions with appropriate determinations.
- CTC misconduct submissions.
- Prepare and submit annual State Controller's Government Compensation Report
- STRS/PERS audit administration.
- Oversight of hourly payroll and school-wide leave processing
- In conjunction with the Fiscal & Operations Coordinator, facilitate annual review of employee benefits and renewal rate negotiations
- Process and maintain benefits, COBRA, unemployment and leave administration - Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave PDL
- Coordinate Employee Benefits Open Enrollment, maintain employee benefits changes, reconcile monthly benefits vendor billings, and prepare annual IRS compliance reporting for Cafeteria 125 account.
- Assure Affordable Care Act (ACA) compliance
- Process workers compensation claims, and student injury reports.
- Process employee injury reports, assist with appropriate follow up, documentation and care of employee.
- Serves as School's Representative for Fringe Benefit Consortium, Payroll, Workers' Compensation, Benefits, and Credentialing, PeopleSoft HCM, and other meeting as assigned by Executive Director and/or Fiscal & Operations Coordinator.

- Prepare Annual Staff Retention Report
- Audit and reconcile budget adjustments
- Work closely with the Fiscal & Operations Coordinator to reconcile budget with personnel information.
- Responsible for bank statement reconciliations of all Non-General Fund bank accounts.
- Assist in the completion of the school's Annual Audit.
- Cross train on FSCM PeopleSoft processing including but not limited to Accounts Payable, Buyer, Supplier Administration, to assure continued processing and prevention of work stoppage.
- Prepare miscellaneous reports; maintain meeting records, and perform a variety of high-level accounting and statistical record keeping functions.
- Document, process, and maintain multiple databases for monthly payroll, benefits, and personnel records
- Serves on the Safety Committee
- Perform other duties as assigned by the Executive Director and/or Fiscal & Operations Coordinator
- Work toward team and school goals.

Requirements:

Education and Experience:

Any combination of education, training and/or experience, equivalent to an Associate's degree with emphasis in accounting, economics or finance or five (5) years of experience which include at least three (3) years of payroll experience.

Knowledge, Skills, and Abilities:

- Experience in use of technology for preparation and maintenance of accounting, data, and other business-related information.
- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Perform a variety of difficult financial and statistical record keeping. Maintain complex, confidential or sensitive information and files.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion.
- Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions
- Deadlines, meetings, and reports are constant
- Evening or variable hours
- Travel between school sites

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles~~

Supervisor: Fiscal & Operations Coordinator

Work Year: ~~244~~ 237 Days

Board Approved: February 18, 2014

Amended: February 17, 2015

May 18, 2021

April 20, 2022

March 21, 2023 Effective 7/1/2023

September 14, 2023

December 5, 2024 Effective: 7/1/2024

May 28, 2024 effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Classified- Non-Exempt**Job Description – Lead Instructional Aide / Student Support Assistant****Description of Position:**

The Lead Instructional Aide/ Student Support Assistant will support students in the Study Hall and designated learning environment during daily operations. Provide assistance in the training and evaluation of Instructional Aides. Assist Supervisory Teachers in the instruction and supervision of TK-12 students. Assist Director of Student Services in the successful implementation of policies and procedures and promotion of student engagement.

Essential Duties and Responsibilities include but are not limited to the following:

- Monitor and enforce the Schoolwide Code of Conduct in the Study Hall and designated areas.
- Ensure safety procedures in the Study Hall and designated areas are met.
- Monitor students assigned to the Alternative to Suspension program and communicate progress to administrative staff
- Assist students in the Study Hall and classroom environments with assignments and the use of computers.
- Support students assigned to the SST process and communicate progress with appropriate staff.
- Collaborate with the TK-8 Coordinator with the after school tutoring program and monitoring student needs
- Create and monitor the sign-up system for 1:1 tutoring.
- Support all General Education Instructional Aides with tutoring strategies to best meet the needs of students.
- Assign students as needed to educational software and monitor their progress.
- Report progress to students' teachers.
- Manage all testing procedures within the Study Hall.
- Tutor or assist individuals and small groups of students.
- Support the Director Student Services with management of Instructional Aides schedule to ensure appropriate converge and staffing for all assigned duties.
- Assist Director of Curriculum with end-of-year Inventory
- Assist School Counselor and Front Office during registration.
- Provide curriculum feedback to Director of Curriculum and Instruction
- Perform other duties as required

Requirements:**Qualifications- Education and Experience:**

- High School Diploma
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment is highly desirable.

Knowledge, Skills, and Abilities:

- Strong math skills in Algebra 1 or higher
- Knowledge of basic computer software
- Strong Communication Skills
- Ability to supervise others and maintain a productive environment.
- Onsite work required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is required to sit, stand, bend, and use hands to finger, handle or feel objects, tools or controls.
- Be able to lift and carry up to 25 pounds.
- The employee is required to walk and access all areas of the School.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- The noise level in the work environment is usually moderate.

Supervisor: Director of Student Services

Work Days: 229 219 Days

Board Approved: March 5, 2019

Amended: May 28, 2024 Effective 7/1/2024
August 20, 2024

March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt
Job Description – Lead Instructional Aide

Description of Position:

The Lead Instructional Aide will support students in the Study Hall and designated learning environments during daily operation. Provide assistance in training and evaluation of Instructional Aide positions. Assist Supervisory Teachers in the instruction and supervision of K-12 students. Assist the administrative staff in the successful implementation of policies and procedures.

Essential Duties and Responsibilities include but are not limited to the following:

- Monitor and enforce the Schoolwide Code of Conduct in the Study Hall and designated areas.
- Ensure safety procedures in the Study Hall and designated areas are met.
- Assist students in the Study Hall and classroom environments with assignments and the use of computers.
- Create and monitor the sign-up system for 1:1 tutoring.
- Support all General Education Instructional Aides with tutoring strategies to best meet the needs of students.
- Proctor assessments as needed.
- Report progress to students' teachers.
- Manage all testing procedures within the Study Hall.
- Tutor or assist individuals and small groups of students to reinforce, follow up learning activities.
- Support the administrative staff with the management of Instructional Aides schedules to ensure the appropriate coverage of assigned duties.
- Provide curriculum feedback to Director of Curriculum and Instruction.
- Perform other duties as required

Requirements:

Qualifications- Education and Experience:

- High School Diploma
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment is highly desirable.

Knowledge, Skills and Abilities:

- Strong math skills in Algebra 1 or higher
- Knowledge of basic computer software
- Strong Communication Skills
- Ability to supervise others and maintain a productive environment.
- Onsite work required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required:

- To sit, stand, and bend
- Use hands to finger, handle or feel objects, tools or controls.
- Be able to lift and carry up to 25 pounds.
- The employee is required to walk and access all areas of the School.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. ~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- The noise level in the work environment is usually moderate.

Supervisor: Director of Student Services

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Days: 229-215 Days

Board Approved: June 21, 2011

Amended: June 27, 2016

May 18, 2024

May 28, 2024 effective 7/1/2024

August 20, 2024

March.xx.2025 Effective 7/1/2025

Classified– Exempt**Job Description: Marketing & Community Engagement Specialist****Description of Position:**

The job of the Marketing & Community Engagement Specialist is to develop and implement a comprehensive marketing and development plan to grow enrollment. The Marketing & Community Engagement Specialist will develop marketing materials to market the school to the communities, develop relationships with community partners and donors. The Marketing & Community Engagement Specialist oversees how the school is represented in all print and electronic materials and maintains the school's website and social media platforms.

Essential Duties and Responsibilities include, but are not limited to the following:

- Develops and implements a marketing and communication plan including print, web, and social media to increase enrollment.
- Establishes and develops relationships with community donors and grant funders to increase the visibility to community educational partners.
- Provide feedback to the Leadership team on results of marketing campaigns to inform decisions on expanding services and programs to K-12 students.
- Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agencies.
- Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.
- Compiles and analyzes national, state, and district level data focusing on enrollment trends and growth.
- Update and maintain the school's website.
- Write and edit school communications, including marketing and development materials, annual report, direct mail pieces, parent communications, event invitations and program.
- Create social media posts, update online directories and monitor review sites.
- Elevate recognition of school in local and regional media through press releases and story pitches.
- Collect compelling messages and stories, from current students, alumni, and parents, for use in multiple venues.
- Serve as the school's contact for donors and key community organizations.
- Manage and maintain the donor database, prepare correspondence and reports, and keep a calendar for all development activities.
- Manage alumni relations and the alumni contact list

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.

