



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
February 27, 2025 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

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

2. Roll Call

Members present:

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

3. Pledge of Allegiance

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

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

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held January 23, 2025

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

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized two media releases. One was about the annual Author-Go-Round, which gives students from all over the county the opportunity to engage with authors and illustrators of children's and young adult books. The event for North County students was held January 28-29 at the Abel Maldonado Community Youth Center, and the South County event was held in the SBCEO Auditorium February 4-5. This year's events featured at least seven authors and illustrators, and were attended by more than 300 5th-8th grade students.

The second media release was about the countywide Education Job Fairs that SBCEO HR is hosting next month. We expect seven districts to attend the job fair in the south, and six districts have signed up for the event in the north, which will be at Shepard Hall in the Santa Maria Public Library. The events will be March 6 in the SBCEO Auditorium in the south; and March 13 in the north. Both events will be held from 4-7 in the evening.

b. Legislative Update

The Director, Human Resources shared information about AB 2158, which went into effect on January 1; this bill amended the Government Code to extend mandatory ethics trainings for officials at school districts, county offices of education, and charter schools. Under the new law, local agency officials are required to receive at least two hours of training in general ethics principles and ethics laws relevant to the official's public service, which must be completed every two years. Officials covered by this legislation include:

All members of Brown Act-covered bodies if at least one member receives any type of compensation or expense reimbursement for their work.

Therefore, this legislation applies to members of the Personnel Commissioners.

SBCEO is exploring various training providers so that we can comply with the new requirements. Once we have selected a vendor, Commissioners will be provided with information about how to fulfill the new requirement.

REGULAR BUSINESS

10. Informational Items

- a. List of New Positions**
- b. Classified Personnel Report dated March 13, 2025**
- c. Position Announcements — None**

11. Action Items

a. Ratification of Eligibility Lists

- i. Administrative Assistant (Bilingual Required) – (Dual – Santa Maria)
- ii. Program Associate (Bilingual Required) – (Dual – Santa Maria)
- iii. Custodian/Maintenance Worker (Dual – Santa Maria)
- iv. Paraeducator (Open Continuous – North)
- v. Educational Interpreter, ASL (Open Continuous – Santa Maria)

MOVED: Mike Ostini

SECONDED: Gary Pickavet VOTE: 3-0

b. Classification of Positions — None

c. Job Descriptions

- i. Paraeducator
- ii. Paraeducator, Behavioral Intervention

A revision to the Paraeducator job description was suggested. Action on this item was deferred pending follow-up with CSEA.

UNFINISHED BUSINESS**12. Revision of Merit System Rules – Presented for Second Reading**

- a. 4411 Definitions
 - i. Proposed new definition: Administrative Leave
 - ii. Proposed revision: Suspension

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

NEW BUSINESS — None**REPORTS****14. PERSONNEL COMMISSIONER REPORTS**

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

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that the HR team continues to prepare for the Lompoc Unified program transfer – drafting communications to affected employees and to the district, fielding questions from affected employees, and reviewing our staffing needs.

As mentioned earlier, HR is also gearing up for our annual Countywide job fairs. Between the labor market changes we've observed and the move to a weekday evening for the event, we are hoping for increased turnout.

The Director reported that, even with the longer nomination period, SBCEO had not received any submissions yet for Classified School Employee of the Year. The Director encouraged commissioners to leverage their connections in local school districts to encourage submissions, which are due to SBCEO on March 11.

The Director had the opportunity to attend a production of "Beauty and the Beast" at Isla Vista School as a representative of SBCEO. The performance was very charming, and the singing, dancing, sets, and costumes demonstrated so much hard work by the staff, students, and parent volunteers. It was a pleasure to have this chance to support the performing arts in our local schools.

The Director was also pleased to report that Gabriel Purvis had completed probation and expressed how glad we are to have him as part of the HR team.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

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

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:37 p.m. The next regular meeting will be held on Thursday, March 27, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Maria and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Barbara.



