

**Twin Hills Union School District
Board of Trustees Regular Meeting
May 8, 2025
Agenda**

**May 8, 2025 @ Twin Hills Charter Middle School, MUR
Open Session 4:30PM**

ADA Compliance

In compliance with Government Code § 54954.2(a), the Twin Hills Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof.

Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Laurie Brown, Administrative Assistant, Twin Hills Union School District, 700 Watertrough Rd, Sebastopol, CA 95472 Telephone (707) 823-0871.

AB2449 Virtual Meeting Requirements: Board Member and members of the public attending virtually must disclose whether any individuals 18 years or older are present in the same room and the nature of the relationship.

All open session documents distributed to the Board of Trustees are available for public review in the Twin Hills Union School District Office. The agenda is available at www.twinhillsusd.org.

1. Call to Order
 - A. Pledge of Allegiance
 - B. Roll Call/ Establishment of Quorum
2. Approval of Agenda Action
3. Celebrating Success: SunRidge Charter School – 6th Grade Choral Performance
4. Open Session

PUBLIC COMMENT

The Board values constructive community comments and welcomes your participation in the democratic process. The President may choose to limit comments on any topic if substantial numbers of people wish to address the Board. Public comments deemed by the Board President to be unrelated to district business or are offensive or hateful will not be permitted.

NON-AGENDA ITEMS: Anyone wishing to address the Board on any topic not listed on the agenda should make a request to the Board President at this time. The President will recognize those who desire to speak, allocating each speaker a maximum of 3 minutes. Please be advised that the Board may not discuss a topic not on the agenda although they may ask brief clarifying questions. Members of the public may also submit written or video-recorded comments to the Board no later than 5:00 p.m. the day before the board meeting and have those comments communicated at this time.

Zoom info on pages 2 and 3

Twin Hills Union School District
Board of Trustees Regular Meeting
May 8, 2025
Agenda

AGENDA ITEMS: If you wish to address the Board on a topic listed on the agenda, the Board President will offer an opportunity for public comment following the Board discussion on the topic.

5. Approval of Minutes: Action
 - A. Regular Meeting April 24, 2025
6. Consent Action

The following items are presented for overall approval:

 - A. Donation Report
 - B. Payroll and Expenditures
 - C. Purchase Order Report
 - D. Employment: See attached exhibit for details
 - E. Classified Job Descriptions
7. Administrative Reports
 - A. Dana Pedersen, Superintendent: Enrollment
 - B. Patty Nosecchi, Business Manager: SCOE 2nd Interim approval letter
8. Board of Trustees Reports
9. Request Approval of Resolution 2025-596: Action

Establish Temporary Interfund Transfers 2025-26
10. Request Approval of 2025-26 contracts: Action
 - A. Revolution Foods
11. Board Study Session: Action

Board to select a date for a 2025-26 budget study session
12. Adjournment

Patty- CBO/THUSD is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/83434978317?pwd=lb6oSBMztH7Ge7wjyvT2yewYvEKEuT.1>

Meeting ID: 834 3497 8317

Passcode: 055615

One tap mobile

+14086380968,,83434978317#,,, *055615# US (San Jose)

+16694449171,,93434978317#,,, *055615# US

Zoom info continues on page 3

**Twin Hills Union School District
Board of Trustees Regular Meeting
May 8, 2025
Agenda**

Dial by your location

- +1 408 638 0968 US (San Jose)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US

Meeting ID: 834 3497 8317

Passcode: 055615

Find your local number: <https://twinhillsusd-org.zoom.us/j/kcahpgMY9w>

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING**

April 24, 2025

MINUTES

1. The Board Meeting was called to order at 4:05 pm by Clerk Moise
 - A. Roll Call: President Harding absent.
 - B. Flag salute
 2. Motion to approve agenda with items 9, 12, 13, 11 moved by Trustee Houghton and second by Trustee Ost. Approved 4-0.
 3. Public Comment on Closed Session. Closed Session. Returned to Open Session reporting:
 - a. No action, direction was given to Clerk Moise.
 - b. The board voted on Resolution #2025-590 to release temporary employees with 4 yes and 1 abstention due to absence.
 - c. Compromise and Release Agreement for Case #7895435231 approved 4-0.
 - d. No action.
 4. Celebrating Success presentation by Twin Hills CMS – Coach Nick and sports teams introduced
 5. Open Session.
- Item #9 moved here: Motion to approve Superintendent Dana Pedersen's 3 year contract by Trustee Moise and second by Trustee Houghton. The contract includes full time, 220 days, \$220,000 per year plus same health benefits as other certificated employees. Approved 4-0.
6. Motion to approve the minutes of the Special meetings of March 6, 2025, April 3, 2025, April 14, 2025, and April 15, 2025, and the Regular meeting of March 13, 2025, by Trustee Beck and second by Trustee Ost. Approved 4-0.
 7. Motion to approve consent items by Trustee Houghton and second by Trustee Beck. Approved 4-0.
 8. Board of Trustees reports.
- Item #12 moved here: Motion to approve SunRidge Lease Extension 2025-2030 by Trustee Ost and second by Trustee Beck. Approved 4-0.
- Item #13 moved here: Motion to approve
- A. Resolution #2025-594: Twin Hills Charter Middle School 2025-2032 by Trustee Beck and second by Trustee Houghton. Approved 4-0.
 - B. Motion to approve Resolution #2025-595: SunRidge Charter School 2025-2030 by Trustee Ost and second by Trustee Houghton. Approved 4-0.
- Item #15 moved here: Motion to approve overnight field trips for SunRidge grades 4 and 8 in May 2025 by Trustee Houghton and second by Trustee Ost. Approved 4-0.
- Item #11 moved here: Approval of future construction resolutions:
- A. Motion to approve Resolution #2025-591 to designate district representatives by Trustee Ost and second by Trustee Houghton. Approved 4-0.
 - B. Motion to approve Resolution #2025-592 for applications received beyond bond authority by Trustee Houghton and second by Trustee Beck. Approved 4-0.
 - C. Motion to approve Resolution #2025-593 to authorize filing applications for funding by Trustee Beck and second by Trustee Houghton. Approved 4-0.
10. Motion to approve discontinuing the Orchard View/Apple Blossom Board AdHoc/Subcommittee to address facilities by Trustee Houghton and second by Trustee Beck. Approved 4-0.
 14. 2025-26 Budget Development Calendar provided for information.
 16. Classified Job Descriptions provided for first reading.
 17. Motion to approve part-time and temporary employment agreement as Interim Superintendent with Dana Pedersen by Trustee Ost and second by Trustee Houghton. Approved 4-0.
 18. Adjournment at 5:30 pm.

Respectfully submitted,

Patty Nosecchi, Business Manager, Designee
Recording Secretary to the Board of Trustees

Approved:

John Moise, Board Clerk

Jeff Harding, Board President

TWIN HILLS UNION SCHOOL DISTRICT

Consent Calendar: Acceptance of Donations

APRIL 1 THROUGH APRIL 30, 2025

Date Received	Donor	Amount	Purpose
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District 53, Fund 01: Apple Blossom Elementary School /General District

<u>Total</u>	<u>\$0.00</u>
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District 53, Fund 03: Twin Hills Charter Middle School

<u>Total</u>	<u>\$0.00</u>
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District 53, Fund 09: Orchard View Charter School

04/29/25 SCOE

\$1,400.00

Grant: CCGI (Ca College Guidance Initiative) A-G articulation

<u>Total</u>	<u>\$1,400.00</u>
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District 53, Fund 12: Apple Blossom After School Program

<u>Total</u>	<u>\$0.00</u>
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District 21, Fund 09: SunRidge Charter School

04/01-30/25 Various families

\$9,210.00

Pledges/specialty pgm 2024-25

<u>Total</u>	<u>\$9,210.00</u>
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Thank you to all our donors, your support is greatly appreciated.

Note: Generally, donations are recorded here when funds are deposited to SCOE account.

Donations marked * have not yet been deposited to SCOE.

{Date Received may actually be date deposited to bank or SCOE}

For the May 8, 2025 board meeting.