Requirements:**Education and Experience:**

- Bachelor's degree in business, communications, marketing or related field.
- Three (3) years of experience in fundraising, program development, marketing, or performing comparable tasks.

Equivalency - A combination of education and experience equivalent to a Bachelor's degree in business, communications, marketing, or related field, and a minimum of three (3) years of experience in fundraising, program development, marketing, or performing comparable tasks.

Knowledge, Skills and Abilities:

- Knowledge of current marketing and communications trends and tools, including traditional and digital advertising
- Fundraising tools and technology including principles of donor development and research
- Grant writing
- Planning and managing projects
- Solid computer skills, including MS Office, marketing software - (Adobe Creative Suite and CRM) and applications - (Web analytics, Google AdWords etc.)
- Demonstrable experience in marketing data analytics and tools.
- Gather, collate/classify, prepare and maintain accurate detailed records, information and data
- Analyzing budgets and data
- Research and conduct vendor interviews and meetings
- Plan and schedule marketing agendas/meetings, activities, and/or events
- Communicate clearly and concisely, both orally and in writing, to produce information in a way that is comprehensible to a diverse range of audiences, individuals and organizations
- Speak persuasively on behalf of Pacific View Charter School
- Develop a community of motivated supporters
- Adapt to changing work priorities
- Meet deadlines and schedules
- Work as part of a team
- Work with frequent interruptions and set priorities
- Operate standard office equipment including a variety of software applications
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion.
- Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment

- School office environment
- Constant interruptions
- Deadlines, meetings, and reports are constant
- Evening or variable hours

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: Executive Director

Work Year: ~~229 Work~~ 224 Days

Board Approved: 03/15/2022

Amended: 10/18/2022

5/28/2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt
Job Description- Office Clerk – Bilingual

Description of Position:

Under general supervision, to perform any of a variety of clerical record keeping, record checking, filing, copying, compiling, keyboarding/typing duties and to perform a variety of supportive tasks to support the learning experiences for students in an instructional and office environment; and to do related work as required.

Essential Duties and responsibilities include, but are not limited to:

- Maintains cumulative records.
- Inputs registration information into SIS.
- Keeps track of supplies and order as needed.
- Provides translation services during registrations, parent/teacher meetings and Special Education meetings, as needed.
- Performs a variety of clerical duties, such as filing, typing, keeping records, and duplicating materials for staff.
- Posts information to forms, accounts, and records into database.
- Sorts and files papers, student records, and a variety of documents; searches files for specified information.
- Track, copy and file pacing guides, assignments, and other student work documents.
- May assist in the development of a variety of instructional materials.
- Operates a variety of office machines.
- Copy take-home tests as needed.
- Check-in and check-out textbooks to students and teachers.
- Assist in maintaining textbook inventory.
- Maintains alphabetical and numerical records and files.
- Operates a computer, calculator, and other office equipment.
- Performs other duties as assigned.

Requirements:

Training Education and Experience:

Equivalent to the completion of the twelfth grade; no experience is required; however, character references may be checked; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge, Skills, and Abilities:

- Correct English usage, spelling, grammar, and punctuation.
- Standard office methods, procedures, and equipment, including receptionist and
- Telephone techniques.
- Basic arithmetic, filing, and record keeping practices.

- Acceptable student behavior and characteristics
- Positive student motivation and front office decorum.
- Basic pupil record keeping principles including FERPA and HIPPA .

Ability to:

- Perform a variety of clerical work with accuracy and speed.
- Learn to operate standard office equipment.
- Make basic arithmetical calculations with accuracy and speed.
- Post information, check records, file and alphabetize rapidly and accurately.
- Understand and carry out oral and written instructions.
- Assume responsibility of supervising students.
- Maintain cooperative and effective working relationships with children and adults.
- Understand and apply laws, regulations and policies.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Accurately compute a variety of Mathematical problems.
- Understand routine cash accounting procedures.
- Reconcile differences within the record keeping system.
- Follow oral and written instructions.
- Work with minimum supervision.
- Establish effective working relationships.
- Work under pressure.
- Proofread alphabetical and numerical material accurately and make necessary corrections.
- Complete routine tasks thoroughly.
- **Onsite work required**

Language Requirements: This position requires oral competency and literacy in Spanish and English and the ability to translate spoken and written English to Spanish and Spanish to English.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear.
- The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl, and smell.
- Specific vision abilities are required for this job. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The employee will work in a deadline driven office environment with constant interruptions.
- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: Fiscal & Operations Coordinator

Work Year: ~~229~~ ~~Work~~ 224 Days

Board Approved: August 19, 2014

Amended: May 18, 2021

April 20, 2022

December 5, 2023

May 28, 2024 Effective 7/1/2024

March xx.2025 Effective 7/1/2025

**Classified– Non-Exempt
Job Description - Office Clerk**

Description of Position:

Under general supervision, to perform any of a variety of clerical record keeping, record checking, filing, copying, compiling, keyboarding/typing duties and to perform a variety of supportive tasks to support the learning experiences for students in an instructional and office environment; and to do related work as required.

Essential Duties and responsibilities include, but are not limited to:

- Performs a variety of clerical duties, such as filing, typing, keeping records, and duplicating materials for staff.
- Posts information to forms, accounts, and records into database.
- Sorts and files papers, student records, and a variety of documents; searches files for specified information.
- Track, copy and file pacing guides, assignments, and other student work documents.
- May assist in the development of a variety of instructional materials.
- Operates a variety of office machines.
- Inputs registration information into SIS.
- Keeps track of supplies and order as needed.
- Maintains cumulative records.
- Copy take-home tests as needed.
- Check-in and check-out textbooks to students and teachers.
- Assist in maintaining textbook inventory.
- Maintains alphabetical and numerical records and files.
- Operates a computer, calculator, and other office equipment.
- Performs other duties as assigned.

Requirements:

Training Education and Experience:

Equivalent to the completion of the twelfth grade; no experience is required; however, character references may be checked; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of: Skills, and Abilities:

- Correct English usage, spelling, grammar, and punctuation.
- Standard office methods, procedures, and equipment, including receptionist and telephone techniques.
- Basic arithmetic, filing, and record keeping practices.
- Acceptable student behavior and characteristics
- Positive student motivation and front office decorum.

- Basic pupil record keeping principles including FERPA and HIPPA .

Ability to:

- Perform a variety of clerical work with accuracy and speed.
- Learn to operate standard office equipment.
- Make basic arithmetical calculations with accuracy and speed.
- Post information, check records, file and alphabetize rapidly and accurately.
- Understand and carry out oral and written instructions.
- Assume responsibility of supervising students.
- Maintain cooperative and effective working relationships with children and adults.
- Understand and apply laws, regulations and policies.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Accurately compute a variety of Mathematical problems.
- Understand routine cash accounting procedures.
- Reconcile differences within the record keeping system.
- Follow oral and written instructions.
- Work with minimum supervision.
- Establish effective working relationships.
- Work under pressure.
- Proofread alphabetical and numerical material accurately and make necessary corrections.
- Complete routine tasks thoroughly.
- **Onsite work required**

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear.
- The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl, and smell.
- Specific vision abilities are required for this job.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The employee will work in a deadline driven office environment with constant interruptions.
- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: Fiscal & Operations Coordinator

Work Year: ~~229 Work~~ 224 Days

Board Approved: August 16, 2005

Amended: February 21, 2006
November 19, 2013
May 18, 2021
April 20, 2022
December 05, 2023
May 28, 2024 Effective 7/1/2024
March.xx.2025 Effective 7/1/2025

DRAFT

Classified– Non-Exempt
Job Description – Registrar / Guidance Technician

Description of Position:

Under direct supervision of the School Counselor independently perform various complex clerical duties related to the maintenance of student records according to established laws, rules and regulations. Provide assistance in the training of school office personnel regarding student records, transcripts and graduation requirements; explain laws, policies and procedures to students, parents and staff. Enter and maintain student information in the data system.