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

Carmen Jaramillo
Chair, Personnel Commission



Santa Barbara County Education Office

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

Susan C. Salcido, Superintendent of Schools

Feb 22, 2025 through Mar 21, 2025

Position #	Position Information
2750	Behavioral Health Practitioner • Peter B. Fitzgerald Community School • North County 35.00 hours per week • 10.00 months
2751	Behavioral Health Practitioner • Early Care and Education - Santa Maria • North County 40.00 hours per week • 12.00 months Bilingual required

Santa Barbara County Board of Education

Classified Personnel Report

April 10, 2025

Appointments

Limited Term/Substitute

Agustin, Eunice March 17, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Cavanaugh, Tessa February 25, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Ceja, Juan February 24, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Guzman Borja, Jayleen Bertha March 12, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Howren, Nicole March 13, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Maldonado Gomez, Mayra February 27, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Pierce, Luke March 10, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Probationary

Kim, Kyoungyoon March 5, 2025
Accounting Assistant • Internal Services • Accounting - Fiscal Services
50% • 12 months

Noriega, Janessa March 6, 2025
Food Service Worker • Early Care and Education • Building Blocks Care and Education Center
75% • 10 months

Pastrano Ortega, Marco March 3, 2025
Teaching Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 10 months

Villarreal, Judy February 25, 2025
Accounting Assistant • Internal Services • Fiscal Services
50% • 12 months

Changes

Anniversary Increase

Almodovar, Nelson March 1, 2025
Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th)
81.25% • 10 months

Almquist, Brigitte March 1, 2025
Administrative Analyst • Student and Community Services • Student and Community Services
100% • 12 months

Alvarado-Luna, Gabriela March 1, 2025
Paraeducator • Special Education • Ernest Righetti High School DHOH
81.25% • 10 months

Carrillo, Gabriel March 1, 2025
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 3
100% • 12 months

Davis, Eli March 1, 2025
Payroll Technician • Internal Services • Payroll
100% • 12 months

De La Cruz, Alejandro March 1, 2025
Custodian/Maintenance Worker • Internal Services • Operations North
100% • 12 months

Delgado, Elvira March 1, 2025
Paraeducator • Special Education • Montecito Union School
81.25% • 10 months

<p>Devaux, Gabriela Paraeducator • Special Education • Speech/Language Services, Lompoc 1 87.5% • 10 months</p>	<p>March 1, 2025</p>
<p>Devlin, Lux April Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 4 100% • 12 months</p>	<p>March 1, 2025</p>
<p>Gonzalez Loera, Dulcea Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction 2 100% • 12 months</p>	<p>March 1, 2025</p>
<p>Meers, Julie School Occupational Therapist • Special Education • Infant Services, Santa Maria 40% • 12 months</p>	<p>March 1, 2025</p>
<p>Meers, Julie School Occupational Therapist • Special Education • School Occupational Therapy Services 40% • 10 months</p>	<p>March 1, 2025</p>
<p>Mireles, Jarery Paraeducator • Special Education • New Horizons Preschool A 87.5% • 10 months</p>	<p>March 1, 2025</p>
<p>Mitchell, Kelly Program Associate • Children’s Creative Project • Children’s Creative Project 100% • 12 months</p>	<p>March 1, 2025</p>
<p>Montgomery, Karyn Paraeducator • Special Education • Vision Services 75% • 10 months</p>	<p>March 1, 2025</p>
<p>Morin, Jovonni Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 10 months</p>	<p>March 1, 2025</p>
<p>Perez, Alexis Paraeducator • Special Education • Young Learners State Preschool, SPED 87.5% • 10 months</p>	<p>March 1, 2025</p>

Perez, Silvia March 1, 2025
Paraeducator • Special Education • Young Learners State Preschool, SPED
87.5% • 10 months

Ramirez, Alejandrina March 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria
100% • 12 months

Rios, Josefa March 1, 2025
Program Associate • Children and Family Resource Services • Health Linkages - South County
100% • 12 months

Rodriguez, Yenica March 1, 2025
Paraeducator • Special Education • Cuyama Elementary School
81.25% • 10 months

Sherchan, Arlene March 1, 2025
Administrative Assistant, Superintendent's Office (Confidential) - Exempt • Superintendent • Cathedral Oaks
100% • 12 months