Checks Dated 04/01/2025 through 04/30/2025

Board Meeting Date May 8, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2088949	04/04/2025	TLC Services, Inc.	2,200.00
2088950	04/04/2025	Edward Don & Company	3,288.30
2088951	04/04/2025	Kyocera Document Solutions-CA	285.93
2088952	04/04/2025	Correa, Karen	22.62
2088953	04/04/2025	Douglas, Liat	21.00
2088954	04/04/2025	Alhambra	94.88
2088955	04/04/2025	Mountain Fresh Spring Water	52.50
2088956	04/04/2025	Brady Industries, LLC	2,717.97
2088957	04/04/2025	Friedman's Home Improvement	1,802.58
2088958	04/04/2025	Greene, Janet	1,050.00
2088959	04/04/2025	Hergenrather, Nell	143.22
2088960	04/04/2025	T-Mobile	160.00
2088961	04/04/2025	T-Mobile	88.59
2088962	04/04/2025	Redwood Lock, Inc.	57.48
2088963	04/04/2025	Adams ESQ, a Professional Corp	16,500.00
2088964	04/04/2025	Malisa, Alison	150.00
2088965	04/04/2025	Frog Power Equipment LLC	36.20
2088966	04/04/2025	Myhers, Catherine	6,390.00
2088967	04/04/2025	National Academy of Athletics	6,463.50
2088968	04/04/2025	ODP Business Solutions, LLC	88.36
2088969	04/04/2025	Pacific Gas & Electric	3,315.69
2088970	04/04/2025	Professional Tutors of America	2,660.00
2088971	04/04/2025	Sebastopol Hardware Center	343.81
2088972	04/04/2025	Sill, Kathy	68.08
2088973	04/04/2025	ROOTS Solutions, LLC	1,425.00
2088974	04/04/2025	Walsh, Colleen	75.82
2090389	04/11/2025	Apple Blossom Student Body	4,000.00
2090390	04/11/2025	Atamaniuk, Andy	527.54
2090391	04/11/2025	ATT	373.24
2090392	04/11/2025	ATT	31.02
2090393	04/11/2025	ATT	127.81
2090394	04/11/2025	ATT	188.09
2090395	04/11/2025	ATT	31.65
2090396	04/11/2025	ATT	31.65
2090397	04/11/2025	Recology Sonoma Marin	1,032.39
2090398	04/11/2025	Recology Sonoma Marin	638.03
2090399	04/11/2025	Alhambra	172.86
2090400	04/11/2025	DuVall, Maura	457.00
2090401	04/11/2025	Eberly, Brian	631.52
2090402	04/11/2025	Major Alarm, Inc.	1,140.00
2090403	04/11/2025	LaLonde, Therese	474.43
2090404	04/11/2025	Burke, Williams & Sorensen LLP	5,301.00
2090405	04/11/2025	Young, Minney & Corr, LLP	592.50
2090406	04/11/2025	School & College Legal Services of Calif.	11,986.50
2090407	04/11/2025	Mobile Modular Mgmt Corp.	1,929.00
2090408	04/11/2025	Anova Education & Behavior Consultation, Inc.	1,874.22
2090409	04/11/2025	Terminix Processing Center	89.00
2090410	04/11/2025	Redding, Cassandra	226.92
2090411	04/11/2025	Riebli, Nathan	258.71

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



Checks Dated 04/01/2025 through 04/30/2025

Board Meeting Date May 8, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2090412	04/11/2025	Sebastopol Auto Parts	149.12
2090413	04/11/2025	Sylvan Learning Center	1,395.00
2090937	04/16/2025	Revolution Foods PBC	23,341.64
2090938	04/16/2025	Castleberry, Diana	73.69
2090939	04/16/2025	Kyocera Document Solutions Northern CA , Inc.	262.21
2090940	04/16/2025	Kyocera Document Solutions Northern CA , Inc.	441.47
2090941	04/16/2025	Kyocera Document Solutions Northern CA , Inc.	635.84
2090942	04/16/2025	Department Of Justice	32.00
2090943	04/16/2025	Sonoma County Office Of Educ.	3,053.00
2090944	04/16/2025	Eberly, Brian	151.83
2090945	04/16/2025	Elsbree, Davida	101.23
2090946	04/16/2025	Employment Development Dept.	898.90
2090947	04/16/2025	Galbraith, Sunshine	484.97
2090948	04/16/2025	Humphrey, Ann	239.95
2090949	04/16/2025	Malisa, Alison	25.00
2090950	04/16/2025	Nosecchi, Patty	76.59
2090951	04/16/2025	ODP Business Solutions, LLC	2,259.54
2090952	04/16/2025	Terminix Processing Center	83.00
2090953	04/16/2025	Rising Phoenix Psych Ed Svcs	13,440.00
2090954	04/16/2025	Sheedy, Nathan	495.05
2090955	04/16/2025	Weeks Drilling & Pump Co.	1,100.00
2090956	04/16/2025	Wills, Cheryl	94.70
2091642	04/18/2025	BMO Bank N.A.	2,331.61
2091643	04/18/2025	Shura, Samantha	4,197.50
2091644	04/18/2025	Alhambra	49.94
2091645	04/18/2025	Anova Education & Behavior Consultation, Inc.	4,997.92
2091646	04/18/2025	ODP Business Solutions, LLC	139.43
2091647	04/18/2025	West County Transport. Agency	6,412.66
2092940	04/25/2025	Accurate Forklift Inc.	2,032.44
2092941	04/25/2025	All About Learning Press, Inc.	2,285.02
2092942	04/25/2025	Baudville	388.24
Unpaid Tax			2.49
Expensed Amount			390.73
2092943	04/25/2025	Callaghan, Cynthia R.	540.00
2092944	04/25/2025	Kyocera Document Solutions Northern CA	2,604.87
2092945	04/25/2025	Alpha Analytical Laboratories	229.00
2092946	04/25/2025	DuVall, Maura	2,420.88
2092947	04/25/2025	EPS Operations, LLC	1,691.40
2092948	04/25/2025	Hagan-Schmitz, Andrea	237.97
2092949	04/25/2025	Hales, Jenna	249.00
2092950	04/25/2025	Learning Without Tears	1,054.54
2092951	04/25/2025	School & College Legal Services of Calif.	20,000.00
2092952	04/25/2025	NoRedInk Corp.	300.00
2092953	04/25/2025	Mahoney Consulting	8,600.00
2092954	04/25/2025	ODP Business Solutions, LLC	2,492.53
2092955	04/25/2025	Perfection Learning	1,164.18
2092956	04/25/2025	Terminix Processing Center	89.00
2092957	04/25/2025	Scholastic Inc.	119.86
2092958	04/25/2025	Sill, Kathy	64.53

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 ERP for California

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Checks Dated 04/01/2025 through 04/30/2025			Board Meeting Date May 8, 2025
Check Number	Check Date	Pay to the Order of	Check Amount
2092959	04/25/2025	Sylvan Learning Center	390.00
2092960	04/25/2025	Szmidt-Yaconelli, Ondrejka	113.41
2092961	04/25/2025	Thoughtful Learning	710.50
2092962	04/25/2025	Uline	729.44
Unpaid Tax			5.56
Expensed Amount			735.00
2092963	04/25/2025	Breckenridge, Shannon	183.40
2092964	04/25/2025	Leggett, Jonathan	154.70
2092965	04/25/2025	Taylor, Lu Paulette	353.71
2092966	04/25/2025	Zago, Caroline	181.68
Total Number of Checks			104
			197,960.70

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	54	142,212.14
03	Charter School: Twin Hills	28	11,084.60
09	Charter School Fund: Orchrdr Vw	34	20,836.36
12	Child Development Fund	5	376.78
13	Cafeteria Fund	2	23,458.87
Total Number of Checks		104	197,968.75
Less Unpaid Tax Liability			8.05
Net (Check Amount)			197,960.70

Total Expenditures April 2025

Total Vendor Warrants, April 30, 2025	\$	197,960.70
Payroll: April 10, 2025 Supplemental		88,728.14
Payroll: April 30, 2025 Regular		614,091.89
Total PR & Expenditures	\$	900,780.73

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 04/01/2025 through 04/30/2025