Essential Duties and responsibilities include, but are not limited to the following:

- Prepare and maintain permanent records and cumulative folders on enrolled and incoming students.
- Responsible for requesting necessary records and initiate telephone and written communications relative to student records
- Assist counselor, student, parents and other regarding student records and registration
- Process student transfers; forward transcripts and records to colleges and the other institutions from student permanent records; according to established guidelines and procedures.
- Maintain files, type and compose correspondence, memos, reports and other materials for counselor, as needed.
- Respond to inquiries and requests for records of former students, parents and other related matters
- Assist in the maintenance of the student information system, collaborate with technology staff to resolve issues and ensure system is compliant with state requirements.
- Collaborate with and serve as a liaison to ITS staff regarding the archiving of student records; answer question regarding policies and procedures related to archiving student records
- Sorts and files papers, student records, and a variety of documents; searches files for specified information.
- Operate a wide range of office equipment
- Assist other personnel with data processing as needed
- Perform other duties as assigned

Requirements:

Education and Experience:

- High School Graduate or the equivalent
- Experience in a confidential school work environment
- Minimum of three (3) years of increasingly responsible office/clerical experience involving strict and continuous attention to detail in the maintenance of complex manual and computerized records, preferably in a school setting.
- Experience must include a high level of interpersonal contact.

Knowledge, Skills and Abilities:

- Through knowledge of the Student Information System, as utilized for attendance accounting, enrollment, and transcript preparation.
- General Knowledge of state rules and regulations governing attendance accounting and automated recordkeeping systems.
- Correct English usage, spelling, grammar, and punctuation.
- An ability to plan, organize, write with clarity and correctness
- Understand and carry out oral and written instructions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proofread alphabetical and numerical material accurately and make necessary corrections.
- Complete routine tasks thoroughly.
- Modern office practices, procedures and equipment
- Perform a variety of clerical work with accuracy and speed.
- Basic arithmetic, filing, and record keeping practices.
- Accurately compute a variety of Mathematical problems.
- Acceptable student behavior and characteristics
- Preparation and maintenance of current and accurate student records.
- Understand basic pupil record keeping principles including FERPA and HIPPA .
- Understand and apply laws, regulations and policies.
- Reconcile differences within the record keeping system.
- Interpret, apply and explain rules, regulations, policies and procedures in regard to student registration and recordkeeping
- Ability to work independently and cooperatively with fellow employees, staff, administrators, and parents.
- Work with minimum supervision.
- Maintain cooperative and effective working relationships with students and parents.
- Prioritize, organize and multi-task
- Work under pressure.
- Bilingual abilities are preferred
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- The employee will work in a deadline driven office environment with moderate interruptions

- The noise level in the work environment is moderate to loud.
- The position requires constant public interaction including one-on-one student/parent communication.

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: School Counseling Coordinator

Work Year: ~~229~~ **Work 224** Days

Board Approved: 9/12/2019

Amended: 5/28/2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Certificated– EXEMPT**Job Description - School Counseling Coordinator****Description of Position:**

The School Counseling Coordinator is directly responsible to the Executive Director. The School Counseling Coordinator is responsible for developing and implementing a comprehensive counseling program for students in grades transitional kindergarten through twelve at all school sites. The School Counseling Coordinator will provide services to meet the needs of assigned students by consulting with teachers, staff and parents and will develop a plan for graduation and life beyond high school for all Pacific View Charter School students.

Essential Duties and Responsibilities include but are not limited to the following:

- Participate in, coordinate and conduct activities that contribute to the effective operation of a comprehensive school counseling program.
- Responsible for managing student transcripts, including the request process and data input into SIS.
- Evaluate transcripts and create yearly learning graduation planners for all high school students.
- Monitor senior's course completion and progress towards graduation.
- Manage Registration Process including monitoring student enrollment, leading the Registration Committee and supervising temporary registration staff.
- Supervise College and Career Liaison and Registrar.
- Track student data related to graduation including A-G completion, NCAA eligibility, etc.
- Prepare presentations and reports related to student graduation and other topics and present to staff and Board as needed.
- Attend Leadership, Board and other meetings as directed by the Executive Director.
- Act as liaison with colleges, local businesses and community organizations.
- Guide individuals and groups of students through the development of educational and career plans.
- Collaborate with the Director of Student Services regarding the developmental needs of students.
- Collaborate with the Marketing Specialist on developing community relationships for student internships and employment opportunities.
- Refer students to appropriate program specialists or community agencies as needed.
- Participate in Student Support Teams SST's, 504s and Individual Education Plan (IEPs) upon request.
- Maintain knowledge of enrollment process, student policies, and other school policies.
- Collaborate with the Director of Curriculum and Instruction to maintain thorough knowledge of school curriculum and course offerings.

- Work collaboratively with Administration on assessment, test data and response to intervention.
- Meet with 8th grade students matriculating into 9th grade.
- Develop a college and career culture for grades TK-12.
- Participate on the graduation committee.

Other:

- Other duties as assigned
- Pursue continuous professional growth

Requirements:

Education and Experience:

- Pupil Personnel Services Credential – School Counseling
- Valid California Teaching Credential

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions
- Evening or variable hours
- Travel between school sites

Reasoning Ability:

- Prioritize, organize and multi-task.
- Set appropriate goals, problem-solve, and accept personal accountability for moving in the direction of the Executive Director's goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the preparation of comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Supervisor: Executive Director

Work Year: ~~223~~ 216 Days

Board Approved: March 12,2024

Amended: March.xx.2025

DRAFT

Certificated- Exempt**Job Description- School Counselor****Description of Position:**

The School Counselor is directly responsible to the Executive Director. The School Counselor will assume responsibility for a comprehensive counseling program for students in grades kindergarten through twelve at all school sites. School Counselor will provide services to meet the needs of assigned students by consulting with teachers, staff and parents.

Job Functions:**Essential Duties and Responsibilities include but are not limited to the following:**

- Participate in, coordinate and conduct activities that contribute to the effective operation of counseling program and school
- Responsible for managing transcripts, request process and input data into SIS
- Evaluate transcripts and create yearly learning planner
- Monitor senior's course completion progress for graduation
- Manage Registration Process
- Attend Advisory and Board meetings
- Act as liaison with colleges, local businesses and community organizations
- Guide individuals and groups of students through the development of educational and career plans
- Collaborate with Director of Student Services regarding the developmental needs of students
- Refer students to appropriate program specialist or community agencies as needed
- Participate in Student Support Teams SST's, 504s and Individual Education Plan (IEPs) upon request
- Maintain knowledge of enrollment process, student policies, and instructional lab policies
- Collaborate with the Director of Curriculum to maintain thorough knowledge of school curriculum
- Work collaboratively with Administration on assessment, test data and response to intervention
- Meet with 8th grade students matriculating into 9th grade
- Develop a college and career culture for grades K-12
- Participate on graduation committee

Other:

- Other duties as assigned
- Pursue continuous professional growth

Requirements:**Education and Experience:**

- Pupil Personnel Services Credential authorizing counseling service
- Valid California Teaching Credential

Knowledge, Skills, and Abilities (including tests):

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions
- Evening or variable hours
- Travel between school sites

Reasoning Ability:

- Prioritize, organize and multi-task.
- Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the preparation of comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Supervisor: Executive Director

Work Year: 219 Days

Board Approved: April 21, 2015

Amended: June 27, 2017

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Certificated- Exempt**Job Description: School Psychologist****Description of Position:**

Provides direct psychological services to K-12 students. Assumes responsibility for providing support with the intervention process and consulting with the Student Support Teams (SST). Provide group and/or individual counseling for both general education and special education students for a variety of student needs.