Sherlock, Peter March 1, 2025
Computer/Network Technician, ITS • ITS • Network and Microcomputer Support - North County
100% • 12 months

Toro, Jasmine March 1, 2025
Paraeducator • Special Education • Cold Spring School
81.25% • 10 months

Uribe-Garcia, Elizabeth March 1, 2025
Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th)
81.25% • 10 months

Differential - Add

Torres, Marianna March 7, 2025
Paraeducator • Special Education • Robert Bruce Preschool
87.5% • 10 months
Specialized Health Care x 2

Other

Mock, Julie March 3, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 2
100% • 12 months
Lateral move to different classification AND 1 step increase

Probation to Permanent

Ketz, Lailani March 1, 2025
Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months

Patrick, Delaney March 1, 2025
Manager, Communications • Communications • Communications
100% • 12 months

Perez Alonso, Jonathan March 1, 2025
Paraeducator • Special Education • Olga Reed Elementary
77.5% • 10 months

Purvis, Gabriel March 1, 2025
Classified Human Resources Analyst • Human Resources • Classified Human Resources Staff
100% • 12 months

Transfer

Mireles, Jarery March 10, 2025
Paraeducator • Special Education • Allan Hancock Preschool 1
87.5% • 10 months
From New Horizons Preschool A

Valdovinos, Jennifer March 3, 2025
Administrative Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School
87.5% • 12 months
From Early Care and Education - Main St.



Santa Barbara County Education Office
Administrative Assistant (Internal Promotion Only)

SALARY	\$31.17 - \$35.93 Hourly \$5,424.00 - \$6,251.00 Monthly \$65,088.00 - \$75,012.00 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2025-00133
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	02/25/2025	CLOSING DATE	3/11/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional, with excellent communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with minimal supervision. You take initiative to support the goals of the organization and the manager to whom you report. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions.

Specific Duties and Responsibilities

- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as a primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors
- Provide information where independent judgement, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information

- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities to whom the manager supported communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings, and prepare and distribute comprehensive minutes of meetings
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records
- May assist with ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- May assist with setting up and processing of numerous contracts for contractors
- Prepare and maintain calendar of activities, meetings, and events
- Schedule appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages or information for web pages
- Assist with online registration for numerous department workshops and events
- Assist with event coordination and setup and provide administrative support as needed
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- Perform other job related duties as assigned

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: four years of increasingly responsible office experience

Knowledge and skills

- Modern office practices, procedures and equipment
- Basic administrative procedures
- Personal computers and industry standard software applications, including Microsoft Office, Filemaker, Escape, Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Principles of training and providing work direction that promote high standards, professionalism, collaboration, and a positive work environment
- Interpersonal skills using tact, patience and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment
- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative positive working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and certificates

Some positions in this classification may require:

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

Working conditions

Work is performed primarily indoors with minimal exposure to health and safety hazards.

Supplemental Information

Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Promotional, meaning it is only open to current SBCEO employees.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO

to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>



**Santa Barbara County Education Office
Behavioral Health Practitioner**

SALARY	\$55.69 - \$64.19 Hourly \$9,653.00 - \$11,127.00 Monthly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2025-00134
DIVISION	N/A	DEPARTMENT	ECE/JCCS
OPENING DATE	02/26/2025	CLOSING DATE	3/12/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You are a culturally competent and empathetic professional with creative problem-solving skills who cares deeply about the students and families receiving your services. You are a team player, skilled in your area of expertise, and you use your knowledge and skills to accomplish collective goals.

General description

Under general direction, provide culturally competent individual, group, and family therapy in order to: help children and students succeed academically, socially, and emotionally; strengthen families and connect them with the resources they need; and create a safe, healthy, and supportive learning environment, in collaboration with educators and other professionals.