Board Meeting Date May 8, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
2088786	04/04/2025	Allison, Esther	149.84
2088787	04/04/2025	Andy's Produce Market	420.13
2088788	04/04/2025	Anova Center for Education	5,768.67
2088789	04/04/2025	Fircrest Market	516.09
2088790	04/04/2025	School Nurse Supply Inc.	126.24
2088791	04/04/2025	Brady Industries, LLC	611.49
2088792	04/04/2025	Friedman's Home Improvement	686.20
2088793	04/04/2025	Mercurius USA	38.99
2088794	04/04/2025	Prosser, Sasha	176.86
2088795	04/04/2025	Ronan, Marcela	98.71
2088796	04/04/2025	Sebastopol Hardware Center	103.15
2088797	04/04/2025	Wells Fargo Vendor Fin Serv	395.10
2090209	04/11/2025	Allen, Trisha	137.03
2090210	04/11/2025	Allison, Esther	86.39
2090211	04/11/2025	ATT	279.41
2090212	04/11/2025	DeBoer, Kirsten	121.57
2090213	04/11/2025	Recology Sonoma Marin	682.61
2090214	04/11/2025	Hallengren, Jon	1,710.00
2090215	04/11/2025	Harmony Farm Supply	1,013.08
2090216	04/11/2025	Moise, Fiona	30.00
2090217	04/11/2025	Quirt, Mark	128.06
2090218	04/11/2025	Russell, Katharine	1,033.05
2090219	04/11/2025	Thomasson, Theresa	35.45
2090745	04/16/2025	Revolution Foods PBC	10,137.46
2090746	04/16/2025	Employment Development Dept.	249.53
2090747	04/16/2025	Fircrest Market	121.85
2090748	04/16/2025	Mercurius USA	1,233.36
2090749	04/16/2025	Plumfield Inc. DBA Plumfield Academy	4,007.55
2090750	04/16/2025	Oberti-Rinn, Beatrice	188.24
2090751	04/16/2025	ODP Business Solutions, LLC	341.79
2090752	04/16/2025	Rodriguez, Ana	17.50
2090753	04/16/2025	Sebastopol City of	3,554.13
2090754	04/16/2025	Sebastopol City of	282.11
2090755	04/16/2025	Smith, Snowma	94.04
2090756	04/16/2025	Kyocera Document Solutions NC	206.17
2091482	04/18/2025	Anova Center for Education	5,143.93
2091483	04/18/2025	BMO Bank N.A.	71.67
2091484	04/18/2025	Colby-Sereano, Heather	282.63
2091485	04/18/2025	Kyocera Document Solutions Northern CA	835.54
2091486	04/18/2025	Tombe Realty, Inc.	18,586.61
2092737	04/25/2025	Fircrest Market	75.76
2092738	04/25/2025	Gosling, Maria	42.96
2092739	04/25/2025	PG&E	1,747.50
2092740	04/25/2025	Rodriguez, Ana	83.14
2092741	04/25/2025	Thomasson, Theresa	314.94
		Total Number of Checks	45
			61,966.53

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 ERP for California

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Checks Dated 04/01/2025 through 04/30/2025

Board Meeting Date May 8, 2025

Check Number	Check Date	Pay to the Order of	Check Amount
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Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	45	61,966.53
	Total Number of Checks	45	61,966.53
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		61,966.53

Total Expenditures April 2025

Total Vendor Warrants, April 30, 2025	\$	61,966.53
Payroll: April 10, 2025 Supplemental		23,362.54
Payroll: April 30, 2025 Regular		170,862.32
Total PR & Expenditures	\$	256,191.39

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ERP for California

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Description

Includes Purchase Orders dated 04/01/2025 - 04/30/2025				Board Meeting Date May 8, 2025		
PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
P25-00382	Baudville	PO #8354 - OV GRAD SUPLS	3OVS	09	State Lottery	390.73
P25-00383	BMO Bank N.A.	PO #8307 - AB/DO STAMPED ENVELOPES	1ABS	01	Unrestricted/no	854.50
P25-00384	BMO Bank N.A.	PO #8375 - TH POSTAGE & SCALE	2THS	03	Unrestricted/no	88.52
P25-00385	BMO Bank N.A.	PO #8308 - AB NURSE & TESTING SUPLS	1ABS	01	State Lottery	206.91
P25-00386	BMO Bank N.A.	PO #8402 - OV SUPLS & BAOFENG CHARGER	3OVS	09	State Lottery	151.85
P25-00387	All About Learning	PO #8352 - OV READING	3OVS	09	Lottery-instruc	2,285.02
P25-00388	BMO Bank N.A.	PO #8277 - TH CULINARY	2THS	03	Other Local	543.91
P25-00389	Anova Education & B	PO #8374 - NPS FEES	1ABS	01	Special Educati	20,616.42
P25-00390	Chess For Kids, Inc	PO #8349 - OV IC CHESS FOR KIDS	3OVS	09	Arts Music Inst	1,260.00
P25-00391	EPS Operations, LLC	PO #8397 - OV ELA	3OVS	09	State Lottery	1,691.40
P25-00392	Evan-Moor Educ. Pub	PO #8401 - OV WRITING	3OVS	09	Lottery-instruc	663.15
P25-00393	Kyo Autism Therapy,	PO #8205 - TH FBA	2THS	01	Special Educati	1,136.30
P25-00394	Kyo Autism Therapy,	PO #8353 - OV BID-BCBA SERVICES	3OVS	01	Special Educati	1,136.30
P25-00395	Learning Without Te	PO #8399 - OV ELA	3OVS	09	State Lottery	1,054.54
P25-00396	NoRedInk Corp.	PO #8275 - TH LIVE VIRTUAL TRAINING	2THS	03	Ed Effect	300.00
P25-00397	ODP Business Soluti	PO #8370 - DO SUPLS & AB INK	7DSW	01	State Lottery	819.57
P25-00398	ODP Business Soluti	PO #8373 - DO INK	9DSO	01	Unrestricted/no	474.79
P25-00399	ODP Business Soluti	PO #8355 - OV MISC SUPLS	3OVS	09	Lottery-instruc	680.45
P25-00400	ODP Business Soluti	PO #8387 - AB MISC SUPLS	1ABS	01	Unrestricted/no	284.73
P25-00401	ODP Business Soluti	PO #8388 - AB (CASTLEBERRY)	1ABS	01	State Lottery	139.43
P25-00402	Perfection Learning	PO #8400 - OV HANDWRITING	3OVS	09	State Lottery	1,164.18
P25-00403	Scholastic Inc.	PO #8276 - TH NOVELS	2THS	03	Lottery-instruc	119.86
P25-00404	Sylvan Learning Cen	PO #8350 - OV READING TUTORING	3OVS	09	Learning Recov	1,395.00
P25-00405	Sylvan Learning Cen	PO #8351 - OV MATH TUTORING	3OVS	09	Learning Recov	1,395.00
P25-00406	Sebranek, Inc.	PO #8398 - OV WRITING	3OVS	09	Lottery-instruc	710.50
P25-00407	Accurate Forklift I	PO #8378 - TH MANLIFT REPAIR	2THS	01	Restricted Main	2,032.44
P25-00408	Ally Technology Con	PO #8365 - SWITCH INSTAL/CONFIGURATION	7DSW	01	Arts Music Inst	7,200.00
P25-00409	Apple Inc.	PO #8403 - OV MACBOOK AIR	3OVS	09	State Lottery	1,424.16
P25-00410	Apple Inc.	PO #8419 - DO MACBOOK AIR	9DSO	01	Unrestricted/no	1,205.66
P25-00411	BMO Bank N.A.	PO #8278 - TH VIDEO PRODUCTION	2THS	03	Th/ab Ed Founda	1,811.51
P25-00412	BMO Bank N.A.	PO #8420 - SWITCH AGGREGATORS	7DSW	01	Unrestricted/no	1,291.34
P25-00413	CTR for Effective P	PO #8217 - YOUTH TRUTH STUDENT SURVEY	7DSW	03	Unrestricted/no	831.57
P25-00414	ConvergeOne, Inc.	PO #8268 - SWITCHES & ACCESS POINTS	7DSW	01	Arts Music Inst	12,173.40
P25-00415	ODP Business Soluti	PO #8377 - TH COPY PAPER & TISSUE	2THS	03	Unrestricted/no	694.71
P25-00416	ODP Business Soluti	PO #8408 - AB/OV COPY PAPER	1ABS	01	State Lottery	1,797.82
P25-00417	Collin, Mark	PO #8389 - AB ONLINE TRAINING	1ABS	01	Ed Effect	892.50