Duties:

- Collaborates with school staff including the school counselor, and social workers to provide crisis intervention for students and their families.
- Conducts psycho-educational assessment and diagnoses of specific learning and behavior disabilities for students K-12.
- Collaborates with parents and staff to design appropriate and necessary accommodations and interventions when special education or a 504 plan are not necessary.
- Consults with school level teams to implement all levels of RTI and SST procedures, and student specific interventions as needed.
- Serves as a member of school IEP team for initial placement, three-year reevaluations and change of placements. Act in the capacity of administrative designee at meetings on an as needed basis.
- Provides Behavior Consultation for student by designing and implementing measurable behavior interventions.
- Provides individual and/or group counseling for students with IEPs as identified in IEP individualized goals.
- Collects and analyzes data related to school improvement, student outcomes, and accountability requirements.
- Consults with administrative staff in formulating learning objectives for all students and in planning remedial programs and development of educational methods and procedures to facilitate learning.
- Become knowledgeable of the PVCS Menu of Services to provide students and parents additional support through PVCS and other community resources. Be a contributing member of the staff and work as part of team toward school goals.
- Serves in a liaison relationship between the school and community agencies to evaluate resources available to the school and to utilize all community resources.
- Provides appropriate in-service training and consultative services to school staff to better understand behavior and learning patterns of students.
- Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
- Maintains confidentiality regarding all school and health-related issues.
- May serve on at least one committee throughout the school year.
- Supervise students on field trips.

- Complete requisitions for instructional supplies as needed.
- Other duties as assigned.
- **Onsite work required**

Qualification Requirements:

- A valid California Pupil Personnel Services (PPS) Credential
- MA/MS degree in Educational Psychology or related field
- Bilingual – Spanish: fluently in both written and oral language highly desirable

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Work Year: ~~As per the salary schedule.~~ **186 Days**

Supervisor: Executive Director

Board Approved: May 25, 2018

Amended: **March.xx.2025**

Certificated - EXEMPT**Job Description: Site Supervisor****Description of Position:**

The Site Supervisor is directly responsible to the Executive Director. The Site Supervisor serves as the administrator of a learning center. In addition to being responsible for maintaining an effective instructional program, the Site Supervisor is responsible for the supervision of the learning center site, all staff, the student activity programs, and is responsible for maintaining active relationships with the community.

Essential Duties and Responsibilities include but are not limited to the following:

- Act as liaison with the Executive Director, as well as, attend Advisory meetings.
- Develop community awareness, participate in community outreach and actively participate in marketing.
- Collaborate with Director of Student Services to provide appropriate professional growth and in-service training for all staff.
- Assist with development, evaluation and implementation of programs.
- Attend Board meetings and other meetings as assigned by the Executive Director.
- Act as the coordinator for SST's & 504's.
- Act as the administrative designee for IEP's.
- Maintain knowledge of enrollment process, student policies, and instructional lab policies.
- Maintain knowledge of Independent Study laws and regulations.
- Supervise assigned staff and evaluate in close collaboration with the Executive Director.
- Oversee an educational program for students and assist in other school programs as assigned based on a caseload determined by the Executive Director. Supervisory Teacher job description attached.
- Responsible for timely and effective communications regarding incidents and/or situations which might impact the school.
- Ensure safe site operations and maintenance in close collaboration with Business Services and the Safety Committee.
- Coordinate on-site personnel and contracted individuals' assignments and duties.
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs in close collaboration with the Director of Curriculum.
- Ensure compliance with local, state and federal laws/programs and consistently maintain basic requirements.
- Work collaboratively with Leadership on assessment, test data, and response to intervention.
- Collaborate with Director of Student Services and Director of Curriculum to ensure curriculum, student guidance, discipline and behavior are consistent with educational objectives.
- Other duties as assigned.

Requirements:**Education and Experience:**

- Valid California Teaching Credential.
- IEP/SST/504 experience preferred.
- Master's Degree in education, administration, or other relevant areas desirable.
- Minimum of five years successful teaching with progressive leadership responsibilities.

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions
- Evening or variable hours
- Travel between school sites

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the preparation of comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Supervisor: Executive Director

Work Year: ~~214~~ 207 Days

Board Approved: April 21, 2015

Amended: June 16, 2015
February 21, 2017
April 18, 2017
May 18, 2021
May 28, 2024 Effective 7/1/2024
March.xx.2025 Effective 7/1/2025

Classified– Non- Exempt**Job Description: One-to-One Instructional Aide – Special Education****Description Of Position:**

Provides assistance under the immediate supervision of the Special Education Coordinator offering one-to-one instruction to an individual with special needs, monitors and reports student progress regarding behavior and performance. Performs a variety of clerical duties as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provide direct services to participating student under the direction of certificated staff to reinforce language development, reading, and/or math skills.
- Prepare copies of instructional material and other documents as directed.
- Provide reinforcement skills within the learning environment.
- Participate in teacher/aide activities and instructional planning with teacher.
- Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
- Understand the function of the individual student's computerized educational software and equipment.
- Facilitate daily arrival and departure of student.
- Development of positive self-concept in student with special needs.
- May assist student with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
- Monitor and assists in the remediation of specific learning problems and conditions.
- Provides a variety of skill building activities with special needs student.
- Monitor administration of student testing.
- Confers frequently with certificated staff, psychologist and other professional staff concerning student's progress.
- Oversees and supervises student during classroom activities and field trips.
- Participates in school in-service educational activities and professional development.
- Other duties as assigned.

Requirements:**Education and Experience:**

- High School Diploma or equivalent.
- Knowledge of psychology and methods used in the care, controlling and motivating of students with disabilities
- Completion of college-level course work in general subject areas such as Math, Science, and English, and work experience in a special education environment highly desirable.
- Work experience in a special education environment highly desirable

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion. Ability to lift 20 pound maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

Supervisor: Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: 175 Days

Board Approved: June 18, 2019

Amended: November 19, 2019

May 18, 2021

July 20, 2021

March 15, 2022

March.xx.2025 Effective 7/1/2025

Certificated - Exempt
Job Description - Special Education Coordinator

Description of Position:

The Special Education Coordinator is directly responsible to the Executive Director and assumes responsibility for leadership to organize, develop and supervise all Special Education programs. The Special Education Coordinator will be a member of the Executive Director's Advisory Team. They will ensure that the Special Education program meets all School, County, State and Federal related deadlines, expectations and standards.

Essential Duties and Responsibilities include but are not limited to the following:

- Collaborate with the Director of Curriculum to provide leadership and guidance to all staff in development of appropriate curriculum and instructional processes for Special Education students.
- Work in collaboration with Director of Curriculum and Director of Student Services to provide the most up-to-date technology, curriculum and strategies to special needs students.
- Attend assigned IEP meetings to address Initial, Annual and Triennial IEPs.
- Responsible for the coordination, implementation and evaluation of the Special Education program.
- Responsible for Special Education oversight and compliance in all areas by completing proper forms and following appropriate procedures and timelines.
- Assure administrators, psychologists, teachers and support staff are trained and knowledgeable to effectively deliver the Special Education program to students.
- Coordinate assessment of students who may be eligible for Special Education programs.
- Establish and facilitate procedures for the identification of eligible students and their placement in Special Education programs.
- In collaboration with the School Psychologist coordinate the assessment of students who may be eligible for Special Education Programs.
- Ensure that all students, at all sites, with special needs receive an appropriate educational program which meets their unique needs and monitors progress towards their goals.
- Provide Special Education assistance to teachers by providing guidance and resources that will aid in the integration of Special Education students
- Supervise and evaluate the performance of Special Education staff as assigned by Executive Director.
- Responsible for Special Education legal issues, including fair hearing procedures; ensuring that required information is kept current in the student's cumulative record files.
- Plan, prepare and monitor Special Education budget.
- Attend parent/community meetings, board meetings and school meetings and make presentations as appropriate.
- Coordinate Special Education programs with regional, state and federal requirements/guidelines and oversee compliance with all applicable rules and regulations.

- Coordinate scheduling and conduct in-service training for staff, parents and others as appropriate.
- Serve as the District Coordinator for SEIS
- Prepare reports and provide guidance to the Executive Director and Advisory Team concerning all aspects of Special Education compliance and programs.
- Maintain a caseload as determined by Executive Director
- Work toward team and school goals.
- Performs other duties, as assigned.

Knowledge Of:

- Federal and state laws and regulations pertaining to Special Education
- Operation of Special Education programs
- California Standards for the Teaching Profession and California Professional Standards for Educational Leaders
- Student information systems, learning management systems, budget management systems, California Commission on Teacher Credentialing requirements for Special Education teachers, Personnel management and training
- Due process hearing and complaint procedures.

Ability To:

- Manage and coordinate all Special Education programs
- Provide leadership and direction to areas of responsibility
- Establish and maintain effective working relationships with staff and community
- Negotiate and resolve conflict situations
- Exercise good judgment in dealing with sensitive interpersonal situations
- Communicate effectively orally and in writing.