Specific Duties and Responsibilities

- Provide individual, group and family services — including therapy, treatment coordination, and case management — to children, students, and families served by a variety of SBCEO programs, including students with a history of disciplinary and/or behavioral issues in traditional school environments and students in the juvenile justice center.
- Make recommendations to school or program staff and families for behavioral health services and placements, as well as referrals to families for accessing and utilizing school and community resources, as appropriate.
- Provide consultative support and professional expertise to instructional or program staff, service providers, administrators, and families regarding behavioral health, behavioral issues, and substance abuse.
- Provide crisis support to students and their families, helping students regain academic, social, and emotional success and promoting family stability to enable the student to function more effectively in school and community; provide post-crisis intervention case management, including helping families link to intensive, wrap-around behavioral health services.

- Participate in the intervention/coordination of services team with other behavioral health professionals serving community school students.
- Review and approve services provided by other staff for purposes of billing MediCal and other payers.
- Attend and participate in various in-services, committees, and workshops; develop, implement and conduct in-service training sessions for families and staff.
- Maintain treatment and case management records, observing all relevant legal regulations related to patient and student confidentiality.
- Perform other job-related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a qualifying master's degree from an accredited institution of higher education.

Experience: Three years of post-licensure experience providing therapy to at-risk (at-risk) youth or families, preferably in a school environment.

Knowledge of:

- Legal and ethical standards with regard to providing school-based behavioral health services;
- Psychological diagnostic methods and terminology;
- Cultural and social factors affecting behavior patterns;
- Wellness, recovery and resiliency-oriented strategies and supports;
- Dual recovery/co-occurring disorder treatment, screening and assessment tools;
- Community needs, resources, and organizations related to behavioral health care;
- Clinical standards of practice;
- Treatment modalities and assessment;
- Behavior management practices;
- Evidence-based therapy practices;
- Trauma-informed practices;
- Cognitive Behavior Therapy and other group and individual counseling techniques;
- Non-violent crisis intervention techniques, including verbal de-escalation and physical interventions;
- Challenges facing populations served, such as poverty, behavioral health issues, homelessness, academic failure, disciplinary action, and justice system involvement;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Applicable laws, codes, regulations, policies and procedures;
- Modern office practices, procedures, and equipment;
- Telephone and email etiquette;
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing;
- Record-keeping practices related to patients and students.

Skill in:

- Cultural competency with populations served.

Ability to:

- Learn organization, operations, policies and objectives of the County Education Office and assigned program;
- Develop and maintain trust and cooperation with students and families;
- Establish and maintain cooperative and effective working relationships with others;
- Prepare reports and correspondence that may be sensitive and have legal implications;
- Plan and organize work to meet deadlines;

- Work independently and as part of a team;
- Analyze situations accurately and adopt an effective course of action;
- Effectively utilize the least restrictive or intensive interventions with students;
- Prepare and maintain required records, reports and files related to assigned activities;
- Billing requirements for behavioral health services;
- Stay informed of effective interventions, innovations, and practices related to educationally related mental health services;
- Communicate effectively, both orally and in writing;
- Operate a computer and other office equipment and related software programs;
- Maintain confidentiality of information related to patients and students.

Ability to speak, read, and write Spanish fluently may be required for some positions in this classification.

Licenses and certificates

- Possession of a valid license as a Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor issued by the California Board of Behavioral Science Examiners.
- Ability to obtain ordering, referring, and prescribing privileges from Medi-Cal.
- Possession of a valid California Driver's License, reliable transportation, and insurance coverage as required by law may be required for some positions in this classification.
- Valid CPR and First Aid certifications may be required for some positions in this classification.

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required.

Supplemental Information

Classified salary ranges have 26 steps (A-Z). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.

- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Behavioral Health Practitioner Supplemental Questionnaire

***QUESTION 1**

The Early Care and Education Department is hiring for a 12-month position in Santa Maria. The preferred work schedule is Monday through Friday, from 8:00 AM to 5:00 PM, though it may be negotiable. Please note that fluency in Spanish is a required qualification for this position. The Juvenile Court and Community Schools Department is hiring for a 10-month position in Santa Maria. The tentative work schedule is Monday through Friday, from 8:00 AM to 3:30 PM. Please select the position(s) you would like to be considered for:

- I would like to be considered for the Early Care and Education position. I attest that I am fluent in Spanish.
- I would like to be considered for the Juvenile Court and Community Schools position.
- I would like to be considered for both positions and attest that I am fluent in Spanish.