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Description

Includes Purchase Orders dated 04/01/2025 - 04/30/2025				Board Meeting Date May 8, 2025			
PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt	
Total						70,918.17	

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ERP for California

Page 2 of 2

Description

Includes Purchase Orders dated 04/01/2025 - 04/30/2025					Board Meeting Date May 8, 2025		
PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt	
P25-00142	EmpowerED Educatio	PO #8336 - SR PSYCHOEDUCATIONAL SRVCS	4HAY	09	Special Educati	4,400.00	
P25-00143	Mercurius USA	PO #8338 - SR 2ND GR	4HAY	09	Lottery - Instr	1,233.36	
P25-00144	ODP Business Soluti	PO #8335 - SR FILE CABINET	4HAY	09	State Lottery	171.20	
P25-00145	ODP Business Soluti	PO #8337 - SR OFFICE & POSTAGE	4HAY	09	Unrestricted/no	170.59	
P25-00146	CTR for Effective P	PO #8217 - SR YOUTH TRUTH STUDENT SURVEY	4HAY	09	Unrestricted/no	101.43	
P25-00147	Convergeone, Inc.	PO #8268 - SR SWITCHES & ACCESS POINTS	4HAY	09	State Lottery	405.60	
P25-00148	Kyocera Document So	PO #8339 - SR A21188 COPIER STAPLES	4HAY	09	State Lottery	107.61	
P25-00149	Sonoma County Offic	PO #8407 - TEACHER INDUCTION PGM FEES	4HAY	09	Ed Effect	1,250.00	
					Total	7,839.79	

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.



Page 1 of 1

Twin Hills USD

Monthly Personnel Report

May 8, 2025

Certificated

Additions:

- Husar, Emily – SR Teacher 1.0 FTE Prob Yr 1 2025-2026

Changes:

- Russell, Kate – SR Teacher - Request for FMLA/CFRA Leave of Absence through 6/10/2025
- Kerlow-Myers, Sarah – SR Teacher - Request for FMLA/CFRA Leave of Absence 5/6/2025 through 6/10/2025

Separations:

Classified

Additions:

- Radtke, Esperanza – ABASP Childcare Assistant

Changes:

Separations:

Twin Hills Union School District

Job Description

CUSTODIAN

The Custodian is under the supervision of the District Maintenance Director and Superintendent and is evaluated by the District Maintenance Director. The Custodian performs general custodial services. This position requires a valid California Drivers License, a physical and fingerprint clearance.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
- **Knowledge of:**
 - English in written and verbal form
 - Principles of sanitation and safety procedures
 - School cleaning methods, hygiene, materials, and equipment operation
 - Proper use of chemicals and other cleaning agents (MSDS)
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Establish and maintain effective relationship with school staff and students
 - Perform minor building maintenance and repair work, operating power and manual equipment safely
 - Follow instructions and keep records as required
 - Be self motivated, prompt and efficient in performing duties
 - Be flexible in order to respond and perform non-routine work in a pleasant and positive manner
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and in excess of seventy-five (75) pounds with assistance.
 - See physical job requirements on page 2, *Essential Job Functions*

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Responsible for classrooms having sufficient supplies and that sinks and light fixtures are operating properly
- Additional disinfecting may be required due to public health issues
- Provide safe and effective cleanup of bodily fluid incidents, including vomit and fecal matter
- Clean and maintain assigned areas to be safe and sanitary
- Report conditions, violations of regulations or unusual circumstances that might be hazardous to the public, students, or employee safety
- Open buildings as needed, disarm alarm
- Check for vandalism
- Check for and clean graffiti
- Conduct a daily safety check of all assigned areas
- Lock all doors and windows daily, set alarm system
- Secure campus if last custodian of the day
- Pick up litter including eating areas, emptying trash daily
- Move furniture, equipment, and supplies
- Perform minor carpentry, plumbing, and mechanical services as required
- Clean windows, window sills, window coverings (blinds), doors, floors, carpets, ceilings, and unobstructed counter tops as time allows
- Follow accepted principles, practices, rules, and regulations of the district
- Ability to work both independently and in a group situation depending on the task
- Other related duties as assigned

Typical routine daily cleaning (not all inclusive):

- 1.0 Classrooms – clean classrooms as assigned.
Daily cleaning includes emptying trash, light dusting, emptying pencil sharpener, sweeping or vacuuming floors (mopping or removing spots when necessary), check/fill paper towel and soap dispensers, and vacuum chalk trays and clean chalkboards/whiteboards (scheduled time is 20 to 25 minutes for these duties per room). Vacuum bag should be emptied daily.
Periodic cleaning to maintain the classrooms in "tip-top" shape must schedule time on a weekly or every two week basis to clean sinks, wipe down counter-tops, clean area where lunches are stored (walls/floors), and wipe door around handle.
Monthly cleaning of the windows should be planned for every other month in the fall and spring and once during the winter.
- 2.0 Restrooms – cleaning student and adult restrooms. Includes cleaning and disinfecting toilets, urinals and sinks; mopping and disinfecting floors; filling paper towel, toilet paper, seat protector and soap dispensers and emptying sanitary napkin dispensers; cleaning mirrors and walls periodically on a routine basis or when needed. Gloves must be worn and cleaning supplies must be used properly and safely according to directions.
- 3.0 Drinking Fountains – clean assigned outside drinking fountains daily.
- 4.0 Faculty Rooms – wipe off tables and counters (not responsible to wash dishes); vacuum floor; fill paper towel and soap dispensers.
- 5.0 Office Areas – vacuum floor, wipe down sink and countertop, dust window sill and mini blinds and wipe down door.
- 6.0 Grounds – pick up litter daily or when passing by.
- 7.0 Alarm – arm and disarm system as required. Lock gate(s) if last custodian on duty.
- 8.0 Other General Duties Include: setting up the MUR for functions (chairs, tables, stage, choral risers, etc.) and taking down after the function; washing windows and walls; maintain work areas and custodial cart in a neat and orderly manner.

9.0 Other duties as assigned.

Typical duties on non-student days including maintenance-type projects and grounds keeping (not all inclusive):

- 1.0 Cleaning, shampooing and extracting carpets, may involve moving furniture.
- 2.0 Striping and waxing of hard surfaces.
- 3.0 Washing windows, walls, etc.
- 4.0 Maintenance-type projects: Completion of or assisting with general maintenance when needed, may include painting, pouring concrete, building shelves, etc.
- 5.0 Grounds keeping: When needed to fill-in or during times of preparation for events may include mowing, raking, edging, weed eating, field and sprinkler repair, planting, watering, pruning, cleaning gutters, keeping ground level drains open.

PAY SCALE - CLASSIFIED:

Range – H 0-12 months

Range – J 12+ months

Range S-2/5 Substitute

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Constantly, throughout work shift. Distance may vary three to five miles daily depending on task and specific site assigned.
- **Sitting:** Occasionally; during breaks and lunch only.
- **Lift/Carry:** Frequently, 1-10 pounds; supplies, trash, carry up to 100 yards. Occasionally 11-75 pounds while moving equipment, heavier supplies and larger bags of trash, carry up to 20-30 feet. Often has assistance with lifts above 50 pounds.
- **Push/pull:** Frequently; using both hands and arms while using buffers, mopping/dust mopping, moving furniture and materials exerting a force of 15 to 35 pounds. Occasionally exerts push/pull force up to 60-75 pounds while moving furniture, filing cabinets, etc.
- **Climbing/balancing:** Seldom; ladders up to a distance of 12 feet while cleaning upper areas or changing lights.
- **Bending/twisting:** Frequently-Constantly, with forward flexion at waist while vacuuming, sweeping/mopping and cleaning toilets/sinks, side-to-side twisting at waist and flexion/extension of neck throughout work shift.
- **Kneeling/crouching:** Seldom; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/arms:** Frequent-Constant use in forward reaching/handling/simple & power grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Occasional overhead reaching required.
- **Sight:** Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Written Communication:** Frequently; to interact with co-workers, teachers, supervisors and students and record data.