Requirements:

Education and Experience:

- Valid California Special Education Teaching Credential
- Master's Degree in administration, Special Education, pupil personnel services, counseling and guidance, or closely related field
- Minimum of three (3) years of successful experience working with Special Education school-aged students
- Experience with Special Education due process and litigation
- Administrative Credential preferred

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions and a moderate noise level
- Evening or variable hours
- **Travel between school sites**

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Supervisor: Executive Director

Work Year: ~~229~~ 217 Days

Board Approved: May 21, 2019

Amended: May 28, 2024 Effective 7/1/2024
March.xx.2025 Effective 7/1/2025

Classified– Non-Exempt**Job description – Special Education Lead Instructional Aide****Description of Position:**

The Special Education Lead Instructional Aide will support students in the Resource Rooms during daily operation, assist students in their learning, assist in training and the evaluation of special education instructional aides, assist the Special Education Coordinator in the successful implementation of policies and procedures within the special education learning environments.

Essential Duties and Responsibilities include, but are not limited to the following:

- Create and monitor systems needed to assist in the daily operations of the Resource Room and designated areas.
- Monitor and enforce the Schoolwide Code of Conduct in the Resource Room and designated areas.
- Ensure safety procedures are met.
- Tutor and assist students with daily assignments and technology usage both in-person and virtually.
- Supply PVC staff with IEP information and strategies for student engagement and report progress.
- Collaborate with the Education Specialists to create and organize systems and materials as needed.
- Assist with clerical duties and file management, both electronic and hard copy systems.
- Assist the Special Education Coordinator to facilitate special education instructional aide meetings and collaborate on special education needs in the resource rooms.
- Provide information to the Director of Curriculum and Instruction of LEA's testing procedures according to IEP implementation.
- Attend staff meetings and professional development opportunities as needed.
- Provided feedback and data to the Special Education Coordinator.
- Perform other duties as assigned.

Qualifications: Education and Experience:

- High School Diploma.
- Strong math skills in Algebra 1 or higher.
- Completion of college-level course work in general academic subject areas such as: Math, Science, and English
- Work experience in a school or other educational environment, special education experience is highly desirable.

Knowledge, Skills and Abilities:

- Knowledge of basic computer software.
- Strong Communication Skills.
- Ability to supervise others and maintain a productive environment.
- Onsite work required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required:

- To sit, stand, and bend.
- Use hands to finger, handle or feel objects, tools or controls.
- Be able to lift and carry up to 25 pounds.
- The employee is required to walk and access all areas of the school.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. ~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports

Supervisor: Special Education Coordinator

Work Year: ~~229~~ 215 Days

Board Approved: April 16, 2024

Amended: August 20, 2024

March.xx.2025 Effective 7/1/2025

Certificated - Exempt**Job Description: Speech and Language Pathologist****Description of Position:**

The Speech and Language Pathologist is directly responsible to Special Education Coordinator. The Speech and Language Pathologist shall provide services at school sites. Services to include direct services, including evaluation and therapy to students with speech requirements and language needs, as well as consultation with staff and parents regarding optimum strategies for maximizing curricular success.

Essential Duties and Responsibilities include but are not limited to the following:

- Administer and coordinate diagnostic, therapeutic and consultative functions relative to communication disorders evaluation.
- Consult with teachers and parents regarding speech and language development.
- Consult with parents regarding methods parent can use at home to help their child with communication disorder.
- Develop and administer a speech and language therapy program consistent with the needs of student and according to establish IEP goals.
- Work collaboratively with Administration on assessment, test data, and response to intervention.
- Provide Speech and Language screening services.
- Participate in IEP and Student Success Team pertinent to students with speech and language issues.
- Assist in the development of IEP goals in relation to Speech and Language.
- Evaluate student progress in the Speech and Language program and communicate with parents, teachers and administration.
- Evaluate, in conjunction with other professionals, as necessary the effects of speech, language and hearing disorder on a pupil's educational performance and academic achievement.
- Conduct regular therapy sessions, individual and groups; prepare the goals as part of the Speech Therapy Report on each student scheduled for therapy.
- Communicate and coordinate the speech and language program with teachers, resource staff, and administration.
- Develop schedules related to student services.
- Provide training for students with hearing impairments in the effective use of residual hearing, skillful use of amplified sound speech reading skills, and effective use of visual environmental cues.
- Maintain student records and attendance reporting as required.
- Prepare individual case file on each student and those considered for therapy, including Special Language reports.
- Participate in the completion of Special Education reports and request for information.
- Consult with community agencies, medical personnel, parents and other professionals, and acts as a liaison among these groups for children with communicative disorders.
- Attend staff, school, county and other meetings as necessary.

- Other duties as assigned.

Requirements:

Education and Experience:

- Valid California Speech Language Pathology Services Credential and/or
- Clinical or Rehabilitative Services – Language Speech & Hearing Credential
- IEP/SST/504 experience preferred
- ~~Valid California Drivers License~~

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment
- Constant interruptions and a moderate noise level
- Evening or variable hours

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the preparation of comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

Work Year: ~~188~~ 186 Days

Supervisor: Special Education Coordinator

Board Approved: April 16, 2019

Amended: June 18, 2019

May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Certificated– Non-Exempt
Job Description: Substitute Teacher

Description of Position:

Under direction of the Lead Teacher, follow the lesson plans provided by the classroom teacher to provide an effective and appropriate educational program for assigned students. Ensure the education of each student; maintain the care, welfare, safety and security of the students in the classroom; ensure that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner; work closely with the teacher assistants and/or regular staff to maintain the continuity and routine of the regular classroom program. Assignments can be either on a day-to-day basis or long term. Substitute teachers in a long-term position may be required to prepare lesson plans; and do other related work as required.

Essential Duties and Responsibilities include, but are not limited to the following:

- Follow the instructions left by the teacher or alert the Lead if there are no plans to follow.
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures.
- Teach all subjects and other appropriate learning activities according to curriculum requirements.
- Effectively use a broad range of instructional strategies
- Execute planned learning experiences provided by teachers in order to motivate learners and best utilize instruction time.
- Other duties as assigned.

Requirements:

Education and Credential:

- A baccalaureate or higher degree, from a regionally accredited college or university
- A valid California Teaching Credential, 30-day Substitute Teaching Permit or Teaching Permit for Statutory Leave

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.
- **Onsite work required**

~~Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School environment.
- Constant interruptions.

Salary: \$200.00 per day

Supervisor: Lead Teacher

Board Approved: October 18, 2022

Amended: March.xx.2025

Certificated – Exempt**Job Description- Supervisory Teacher/ English Learner Support****Description of Position:**

Provides an educational program for students in grades K-12 or a combination thereof, and assists in other school programs as assigned. Assumes responsibility for coordination and support of curriculum, instruction, assessment and professional learning, as well as, management of English Learner (EL) program protocols and procedures to ensure equitable outcomes for EL students.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Develop a Personalized Learning Plan encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Plan and implement lessons that provide students with opportunities to develop communication and collaboration skills.
- Deliver instruction in a variety of ways and modalities, including whole class, individual, small group and virtual settings.
- Assess each student's academic and social growth, and communicate with parents on the individual student's progress.
- Maintain professional competence through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Meet with the K-5th grade student and parent every three weeks; the 6-8th grade every two weeks and the 9-12th grade every week to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates
 - Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with state testing program.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Serve as a resource to school staff and Administration to develop an understanding of language acquisition and integrating appropriate ELL practices to meet the needs of ELL students.
- Establish and facilitate procedures for the identification of eligible students and their placement to receive ELL services.
- Provide ELL assistance to teachers by providing guidance and resources that will aid in the integration of ELL students.
- Update ELL student information in the school appropriate database.
- Maintain current understanding of procedures for identification, assessment, program placement and evaluation of English language learners.