* Required Question



Santa Barbara County Education Office
Teaching Assistant

SALARY	\$26.12 - \$30.11 Hourly \$4,544.88 - \$5,239.14 Monthly \$54,538.56 - \$62,869.68 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2025-00135
DIVISION	Student and Community Services	DEPARTMENT	Juvenile Courts and Community Schools
OPENING DATE	03/12/2025	CLOSING DATE	3/26/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our Ideal Candidate

You are a committed professional with a compassionate and patient demeanor who enjoys working with at-risk youth. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General Description

Assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for at-risk students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Provide instructional support in core academic and vocational subjects to students; prepare and may develop age- and grade-appropriate instructional aids and exercises to support the subject matter being taught.
- May perform student intakes; proctor and conduct state-mandated assessments of students to establish baselines, determine academic needs and placement, and measure progress; score objective tests; keep appropriate records, using electronic student information systems; ensure confidentiality of student information.
- Assist with daily screening for weapons, banned substances, and paraphernalia; escort students going from one location to another; monitor student activity in and between classroom, lunchroom, restrooms, and recreational areas throughout the school day, including dismissal time; monitor classroom activities during brief absence of a teacher.

- Observe, monitor, and redirect the behavior of students within approved procedures; reinforce behavior modification techniques determined by the teacher; develop and use incentives as positive reinforcement; document behavioral incidents and report them to site supervisor; participate in consultations with parents and staff on behavioral interventions for students; use appropriate discipline in accordance with school safety plan, school rules, and teacher's assessment.
- As part of the instructional team: support communication with parents to facilitate students' success in a restorative justice environment; provide input to teachers and specialists on student performance, progress, and behavior; may participate in parent-teacher conferences; may be assigned to contact designated Probation officials when resolution cannot be reached with students and parents.
- Perform other duties as assigned that support the overall objective of the position.

Requirements

Education and Experience

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

Experience: Two years of experience working with at-risk adolescents or young adults. Classroom or other instructional experience is preferred.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable to a court or community school setting
- principles and practices of positive reinforcement
- core subjects taught in the schools served by SBCEO, including English language arts, mathematics, science, and social studies, with sufficient competency to assist students with individual or group studies
- teaching and instructional methods
- basic clerical and record-keeping processes.
-

Skill in:

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

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks

- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to a diverse population of students and families
- communicate effectively both orally and in writing.

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

Licenses and certificates

May require a valid California driver's license. May require a valid First Aid card, CPR certification, and/or certification in Crisis Prevention Intervention (CPI).

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens.

Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

Supplemental Information

Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).

- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Teaching Assistant Supplemental Questionnaire

***QUESTION 1**

Have you completed 48 semester units or 72 quarter units of college coursework?

- Yes
 No

***QUESTION 2**

I understand that if I qualified for this position by having completed at least 48 semester units or equivalent quarter units, I must have official transcripts sent to Gabriel Purvis at gpurvis@sbceo.org

- Yes, I will have my transcripts sent.
 Not Applicable

* Required Question



Open Continuous Eligibility List
Paraeducator (North)

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

7	56694990	8/14/25	Eligible	Y	Santa Maria, Orcutt, Lompoc, Guadalupe	N/A
8	2435015	6/20/25	Eligible	N	Guadalupe, Lompoc, Los Alamos, Santa Maria, Orcutt, Santa Yvez Valley	8/14/24
9	22090056	6/29/25	Eligible	Y	Lompoc, Santa Maria, Orcutt	N/A
10	58383936	6/29/25	Eligible	Y	Lompoc, Santa Maria, Orcutt	N/A
11	59918542	4/20/25	Eligible	Y	Santa Maria, Orcutt	10/24/24
12	49850505	5/3/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	11/8/24
13	55160051	5/11/25	Eligible	Y	Lompoc	11/14/24
14	59231782	3/6/25	Eligible	Y	Santa Maria, Orcutt	9/10/24
15	59767221	5/10/25	Eligible	Y	Guadalupe, Santa Maria, Orcutt	11/8/24
16	29374179	9/3/25	Eligible	Y	Santa Maria, Orcutt	N/A