Mental

- Must be able to work independently and follow through on all work as assigned.
- Must be able to communicate with co-workers and supervisor and establish/maintain effective working relationships with students, staff, district personnel and the public.
- Must be able to read, write and speak English, follow an assigned work schedule and perform some basic mathematical calculations.

Work Conditions

- **Location:** 90% indoors, climate controlled. 10% outdoors while dumping trash, removing debris from building. Custodians are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders. Work is more physical during summer months.
- **Hazards:** Moving equipment, slippery surfaces, exposure to electric shock, bio-hazards, and cleaning chemicals.
- **Equipment used:** Hand & power tools: floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies.
- **Safety equipment:** Gloves and other PPE (personal protective equipment) as required by District policies.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- Current employees may submit a letter of interest in lieu of an application which should include their qualifications
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

Application Materials should be submitted to Superintendent at the following address:
Twin Hills USD, 700 Watertrough Rd, Sebastopol, CA 95472

> Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted by phone or email
- Position open until filled

Twin Hills Union School District

Job Description

SITE COORDINATOR GROUNDS & MAINTENANCE

Twin Hills CMS FT Monday-Friday 8hrs/day

The Site Coordinator Grounds & Maintenance is under the supervision of the District Maintenance Director, Site Administrator and Superintendent, and is evaluated by the Site Administrator/District Maintenance Director. The Site Coordinator Grounds & Maintenance performs duties that help to maintain district grounds and parking areas including custodial tasks at assigned sites. This position requires a valid California Drivers License, a physical, TB Clearance, and fingerprint clearance.

REQUIRED QUALIFICATIONS

➤ **Education and Experience:**

- High School diploma or equivalent

➤ **Knowledge of:**

- English in written and verbal form
- Principles of sanitation and safety procedures
- School cleaning methods, hygiene, materials, and equipment operation
- Proper use of chemicals and other cleaning agents (MSDS)

➤ **Ability to:**

- Bilingual – English/Spanish desirable
- Exercise good judgment, use discretion, maintain confidentiality
- Demonstrate good mental, emotional and physical health
- Establish and maintain effective relationship with district & school staff, and students
- Perform minor building maintenance and repair work, operating power and manual equipment safely
- Receive training and certificate regarding Asbestos (AHERA)
- Follow instructions and keep records as required
- Be self motivated, prompt and efficient in performing duties
- Be flexible in order to respond and perform non-routine work in a pleasant and positive manner

➤ **ADA Requirement:**

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and in excess of seventy-five (75) pounds with assistance.
- See physical job requirements on page 2, *Essential Job Functions*

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Mow and edge lawns on a routine basis; seed, fertilize and aerate lawns as needed
- Trim, weed, rake and prune landscape areas
- Prepare and fertilize soil for planting of trees, shrubs, hedges and flowers as needed
- Maintain sprinkler systems, water landscaped areas by hand where necessary
- Repair, line and mark fields as assigned
- Keep ground level drains open, clean gutters
- Rodent trapping and bug eradication when necessary
- Traffic control and crossing guard duty at arrival/dismissal
- Open/Secure main gates, disarm/arm alarms, open/secure classrooms, gym, multi-purpose room, kitchen, restrooms, computer room, all campus buildings
- Provide safe and effective cleanup of bodily fluid incidents, including vomit and fecal matter
- Assist other custodial and maintenance personnel as needed
- Maintain up-to-date inventory of custodial supplies, place orders when necessary or requested
- Maintain custodian's rooms, supply rooms, storage areas/sheds to assure they are clean and orderly
- Label all flammable liquids and toxic chemicals, maintain Material Data Safety sheets on all chemicals and products.
- Inspect all playground equipment and outdoor areas monthly and file a written report with the District Office if unsafe issues found, take corrective action when needed
- Maintain all heating and air conditioning units. Develop regular service schedules. Post maintenance record in the HVAC closet
- Clean and maintain assigned areas on the campus to be safe and sanitary
- Report conditions, violations of regulations or unusual circumstances that might be hazardous to the public, students, or employee safety
- Check for vandalism and graffiti, clean/paint/repair as needed
- Conduct a daily safety check of assigned school site
- Responsible for classrooms having sufficient supplies and that sinks and light fixtures are operating properly
- Pick up litter including eating areas, emptying trash daily
- Move furniture, equipment, and supplies
- Perform minor carpentry, plumbing, and mechanical services as required
- Assist in getting cost estimates and bids when necessary and appropriate
- Clean windows, window sills, window coverings, doors, floors, carpets, ceilings, and unobstructed counter tops as time allows
- Lock all doors and windows, set alarm system when necessary
- Prepare MUR for lunch, classes and special events. Prepare specified rooms for meetings and special events
- Maintenance repair and building projects including working closely with outside contractors to complete the job in a professional and workmanlike manner as assigned by District Maintenance Director

- Complete approved work orders
- Summer cleaning (included in non-student days duties listed below) and maintenance projects
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

EXAMPLES OF DUTIES AND RESPONSIBILITIES ON NON-STUDENT DAYS:

Typical duties on non-student days including maintenance-type projects and grounds keeping (not all inclusive):

- 1.0 Cleaning, shampooing and extracting carpets, may involve moving furniture.
- 2.0 Striping and waxing of hard surfaces.
- 3.0 Washing windows, walls, etc.
- 4.0 Maintenance-type projects: Completion of or assisting with general maintenance when needed, may include painting, pouring concrete, building shelves, etc.

PAY SCALE - CLASSIFIED:

District Classified Salary Schedule Range D-D

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Constantly, throughout work shift. Distance may vary three to five miles daily depending on task and specific site assigned.
- **Sitting:** Occasionally; during breaks and lunch only.
- **Lift/Carry:** Frequently, 1-10 pounds; supplies, trash, carry up to 100 yards. Occasionally 11-75 pounds while moving equipment, heavier supplies and larger bags of trash, carry up to 20-30 feet. Often has assistance with lifts above 50 pounds.
- **Push/pull:** Frequently; using both hands and arms while using buffers, mopping/dust mopping, moving furniture and materials exerting a force of 15 to 35 pounds. Occasionally exerts push/pull force up to 60-75 pounds while moving furniture, filing cabinets, etc.
- **Climbing/balancing:** Seldom; ladders up to a distance of 12 feet while cleaning upper areas or changing lights.
- **Bending/twisting:** Frequently-Constantly, with forward flexion at waist while vacuuming, sweeping/mopping and cleaning toilets/sinks, side-to-side twisting at waist and flexion/extension of neck throughout work shift.
- **Kneeling/crouching:** Seldom; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/arms:** Frequent-Constant use in forward reaching/handling/simple & power grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Occasional overhead reaching required.
- **Sight:** Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Written Communication:** Frequently; to interact with co-workers, teachers, supervisors and students and record data.

Mental

- Must be able to work independently and follow through on all work as assigned.
- Must be able to communicate with co-workers and supervisor and establish/maintain effective working relationships with students, staff, district personnel and the public.
- Must be able to read, write and speak English, follow an assigned work schedule and perform some basic mathematical calculations.

Work Conditions

- **Location:** 60% indoors, climate controlled. 40% outdoors while dumping trash, removing debris from building. This classification of employee are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders. Work is more physical during summer months.
- **Hazards:** Moving equipment, slippery surfaces, exposure to electric shock, bio-hazards, and cleaning chemicals.
- **Equipment used:** Hand & power tools: floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies.
- **Safety equipment:** Gloves and other PPE (personal protective equipment) as required by District policies.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

Application Materials should be submitted to the Superintendent on EDJOIN:

Twin Hills USD, 700 Watertrough Rd, Sebastopol, CA 95472

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted by phone or email
- Final selection may occur at any time.