- Work in collaboration with Director of Curriculum and Director of Student Services to provide the most up to date technology, curriculum and strategies to ensure measurable improvement for ELL students.
- Establish and chair ELAC Committee
- Facilitate administration of ELPAC
- Facilitate the assignment of state testing supports for EL students.
- Monitor compliance and eligibility for reclassification
- Work collaboratively with teaching staff to monitor progress and make appropriate adjustments in instruction and curriculum for all EL students.
- Ensure appropriate classroom behavior expectations are followed

Requirements:

Education and Experience:

- Valid California Teaching Credential
- Valid English Learner Authorization (CLAD, BA-SP, ELA1 or SA12)
- Minimum of three (3) years of successful experience working with school-aged students.
- Experience in ELA and ELD curriculum development, staff development, and/or coaching Bilingual (English/Spanish)

Knowledge, Skills and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators and parents.
- Prioritize, organize, and multitask.
- Ability to remain flexible and focused with interruptions and distractions
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Set appropriate goals, problem solve, accept personal accountability for moving in the direction of the Executive Director's goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the preparation of comprehensive narrative and statistical reports.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for prolonged periods of time; however, breaks are encouraged.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- Demanding often stressful school office environment
- Constant interruptions and a moderate noise level
- Evening or variable hours

Work Year: 219 Days

Supervisor: Lead Teacher

Board Approved: November 19, 2019

Amended: May 16, 2023

May 28, 2024 Effective 7/1/2024

March xx.2025 Effective 7/1/2025

DRAFT

Certificated - Exempt**Job Description: Supervisory Teacher/Instructional Coach TK-8****Description of Assignment:**

Provides an educational program for students in grades TK-8 or a combination thereof and assists in the instructional coaching of TK-8th grade Teachers in all programs including onsite middle school and home study programs. The Supervisory Teacher/Instructional Coach reports to the TK-8 Program Coordinator and assists in the oversight of educational programs for TK-8 grade students, providing training and coaching to assigned teachers and other instructional staff. The Supervisory Teacher/Instructional Coach works closely with the Director of Curriculum and Instruction to ensure seamless implementation of the schoolwide coaching cycle based on the PVC Instructional Framework.

Essential Duties and Responsibilities include but are not limited to the following:

- Train and coach Supervisory Teachers in best practices related to instruction, curriculum, classroom management, student files and paperwork in close collaboration with school Leadership.
- Work collaboratively with the TK-8th Program Coordinator on assessment, test data, and response to intervention
- Teach onsite courses and maintain a student caseload as determined by the Executive Director
- Assist the TK-8 Program Coordinator in the preparation of reports and provide guidance to the Executive Director and Leadership Team concerning state-of-the-art instructional theories, techniques and methodologies
- Document and delegate SST responsibilities. Attend workshops and remain current on programs and information available to incorporate in the school's SST processes
- Assist with standardized testing in close collaboration with the Director of Curriculum and Director of Student Services
- Collaborate with Administration to oversee the organization of school events and ensure appropriate rules are followed
- Maintain knowledge of the enrollment process, student policies, and curriculum
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs
- Perform student file checks for grades Transitional Kindergarten through 8th grade
- Prepare and update the teacher training manual
- Respond to Transitional Kindergarten through 8th grade information requests
- Facilitate the TK-8 PLC, under the guidance of the TK-8 Program Coordinator and Director of Curriculum and Instruction.
- Perform other duties as assigned

Requirements:**Education and Experience:**

- Valid California Teaching Credential

- Minimum of three years teaching experience
- Minimum of two years' experience in instructional coaching

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment in a moderate-to-loud noise level
- Constant interruptions
- Evening or variable hours

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Supervisor: TK-8th Grade Program Coordinator

Work Year: ~~188~~ 186 Days

Board Approved: 05/28/2024

Amended: **March.xx.2025 Effective 7/1/2025**

Certificated- EXEMPT**Job Description: Supervisory Teacher K-8****Description of Position:**

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. During weekly meetings between the teacher, student and learning coach (parent/guardian), our teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work. Teachers also provide direct instruction to students through workshops, synchronous learning and virtual sessions.

- Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards.
- The Supervisory Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset.
- Teachers are expected to support the PVCS Code of Conduct, as well as, utilize the school's resources to support the social emotional needs of their students

Essential Duties and Responsibilities include but are not limited to the following:

- Develop Personalized Learning Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Plan and implement lessons that provide students with opportunities to develop communication and collaboration skills.
- Deliver instruction in a variety of ways and modalities, including whole class, individual, small group and virtual settings.
- Meet frequently with K-8th grade students and parent/guardian to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week, as needed
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents/guardian and students of school-related updates
 - Provide instruction
- Maintain open communication with both students and parent/guardians, and be available to students in need of assistance.
- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parent/guardians.

- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.
- Ensure appropriate classroom behavior expectations are followed.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with the State testing program.
- Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- Serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:

Education and Credential:

- A valid California Teaching Credential.
- A baccalaureate or higher degree, except in professional education, from a regionally accredited college or university.

Knowledge, Skills and Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information,
- Physical Demands:
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- **Onsite work required**

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: ~~Lead Teacher~~ TK-8 Program Coordinator

Work Year: ~~188~~ 186 Days

Board Approved: June 19, 2007

Amended: November 10, 2009

March 16, 2013

February 19, 2013

February 17, 2015

May 18, 2021

September 16, 2021

May 16, 2023

May 28, 2024 Effective 7/1/2024

~~xx.xx.2025~~ Effective 7/1/2025

Certificated- EXEMPT**Job Description- Supervisory Teacher TK-8****Description of Position:**

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. The Supervisory Teacher TK -8 will be primarily responsible for providing instruction to students in TK-3rd grade. During weekly meetings between the teacher, student and learning coach (parent/guardian), our teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work.

- Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards, including Transitional Kindergarten.
- The Supervisory Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset.
- Teachers are expected to support the PVCS Code of Conduct, as well as, utilize the school's resources to support the social emotional needs of their students

Essential Duties and Responsibilities include but are not limited to the following:

- Develop Personalized Learning Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Meet frequently with TK-8th grade students and parent/guardian to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week, as needed
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents/guardian and students of school-related updates
 - Provide instruction
- Maintain open communication with both students and parent/guardians, and be available to students in need of assistance.
- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parent/guardians.
- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).

- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with the State testing program.
- Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and “best practices”.
- Serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:

Education and Credential:

- A valid California Teaching Credential AND one of the following:
 - Valid California Child Development Teacher Permit
OR
 - At Least 24 units in early childhood education, or child development
OR
 - Professional experience in a classroom setting with preschool age children
- A baccalaureate or higher degree, except in professional education, from a regionally accredited college or university.

Knowledge, Skills and Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: ~~Lead Teacher~~ TK-8 Program Coordinator

Work Year: ~~188~~ 186 Days

Board Approved: April 18, 2023

Amended: May 28, 2024 Effective 7/1/2024
March.xx.2025 Effective 7/1/2025

Certificated– EXEMPT**Job Description- Teacher on Special Assignment (TOSA): Reading Specialist****Description of Position:**

A Reading Specialist TOSA is a credentialed teacher with specialized knowledge in current research and evidence based best practices around literacy development and acquisition, and the standards and frameworks of English Language Arts and English Language Development; and must have the knowledge and ability to provide professional development, coaching, and ongoing support to instructional staff in these areas.

The Reading Specialist provides collegial, job-embedded support to ensure literacy instruction is data-informed and student centered. The Reading Specialist will accomplish this by collaborating with leaders and teachers, and engaging in supportive practices including co-teaching, co-planning, modeling, reflective conversations and data analysis to build capacity in instructional staff and processes at the school that improves student literacy achievement. These services are provided within the classroom and independent study setting.

The Reading Specialist will work under the direction of the Director of Curriculum and Instruction and will not formally evaluate staff.

Essential Duties and Responsibilities:

- Works closely with leadership in the development and implementation of schoolwide instructional focus around literacy, implementation of focus and professional development to support efforts that infuse focus in all instruction.
- Collaborates with teachers to ensure consistency in literacy instruction, assessment and a shared literacy vernacular, as well as facilitates problem solving to meet the needs of students.
- Provides modeling, coaching, feedback and support to teachers in the organization, lesson design, instructional delivery, and assessment of exemplary literacy instruction in all school settings (independent study, virtual workshops, onsite workshops, etc.)
- Serves as a resource in identifying and modeling appropriate instructional materials and strategies to improve student literacy achievement for all students including English Learners, students with disabilities, and students with diverse learning needs.
- Plans, researches, and prepares professional development in literacy skill development and effective instructional strategies.
- Provides, in-class small group and/or individualized instruction to identified students for literacy intervention support within the classroom and independent study setting for the purpose of modeling lessons and data collection in partnership with teachers.