Personnel Commission

JOB DESCRIPTION

MANAGER, CAREER TECHNICAL EDUCATION PROGRAMS - DRAFT

Reports to: Director, Career Technical Education

Division: Student and Community Services

Our ideal candidate

You are committed to supporting 7th-12th grade students and adults navigate the steps to a career to which they aspire. You are an excellent communicator, both orally and in writing. You are organized, flexible, and calm under pressure. You are adept at working with diverse clientele representing varying roles in multiple organizations. You can be trusted to follow through on program plans, goals, and tasks; can successfully manage all parts of a complex program; and are willing and able to provide some direct services, including professional learning, to program participants.

General description

Under general direction, plan, execute, and manage one or more Career Technical Education (CTE) programs that may include apprenticeships, pre-apprenticeship, dual enrollment, and other support for work-based learning for K-12 students and adult learners countywide, as determined by the Director. The incumbent will collaborate with local educational agency partners, preschool centers, local industry, and the wider Santa Barbara County community to ensure comprehensive support for career preparation.

Specific duties and responsibilities

- Manage CTE programs, according to program goals and objectives; develop systems and related procedures to ensure program compliance and efficiency; identify opportunities for grant funding, write grant applications, and coordinate submissions to maintain or expand work-based learning opportunities.
- Analyze data to conduct program evaluations and document achievement of program goals; ensure adherence to grant and program requirements and complete reports as required; collaborate with program partners, participants, and providers to resolve problems or challenges and ensure program success.
- Manage Santa Barbara County's Apprenticeship program(s) by: recruiting interested participants and mentors; leading orientations for new apprentices; providing devices, materials, and learning to apprentices; checking in regularly with apprentices; facilitating a mentor program; planning and leading quarterly community of practice sessions for all apprentices and mentors; overseeing required recordkeeping; and collaborating with employers and Related Supplemental Instruction (RSI) providers to ensure apprentice success.
- Support the development of, and provide ongoing support for, pre-apprenticeship programs in Santa Barbara County districts, including course offerings, work-based learning opportunities, and dual enrollment.
- Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and training throughout Santa Barbara County, the region, and the state.

MANAGER, CAREER TECHNICAL EDUCATION PROGRAMS - DRAFT

- Perform general administrative duties as directed, and other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in education; nonprofit, public, or business administration; human resources; or related field.

Experience: Two years of experience in educational or nonprofit administration or related field that included two or more of the following: program development, program review, data collection and analysis, grant writing, budget management, group facilitation, and management of volunteers or sub-contractors.

Experience in the following areas is preferred:

- early childhood education or other educational setting
- successful grant writing.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Principles and practices of program administration
- Budget development and management
- Program development and evaluation
- Data collection, tracking, and management methods
- Effective grant writing strategies
- Methods and practices of professional learning and group facilitation
- Time management strategies
- Record-keeping practices
- Telephone and email etiquette
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources, and services
- Community outreach and engagement techniques

Knowledge of apprenticeship program practices and procedures is preferred.

Skill in:

- Long-term planning

MANAGER, CAREER TECHNICAL EDUCATION PROGRAMS - DRAFT

Ability to:

- Learn the operations, policies, and objectives of the Santa Barbara County Education Office
- Organize work of self and others
- Make effective presentations to a wide range of audiences
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Research, write and present reports
- Operate a computer and other office equipment and related software and database programs
- Communicate effectively, both orally and in writing
- Design and lead professional learning
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Represent the organization effectively to a variety of stakeholders
- Coordinate work of third parties over whom one has no supervisory authority
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Work collaboratively with diverse populations, environments, and requirements
- Work independently and as part of a team
- Exercise sound judgment
- Work with frequent interruptions

Licenses and certificates

Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.

Working conditions

Frequent local travel within Santa Barbara County to a variety of locations is required. Occasional overnight, out-of-county travel is required. Occasional attendance at evening and weekend meetings and events is also required.

Management salary range 14 (proposed)

Approved by the Personnel Commission:

March 27, 2025 (pending approval)