Twin Hills Union School District

Job Description

SITE COORDINATOR GROUNDS & MAINTENANCE **SunRidge FT Monday-Friday 8hrs/day**

The Site Coordinator Grounds & Maintenance is under the supervision of the District Maintenance Director, Site Administrator and Superintendent, and is evaluated by the Site Administrator/District Maintenance Director. The Site Coordinator Grounds & Maintenance performs duties that help to maintain district grounds and parking areas including custodial tasks at assigned sites. This position requires a valid California Drivers License, a physical, TB Clearance and fingerprint clearance.

REQUIRED QUALIFICATIONS

➤ **Education and Experience:**

- High School diploma or equivalent

➤ **Knowledge of:**

- English in written and verbal form
- Principals of sanitation and safety procedures
- School cleaning methods, hygiene, materials, and equipment operation
- Proper use of chemicals and other cleaning agents (MSDS)

➤ **Ability to:**

- Bilingual – English/Spanish desirable
- Exercise good judgment, use discretion, maintain confidentiality
- Demonstrate good mental, emotional and physical health
- Establish and maintain effective relationship with district & school staff, and students
- Perform minor building maintenance and repair work, operating power and manual equipment safely
- Receive training and certificate regarding Asbestos (AHERA)
- Follow instructions and keep records as required
- Be self motivated, prompt and efficient in performing duties
- Be flexible in order to respond and perform non-routine work in a pleasant and positive manner

➤ **ADA Requirement:**

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and in excess of seventy-five (75) pounds with assistance.
- See physical job requirements on page 2, *Essential Job Functions*

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Mow and edge lawns on a routine basis; seed, fertilize and aerate lawns as needed
- Trim, weed, rake and prune landscape areas
- Prepare and fertilize soil for planting of trees, shrubs, hedges and flowers as needed
- Maintain sprinkler systems, water landscaped areas by hand where necessary
- Repair, line and mark fields as assigned
- Keep ground level drains open, clean gutters
- Rodent trapping and bug eradication when necessary
- Traffic control and crossing guard duty at dismissal
- Open/Secure main gates, disarm/arm alarms, open/secure classrooms, gym, multi-purpose room, kitchen, restrooms, computer room, all campus buildings
- Provide safe and effective cleanup of bodily fluid incidents, including vomit and fecal matter
- Assist other custodial and maintenance personnel as needed
- Maintain up-to-date inventory of custodial supplies, place orders when necessary or requested
- Maintain custodian's rooms, supply rooms, storage areas/sheds to assure they are clean and orderly
- Label all flammable liquids and toxic chemicals, maintain Material Data Safety sheets on all chemicals and products.
- Inspect all playground equipment and outdoor areas monthly and file a written report with the District Office if unsafe issues found, take corrective action when needed
- Maintain all heating and air conditioning units. Develop regular service schedules. Post maintenance record in the HVAC closet
- Clean and maintain assigned areas on the campus to be safe and sanitary
- Report conditions, violations of regulations or unusual circumstances that might be hazardous to the public, students, or employee safety
- Check for vandalism and graffiti, clean/paint/repair as needed
- Conduct a daily safety check of assigned school site
- Responsible for classrooms having sufficient supplies and that sinks and light fixtures are operating properly
- Pick up litter including eating areas, emptying trash daily
- Move furniture, equipment, and supplies
- Perform minor carpentry, plumbing, and mechanical services as required
- Assist in getting cost estimates and bids when necessary and appropriate
- Clean windows, window sills, window coverings, doors, floors, carpets, ceilings, and unobstructed counter tops as time allows
- Lock all doors and windows, set alarm system when necessary
- Prepare MUR for lunch, classes and special events. Prepare specified rooms for meetings and special events

- Maintenance repair and building projects including working closely with outside contractors to complete the job in a professional and workmanlike manner as assigned by District Maintenance Director
- Complete approved work orders
- Summer cleaning (included in non-student days duties listed below) and maintenance projects
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

EXAMPLES OF DUTIES AND RESPONSIBILITIES ON NON-STUDENT DAYS:

Typical duties on non-student days including maintenance-type projects and grounds keeping (not all inclusive):

- 1.0 Cleaning, shampooing and extracting carpets, may involve moving furniture.
- 2.0 Striping and waxing of hard surfaces.
- 3.0 Washing windows, walls, etc.
- 4.0 Maintenance-type projects: Completion of or assisting with general maintenance when needed, may include painting, pouring concrete, building shelves, etc.

PAY SCALE - CLASSIFIED:

District Classified Salary Schedule Range D-D

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Constantly, throughout work shift. Distance may vary three to five miles daily depending on task and specific site assigned.
- **Sitting:** Occasionally; during breaks and lunch only.
- **Lift/Carry:** Frequently, 1-10 pounds; supplies, trash, carry up to 100 yards. Occasionally 11-75 pounds while moving equipment, heavier supplies and larger bags of trash, carry up to 20-30 feet. Often has assistance with lifts above 50 pounds.
- **Push/pull:** Frequently; using both hands and arms while using buffers, mopping/dust mopping, moving furniture and materials exerting a force of 15 to 35 pounds. Occasionally exerts push/pull force up to 60-75 pounds while moving furniture, filing cabinets, etc.
- **Climbing/balancing:** Seldom; ladders up to a distance of 12 feet while cleaning upper areas or changing lights.
- **Bending/twisting:** Frequently-Constantly, with forward flexion at waist while vacuuming, sweeping/mopping and cleaning toilets/sinks, side-to-side twisting at waist and flexion/extension of neck throughout work shift.
- **Kneeling/crouching:** Seldom; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/arms:** Frequent-Constant use in forward reaching/handling/simple & power grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Occasional overhead reaching required.
- **Sight:** Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Written Communication:** Frequently; to interact with co-workers, teachers, supervisors and students and record data.

Mental

- Must be able to work independently and follow through on all work as assigned.
- Must be able to communicate with co-workers and supervisor and establish/maintain effective working relationships with students, staff, district personnel and the public.
- Must be able to read, write and speak English, follow an assigned work schedule and perform some basic mathematical calculations.

Work Conditions

- **Location:** 60% indoors, climate controlled. 40% outdoors while dumping trash, removing debris from building. This classification of employee are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders. Work is more physical during summer months.
- **Hazards:** Moving equipment, slippery surfaces, exposure to electric shock, bio-hazards, and cleaning chemicals.
- **Equipment used:** Hand & power tools: floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies.
- **Safety equipment:** Gloves and other PPE (personal protective equipment) as required by District policies.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

Application Materials should be submitted to the Superintendent on EDJOIN:

Twin Hills USD, 700 Watertrough Rd, Sebastopol, CA 95472

- **Selection Process:**
 - Applications will be reviewed and rated by a screening committee
 - Persons selected for an interview will be contacted by phone or email
 - Final selection may occur at any time.

Twin Hills Union School District

JOB DESCRIPTION

DISTRICT MAINTENANCE DIRECTOR

The District Maintenance Director is under the supervision of and is evaluated by the District Business Manager and Superintendent. The District Maintenance Director performs duties that help to maintain all district facilities, grounds and parking areas including custodial tasks at assigned sites. They are responsible for directing and assisting custodial and maintenance staff at all sites. The Director also orders supplies and materials, gets cost estimates, oversees necessary repairs. This position requires a valid California Drivers License, a physical, TB clearance and fingerprint clearances.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
- **Knowledge of:**
 - English in written and verbal form
 - Principles of sanitation and safety procedures
 - School cleaning methods, hygiene, materials, and equipment operation
 - Proper use of chemicals and other cleaning agents (MSDS)
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Establish and maintain effective relationship with district & school staff, and students
 - Perform minor building maintenance and repair work, operating power and manual equipment safely
 - Receive training and certificate regarding Asbestos (AHERA)
 - Follow instructions and keep records as required
 - Be self motivated, prompt and efficient in performing duties
 - Be flexible in order to respond and perform non-routine work in a pleasant and positive manner
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and in excess of seventy-five (75) pounds with assistance.
 - See physical job requirements on page 2, *Essential Job Functions*