- Utilizes NWEA Maps test diagnostic and other progress monitoring assessments to evaluate student progress and ability to implement successful literacy strategies to improve student learning.
- Builds capacity of site administration and classroom teachers in monitoring the effectiveness of literacy instruction through periodic measurements of student progress.
- With leadership, evaluates student progress, data and assessments, to make recommendations on program and material acquisition, efficiency and value.
- Prepares, attends and actively participates in collaborative grade level meetings.
- Works with the curriculum committee and all PLCs, as assigned, to assist in the analysis and utilization of assessment data to improve student literacy achievement.
- Prepares forms, records, and reports as directed.
- Prepares, facilitates, attends and actively participates in meetings and trainings.
- Maintains professional competence through participation in professional development activities.
- Other related duties as assigned

Requirements:

Education and Experience:

- Valid California Teaching Credential with Authorization to Teach English Language Learners.
- A baccalaureate or higher degree, except in professional education, from a regionally accredited college or university
- Five years of successful teaching experience.
- High level of understanding of reading/literacy instruction and practice.
- Experience working with groups in curriculum development or related fields.
- Experience working with students performing below grade level in reading.
- Experience in planning and delivering professional development activities.

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur

throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: Director of Curriculum

Work Year: 219 or ~~188~~ 186 Days

Board Approved: 06/20/2023

Amended: 05/24/2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Confidential Classified - Exempt
Job Description – Technology Technician

Description of Position:

Under the direction of the Director of Curriculum and Instruction, plan, develop, implement, review and evaluate school-wide services related to technology, telecommunications and information services, including educational technology, data systems, telephone systems, and other related areas as assigned

Essential Duties and Responsibilities include, but are not limited to, the following:

- Plan and oversee the development, implementation and management of school-wide telecommunication networks, including local and wide area networks, voice, video, and data communications.
- Plan and oversee management information systems; assure efficient school-wide operation at all sites and in all departments.
- Support the school-wide application and use of technology, ensuring alignment with State and school curriculum frameworks, goals and objectives.
- Assist staff in determining tech needs and priorities.
- Assist with development and administer policy guidelines, system standards and operating procedures for management information systems.
- Define, articulate and communicate departmental short and long-range goals and objectives consistent with objectives of the program.
- Collect, analyze, and present complex technical data orally and in writing; identify problems and evaluate alternative solutions; prepare sound recommendations.
- Plan and develop construction, infrastructure and classroom design of computer and emerging technologies; work with State and local government agencies and authorities to expedite technologies into the school and the community; assist in inter-connectivity.
- Collaborate in the development of and writing State, federal and foundation grants applicable to management information systems.
- Monitor school-wide compliance with all licensing and copyright requirements.
- Evaluate, negotiate and assist in the writing of bid specifications for the development and/or purchase of all administrative hardware/software solutions.
- Keep abreast of technological changes in hardware and software; review and analyze school-wide system enhancement requests and act, as appropriate.
- Manage Student Information System databases (SIS)
- Manage and maintain the Learning Management System (LMS)
- Assist parents and students with the online registration
- Manage Curriculum and Technology rescoring (Text-Link)
- Administer Google services
- Troubleshoot Cloud based student applications
- Assist Director of Curriculum and Instruction with state and local testing
- Serve on and/or lead various school committees and serve as Chair of Safety Committee

Education, Training and Experience:

- The knowledge, skills, and abilities required for this classification would typically be acquired through graduation with a bachelor's degree from an accredited college or university with a major in Computer Science, Business Administration, or related field, including or supplemented by courses in information systems, systems analysis, information storage/retrieval systems, and project planning and control.
- Or may be acquired through three (3) years of recent, progressively responsible project management, systems analysis, and programming experience.
- Experience in an educational environment is highly desirable.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of information services experience which includes planning, developing and directing construction, infrastructure and design of computer and emerging technologies.
- Competence in various forms of educational technology, including current innovations in effective instructional practices, and applications.
- Understanding of various federal, state, and local technology initiatives for K-12, and secondary education. Principles and practices of assistive evaluation and training.
- Ability to provide compliance with governmental and public school procedures.
- Comply with legal mandates, policies, regulations, and guidelines pertaining to technology.
- Effective methods of cost control.
- Plan and organize an integrated technology and information services program.
- Analyze problems, develop sound problem-solving models, and arrive at sound solutions.
- Read, understand, interpret, apply, and explain technical manuals, legal codes, and administrative policies, reports, and directives.
- Communicate effectively orally and in writing, understand, implement and give oral and written instructions.
- Train and assist in the evaluation of personnel.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze problems accurately and adopt an effective course of actions.
- Maintain records and prepare reports.
- Assure compliance with safety practices and various requirements.
- Onsite work required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is required to sit, stand, bend, kneel, twist, and reach in all directions.
- Use hands to finger, handle or feel objects, tools or controls.
- Talking/hearing conversations; near visual acuity
- Be able to lift and carry up to 50 pounds.
- The employee is required to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasoning Ability:

- Prioritize, organize and multi task.
- Interpret, apply, and explain rules, regulations, policies and procedures
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions

Work Environment:

- School Environment
- Constant Interruptions
- Office/computer room, subject to noise from equipment operation
- The noise level in the work environment is usually moderate.
- Driving and communication with other school sites.
- Travel between school sites

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

License:

Possession of a current, valid California Driver's License Class I, II, or III.

Supervisor: Director of Curriculum and Instruction

Work Days: ~~244~~ 237 Days

Board Approved: June 21, 2011

Amended: March 19, 2013

May 25, 2022

May 28, 2024 Effective 7/1/2023

March.xx.2025 Effective 7/1/2025

Administration - Exempt

Job Description- Temporary Director of Business & Operations

Description of Position:

The Temporary Director of Business & Operations is directly responsible to the Executive Director for the administration of the budget, fiscal planning, purchasing, accounting, attendance, payroll, personnel, facilities, and other general business and central office related functions. The Temporary Director of Business & Operations will be a member of the Executive Director's Leadership Team.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provides sound fiscal management services to the school in accordance with approved policies, procedures, and practices; ensures appropriate monitoring and maintenance protocol.
- Responsible for budget development, control, and long-range financial planning
- Research the availability of alternative funding sources.
- Create and maintain General Ledger
- Responsible for the assignment and management of the government account code structure.
- Responsible for internal and external audit preparation and completion.
- Ensure the Annual Audit is completed and resolution of any findings are done
- Completion of SB740 document within the State timeline.
- Oversight responsibility for all SELPA required Special Education reporting
- Responsible for the development and submission of financial and attendance reports.
- Serve as a resource in the area of proposed and current legislation pertaining to charter schools.
- Assist the Executive Director in facilitating and implementing the School's Charter, Memorandums of Understanding and other guidelines of the School.
- Develop and maintain regular contact with County Office of Education and Sponsoring District Personnel.
- Meet with outside agencies which include law enforcement, Child Protective Services, and Probation Officers as required.
- Assist with development and maintenance of School policies and procedures.
- Assist employees in the coordination and completion of central office activities and protocols.
- Supervise office personnel, assigning and reviewing the work of clerical staff and HR & Business Services Coordinator
- Oversee and supervise the accounts payable - requisition and purchase order processing, accounts receivable, attendance, payroll, personnel and other Central Office functions
- Oversee and supervise the salary and fringe benefits program, including leaves, FMLA, medical and dental benefits, unemployment and worker's compensation.
- Oversee and supervise the maintenance of personnel records
- Responsible for Brown Act compliance.
- Act as Recording Secretary for PVCS Board of Trustees receiving and transcribing confidential dictation, attend meetings and prepare minutes for distribution.