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Mow and edge lawns on a routine basis; seed, fertilize and aerate lawns as needed
- Trim, weed, rake and prune landscape areas
- Prepare and fertilize soil for planting of trees, shrubs, hedges and flowers as needed
- Maintain sprinkler systems, water landscaped areas by hand where necessary
- Repair, line and mark fields as assigned
- Keep ground level drains open, clean gutters
- Rodent trapping and bug eradication when necessary, including completion of state pesticide reports
- Open/Secure main gates, disarm/arm alarms, open/secure classrooms, gym, multi-purpose room, kitchen, restrooms, computer room, all campus buildings
- Provide safe and effective cleanup of bodily fluid incidents, including vomit and fecal matter
- Assist other custodial and maintenance personnel as needed
- Supervise and evaluate all custodial and maintenance staff including checking all classrooms, offices and other building facilities periodically to make sure they are cleaned and maintained properly
- Maintain up-to-date inventory of custodial and maintenance supplies, place orders when necessary or requested
- Maintain custodian's rooms, supply rooms, storage areas/sheds to assure they are clean and orderly
- Label all flammable liquids and toxic chemicals, maintain Material Data Safety sheets on all chemicals and products.
- Inspect all playground equipment and outdoor areas monthly and file a written report with the District Office if unsafe issues found, take corrective action when needed
- Maintain all heating and air conditioning units. Develop regular service schedules. Post maintenance record in the HVAC closet
- Clean and maintain assigned areas on the campus to be safe and sanitary
- Report conditions, violations of regulations or unusual circumstances that might be hazardous to the public, students, or employee safety
- Check for vandalism and graffiti, clean/paint/repair as needed
- Conduct a daily safety check of assigned school site and at other sites when needed
- Conduct periodic safety checks of each school site, including offices, building facilities, playgrounds, equipment, etc.
- Responsible for classrooms having sufficient supplies and that sinks, and light fixtures are operating properly
- Pick up litter including eating areas, emptying trash daily
- Move furniture, equipment, and supplies as requested even between sites as needed
- Perform minor carpentry, painting, plumbing, and mechanical services as required or contact/organize outside vendors
- Assist in getting cost estimates and bids when necessary and appropriate
- Clean windows, windowsills, window coverings, doors, floors, carpets, ceilings, and unobstructed counter tops as time allows
- Lock all doors and windows, set alarm system when necessary
- Prepare MUR for lunch, classes and special events. Prepare specified rooms for meetings and special events
- Oversee all maintenance repair and building projects including working closely with outside contractors to complete the job in a professional and workmanlike manner.

- Complete approved work orders or assign work to responsible custodian
- Attend District, RESIG and outside trainings and meetings as applicable
- Coordinate summer cleaning (included in non-student days duties listed below) and maintenance projects
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

EXAMPLES OF DUTIES AND RESPONSIBILITIES ON NON-STUDENT DAYS:

Typical duties on non-student days including maintenance-type projects and grounds keeping (not all inclusive):

- 1.0 Cleaning, shampooing and extracting carpets, may involve moving furniture.
- 2.0 Striping and waxing of hard surfaces.
- 3.0 Washing windows, walls, etc.
- 4.0 Maintenance-type projects: Completion of or assisting with general maintenance when needed, may include painting, pouring concrete, building shelves, etc.

PAY SCALE - CLASSIFIED:

District Maintenance Director Salary Schedule

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Constantly, throughout work shift. Distance may vary from three to five miles daily depending on task and specific site assigned.
- **Sitting:** Occasionally; during breaks and lunch only.
- **Lift/carry:** Frequently, 1-10 pounds; supplies, trash, carry up to 100 yards. Occasionally 11-75 pounds while moving equipment, heavier supplies and larger bags of trash, carry up to 20-30 feet. Often has assistance with lifts above 50 pounds.
- **Push/pull:** Frequently; using both hands and arms while using buffers, mopping/dust mopping, moving furniture and materials exerting a force of 15 to 35 pounds. Occasionally exerts push/pull force up to 60-75 pounds while moving furniture, filing cabinets, etc.
- **Climbing/balancing:** Seldom; ladders up to a distance of 12 feet while cleaning upper areas or changing lights.
- **Bending/twisting:** Frequently-Constantly, with forward flexion at waist while vacuuming, sweeping/mopping and cleaning toilets/sinks, side-to-side twisting at waist and flexion/extension of neck throughout work shift.
- **Kneeling/crouching:** Seldom; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/arms:** Frequent-Constant use in forward reaching/handling/simple & power grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Occasional overhead reaching required.
- **Sight:** Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Written Communication:** Frequently; to interact with co-workers, teachers, supervisors and students and record data.

Mental

- Must be able to work independently and follow through on all work as assigned.
- Must be able to communicate with co-workers and supervisor and establish/maintain effective working relationships with students, staff, district personnel and the public.
- Must be able to read, write and speak English, follow an assigned work schedule and perform some basic mathematical calculations.

Work Conditions

- **Location:** 60% indoors, climate controlled. 40% outdoors while dumping trash, removing debris from building. This classification of employee are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders. Work is more physical during summer months.
- **Hazards:** Moving equipment, slippery surfaces, exposure to electric shock, biohazards, and cleaning chemicals.
- **Equipment used:** Hand & power tools: floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies.
- **Safety equipment:** Gloves and other PPE (personal protective equipment) as required by District policies.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Twin Hills Union School District

Job Description

Healthcare Technician

The healthcare technician is under the supervision of the School Nurse, Site Principal(s) and Superintendent and/or his/her designee. The healthcare technician will provide or assist with required health care for students and perform other assigned duties and services related to healthcare, including recordkeeping. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

➤ **Education and Experience:**

- Possess a valid California Driver License and automobile insurance
- High school diploma or equivalent
- CPR/First Aid certification
- Experience working with children ages 5 to 15
- Medical training or experience
- One year of experience working with diabetic equipment and medication

➤ **Knowledge of:**

- Good oral and written communication skills
- Ability to stay calm in emergency situations
- Ability to make good judgements and decisions
- Interpersonal social skills
- Ability to be flexible, adaptable and follow directions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Bilingual – English/Spanish desirable

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Administers minor first aid to students as needed
- Supervises and/or preforms blood glucose monitoring
- Logs or supervises the logging of blood sugar levels
- Calculates or supervises the calculation of carbohydrates to insulin
- Observes student and follows treatment plan for high or low blood sugar levels
- Oversees student's insulin injection
- Alerts school nurse or school principal of any significant health conditions
- Communicates with staff and parents about health care of student
- Assists in management of health supplies
- Follows treatment plan for routine care
- Follows treatment plan for emergency care
- Is prepared to care for student in case of large-scale disaster or catastrophe
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Attends team meetings regarding health care of student
- Maintains accurate clerical records, and performs a variety of basic clerical tasks, including, but not limited to updating medical information in student cumulative files
- Screens incoming student health records for immunization status
- Assists school nurse in correspondence and student record keeping
- Assists in ordering and maintaining first aid and health related supplies
- Administers medications as directed by school nurse
- Performs specialized health care procedures as trained and assigned
- Under the direction of the school nurse, assists in preparation of the mandated screening programs, records information on student health cards
- Dispense medication, record medication and treatment given as prescribed by student's physician.
- Assist school personnel in complying with mandated responsibilities related to child physical, emotional and sexual abuse or neglect.
- Participate in various meetings as requested for the purpose of receiving and/or providing information, including 504 and IEP meetings and in-service trainings. Communicate regularly with other members of team and Site Administrator.
- Follow accepted principles, practices, rules, and regulations of the district.
- Perform other related duties as assigned.

PAY SCALE - CLASSIFIED:

Range J – Healthcare Technician

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift while performing various nurse duties
- **Sitting:** Frequently, while performing nurse duties.
- **Lift/Carry:** Frequently, 1-25 pounds; first aid materials, binders, files, paperwork. For lifting over 30 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students and staff.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write and speak English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones, first aid devices.
- **Safety equipment:** gloves, face masks and other personal protective equipment

HIRING PROCESS:

Mandatory Information to be submitted to the Superintendent:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted by phone or email
- Final selection may occur at any time.