- Responsible for preparation of Board packet with the assistance of the Technology Technician.
- Maintain or cause to be maintained all records and files of the School.
- Establish and maintain internal accounting records and files.
- Develop and maintain record retention policies, procedures and practices.
- Oversee and participate in all maintenance and safety aspects of the facility.
- Assist in the planning, maintenance, and development of the School.
- Oversee the development and maintenance of the School Safety Plan and be an active participant in Safety Committee.
- Maintain or cause to be maintained the student attendance records of the School, including student files, records and transcripts.
- Attend necessary conferences, Charter School Business Manager meetings, Leadership, Marketing, Safety and Special Events Committee meetings and other internal and external meetings as assigned by the Executive Director.
- Serve as a resource in administrative areas to the Executive Director.
- Maintain the Executive Director's calendar, travel, conference arrangement and meetings schedule.
- Serve as Liaison for the Oceanside and Moreno Valley Property Associations.
- Perform other duties as assigned by the Executive Director

Requirements:

Education and Experience:

Any combination of education, training and/or experience equivalent to:

- A Bachelor's degree with emphasis in accounting, economics or finance
- Four (4) years of increasingly responsible school experience in the State of California, which includes three (3) years of experience managing personnel

Knowledge, Skills, and Abilities:

- Ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Working knowledge of rules, regulations, laws, and policies as they relate to charter schools.
- Perform a variety of detail-oriented administrative duties.
- Maintain complex, confidential or sensitive information and files.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Work Environment:

- School office environment
- Constant interruptions
- Evening or variable hours

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles~~

Supervisor: Executive Director

Work Year: 244 237 Days

Board Approved: May 25, 2022

Amended: May 28, 2024 Effective 7/1/2024

March.xx.2025 Effective 7/1/2025

Certificated- EXEMPT

Job Description- Temporary Director of Curriculum and Instruction

(Exempt)

Description of Position:

The Temporary Director of Curriculum and Instruction is directly responsible to the Executive Director and assumes responsibility for leadership of all phases of curriculum and instruction for Pacific View. The Temporary Director of Curriculum and Instruction will be a member of the Executive Director's Leadership Team and ensure that curriculum and instructional practices meets educational expectations, state standards and graduation requirements.

Essential Duties and Responsibilities include but are not limited to the following:

- Supervises the development of curriculum, including the implementation and monitoring of new programs.
- Collaborate with the Director of Student Services to oversee Instructional Practices within school wide Instructional Framework.
- Oversee and direct instructional coaching for certificated staff and provide input to the Lead Teachers/Site Supervisor for the evaluation of certificated staff.
- Supervises and evaluates certified and classified personnel as assigned by the Executive Director.
- Coordinate professional development in curriculum, technology, and instruction.
- Chair Curriculum Committee and meet with various committees to monitor curriculum efficacy and development.
- Oversee and maintain all curricular technology including online instructional programs and the school's Learning Management System.
- Oversee the development of up-to-date technology plan.
- Research trends in the use of educational technology on a continuous basis that can be implemented school wide.
- Organize and monitor school wide performance data including local and state assessments and grades and develop reports based on data analysis.
- Organize and coordinate Professional Learning Community (PLC) activities.
- Plan and direct the piloting, evaluation and selection of K-12 textbooks, instructional materials and curriculum.
- Provide leadership to administration and staff in the use of student assessments and test data to define specific student performance standards for academic achievement in content areas throughout the school.
- Collaborate with appropriate staff to support the instructional practices of Supervisory Teachers, ensuring that student with IEPs, 504s, and SSTs are receiving appropriate modifications and accommodations.
- Serve as the administrator for IEPs, SSTs, 504 and other meetings as needed.
- Coordinate and organize standardized testing in close collaboration with the Director of Student Services.

- Attend High School, Special Education, and K-8 weekly meetings to monitor curriculum and instructional practices to ensure alignment with state standards.
- Attends parent/community meetings, board meetings and school meetings and makes presentations as appropriate.
- Maintain and monitor school curriculum budget.
- Performs other duties as assigned.
- Work toward team and school goals.

Requirements:

Education and Experience:

- Valid California Teaching Credential
- Valid Administrative Credential
- Minimum of three years teaching experience and experience in educational leadership

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment in a moderate-to-loud noise level
- Constant interruptions
- Evening or variable hours
- **Travel between school sites**

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: Executive Director

Work Year: ~~244~~ 232 Days

Board Approved: May 25, 2022

Amended: May 28, 2024

March.xx.2025 Effective 7/1/2025

DRAFT

Certificated– Non-Exempt**Job Description- Temporary Full-Time or Part-Time Supervisory Teacher****Description of Position:**

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. During weekly meetings between the teacher, student and learning coach, (parent/guardian, guardian), Supervisory Teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work. Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards. The Supervisory Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset. Teachers are expected to support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students

Essential Duties and Responsibilities include, but are not limited to the following:

- Develop Personalized Learning Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Meet frequently with students and parent/guardian to:
- Collect, review, and grade work
- Discuss the current work samples
- Complete lesson plans for upcoming week as needed
- Complete attendance record
- Distribute educational material when appropriate
- Notify parent/guardians and students of school-related updates
- Maintain open communication with both students and parent/guardian, and be available to students in need of assistance.
- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parent/guardian.
- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with the State testing program.
- Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.

- Stay up-to-date on curriculum content and “best practices”.
- Other duties as assigned.

Requirements:

Education and Credential:

- A baccalaureate or higher degree, from a regionally accredited college or university
- A valid California Teaching Credential.

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.
- **Onsite work required**

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Salary: Per Certificated Salary Schedule PT/FT Temporary Supervisory Teacher

Board Approved: September 22, 2010

Amended: February 17, 2015

May 16, 2017

September 16, 2021

March.xx.2025 Effective 7/1/2025

Certificate - Exempt**Job Description TK-8 Program Coordinator****Description of Position:**

The TK-8 Program Coordinator is directly responsible to the Executive Director and oversees the TK-8 programs. The TK-8 Program Coordinator provides leadership in the management of assigned teaching staff, and implements the school's curricular, instruction and discipline programs in close collaboration with the Director of Student Services and Director of Curriculum and Instruction. The TK-8 Program Coordinator serves as a member of the Executive Director's Leadership Team.

Essential Duties and Responsibilities include but are not limited to the following:

- Assist in developing, administering, and monitoring instructional programs for TK-8 Home Study and Hybrid students.
- Supervise the TK-8 Lead Teacher and assigned teaching staff.
- Assist the TK Lead Teacher in the training and coaching of Supervisory Teachers in best practices related to instruction, curriculum, classroom management, student files and paperwork.
- Implement schoolwide initiatives for instruction and behavior management in the TK-8 programs.
- Serve as administrator for IEPs, 504s and SSTs and other meetings as needed.
- Enforce school rules and procedures and assist in positive based solutions for student discipline in collaboration with the Director of Student Services.
- Conduct meetings to address parent and student concerns.
- Develop and maintain master schedules for all TK-8 instructional programs.
- In collaboration with the Director of Curriculum and Instruction, develop an infrastructure for lesson plan monitoring (weekly lesson plans, sub plans, emergency plans).
- Prepare reports and provide guidance to the Executive Director and Leadership Team concerning state-of-the-art instructional theories, techniques and methodologies related to TK-8th grade students
- Assist with standardized testing in close collaboration with the Director of Curriculum and Director of Student Services
- Collaborate with Administration to oversee the organization of school events and ensure appropriate rules are followed
- Maintain knowledge of enrollment process, student policies, school rules
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs
- Perform and participate in a variety of certificated personnel matters, including annual performance evaluations, reprimands and dismissals of Supervisory Teachers
- Plan, organize, and facilitate student enrichment and intervention programs for grades TK-8
- Work collaboratively with the Administration on assessment, test data, and response to intervention
- Perform other duties related to the assignment
- Work toward team and school goals

Requirements:**Education and Experience:**

- Valid California Teaching Credential
- Valid Administrative Credential or willingness to enroll in a program to obtain Administrative credential within two years of employment.
- Minimum of three years teaching experience and experience in educational leadership

Knowledge, Skills, and Abilities:

- An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment in a moderate-to-loud noise level
- Constant interruptions
- Evening or variable hours
- Travel between school sites

Reasoning Ability:

- Prioritize, organize, and multi task.
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals.
- Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare comprehensive narrative and statistical reports.
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

License:

~~Possession of a valid California Driver's License issued by the Department of Motor Vehicles.~~

Supervisor: Executive Director

Work Year: 198 Days

Board Approved: 04/16/2024

Amended: March.xx.2025 Effective 7/1/2025

DRAFT