The Twin Hills Union School District is an Equal Opportunity Employer

TWIN HILLS UNION SCHOOL DISTRICT

Job Description

SCHOOL MANAGER – APPLE BLOSSOM

The School Manager works in the school office under the supervision of and evaluated by the Site Administrator. The School Manager performs the duties and assumes the responsibilities to act as a District and school emissary, performs clerical and customer service duties, assists the site administrator in implementing the District's and school's vision and goals and maintains good public relations with parents, students, staff and the community. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Three years general office experience including use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Modern office equipment, communication systems, and computer software programs
- **Ability to:**
 - Bilingual Desirable – English/Spanish
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of clerical duties
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Open office. Answer phones; screen/forward calls, take/disperse messages to staff, provide information. Close/lock office
- Greet and direct visitors. Sign-in and direct substitute teachers
- Greet new students and families
- Open/distribute mail along with Office Assistant. Independently answer routine correspondence
- Responsible for written and oral communication with the general public, district office personnel, students, parents, teachers, substitute teachers, volunteers, auxiliary staff, counselors, maintenance personnel and other district and non-district schools
- Oversee and train all office personnel, regular and substitute.
- Train school personnel in use of office equipment and communication systems as needed
- Assist site administrator in compiling information and accurately completing reports including copying and distributing
- Be aware of site administrator's calendar, meetings and conferences, prepare materials as requested
- Create and implement school office forms. Use, copy and implement district office forms
- Maintain and assist in updated copies of the Emergency Operations Plan & Procedures, any school handbook(s), and all site-specific staff information
- Maintain office and school calendar, notify staff and students of upcoming events
- Edit, publish and distribute daily and/or weekly bulletin
- Process student records, making sure all appropriate paperwork is on file. All info goes to site administrator for appropriate class placement. Generate class lists
- Responsible for maintaining up-to-date accurate information in current database on all students and staff
- Maintain student emergency cards
- Complete accident report whenever a student or staff is injured and send a copy to district office the same day
- Maintain student and staff attendance records and registers by hand and/or in electronic attendance system
- Disburse, collect and review time sheets for supplemental payroll, send to district office. Keep track of timesheets to be turned in and follow up with employees to ensure timely submission.
- Research matters regarding students' attendance, i.e. SARB candidates
- Maintain student cumulative files in grade level and/or alphabetically. Generate reports pertaining to attendance.
- Maintain discipline files on students, send warning letter to parents and monitor eligibility.
- Maintain records for special programs. Turn into district office.
- Complete independent study contracts, being responsible for collecting assignments and verifying completion when students return
- Collect monies for and keep records of lost or damaged books
- Make sure all forms completed for field trips and/or bussing. Pay Invoices for field trips and bus expenses.
- Maintain a current substitute listing and forward records to the district business office as requested. Maintain AESOP information and site list for the Site Administrator
- Arrange for coverage when Instructional Assistants absent or subs for teachers not available
- Order, receive and reconcile to packing slip, distribute, and inventory school supplies and/or equipment
- Responsible for purchase orders; distributing, copying, maintaining invoices and sending to district office
- Schedule use of school facilities with appropriate approvals, maintain calendar
- Assist with the coordination of school pictures
- Maintain Student Body account: Collect all funds and make bank deposits. Write checks and keep all receipts. Prepare all necessary information for auditors and yearly written report for the Board of Trustees
- Assist administrator with classified staff scheduling, including assisting in completing the required district paperwork
- Distribute, collect and record data for new students. Prepare new cumulative files.
- Assist families with transportation program questions and issues

- Set kindergarten registration week. Prepare advertisement for kindergarten registration. Mail announcements to area preschools. Work with site administrator and kindergarten teachers to schedule any incoming kindergarten open house, parent orientation and welcome to kindergarten open house.
- Distribute, collect and record data for new students. Prepare new cumulative files.
- Prepare promotion program and any certificates or diplomas
- Attend Back to School Night and Open House events
- Dispense prescribed medications to students when school nurse/ healthcare assistant is not on duty
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Administer first aid to students as necessary when school nurse/healthcare assistant is not on duty, contacting parent/guardian as necessary
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

PAY SCALE - CLASSIFIED:

Range K (1st year)

Range L – after 1st year anniversary

HIRING PROCESS:

Mandatory Information to be submitted to Superintendent:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English.
- Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to complete required documentation in a timely manner.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; phones, copiers, computers, printers, 10-key.
- **Safety equipment:** Other than gloves when dealing with injured students, no additional safety equipment required.

TWIN HILLS UNION SCHOOL DISTRICT

Job Description

SCHOOL MANAGER – ORCHARD VIEW

The School Manager is under the supervision of and evaluated by the Site Administrator. The School Manager performs the duties and assumes the responsibilities to act as a District and school emissary, performs clerical and customer service duties, assists the site administrator in implementing the District's and school's vision and goals and maintains good public relations with parents, students, staff and the community. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Three years general office experience including use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Modern office machines, communication systems, and word processing software
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of secretarial duties
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Open office. Answer phones; screen/forward calls, take/disperse messages to staff, provide information. Close/lock office
- Greet and direct visitors.
- Assist independent contract teachers with school procedures and review monthly invoices for accuracy
- Greet new students and parents
- Open/distribute mail. Independently answer routine correspondence
- Responsible for written and oral communication with the general public, district office personnel, students, parents, teachers, substitute teachers, volunteers, auxiliary staff, counselors, maintenance personnel and other District and non-district schools
- Oversee and train all office personnel; regular, substitute and student
- Train school personnel in use of office machines and communication systems as needed. Schedule repairs when necessary
- Assist site administrator in compiling information and accurately completing reports including typing, copying and distributing
- Be aware of site administrator's calendar, meetings and conferences, prepare materials as requested
- Create and implement school office forms. Use, copy and implement district office forms
- Maintain and distribute updated copies of the Teacher's Handbook and the School Handbook including course directory, and all site specific staff information
- Maintain office and school calendar, notify staff and students of upcoming events
- Edit, publish and distribute monthly newsletter
- Distribute, collect and record data for new students. Prepare new cumulative files when necessary
- Process student records, making sure all appropriate paperwork is on file, including all required immunizations. All info goes to site administrator for appropriate teacher placement.
- Generate student rosters and reports as requested by teachers
- Responsible for maintaining up-to-date accurate information in current database on all students, staff, and courses
- Maintain student emergency cards
- Complete accident report whenever a student is injured and send a copy to district office the same day
- Maintain student attendance records and registers in electronic attendance system. Generate reports pertaining to attendance
- Manage grades and generate reports cards and transcripts for high school students
- Research matters regarding students' attendance
- Maintain student files alphabetically
- Process withdrawn and/or graduated student's cumulative files ensuring all appropriate paperwork is completed and in file. Forward to new school when requested
- Disburse, collect and review time sheets for supplemental payroll. Send to district office
- Collect monies for and keep records of lost or damaged books
- Review independent study contracts for completion and accuracy
- Make sure all forms are completed for field trips
- Arrange for coverage or subs for teachers not available
- Order, receive and reconcile to packing slip, distribute, and inventory school supplies and/or equipment
- Responsible for purchase orders; distributing, copying, maintaining invoices and sending to district office
- Schedule use of school facilities, maintain calendar
- Coordination of school pictures
- Maintain Student Body account: Collect all funds and make bank deposits. Write checks and keep all receipts. Prepare all necessary information for auditors and yearly written report for the Board of Trustees

- Reserve graduation facility and speakers. Complete diplomas, prepare graduate program, and assist in all aspects of the graduation
- Track student on-site hours and complete annual reports
- Dispense prescribed medications to students
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Administer first aid to students as necessary, contacting parent/guardian as necessary
- Maintain school website
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

PAY SCALE - CLASSIFIED:

2011-12 – Range K (probation 1st year)

Range L – after 1st year anniversary

HIRING PROCESS:

Mandatory Information to be submitted to the Superintendent:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

Submission/District Office: 700 Watertrough Rd, Sebastopol, CA 95472

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English.
- Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to complete required documentation in a timely manner.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
 - **Hazards:** Trip hazards and slippery surfaces.
 - **Equipment used:** General office equipment; phones, copiers, computers, printers, 10-key.
- Safety equipment:** Other than gloves when dealing with injured students, no additional safety equipment required

TWIN HILLS UNION SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL MANAGER – SUNRIDGE

The School Manager is under the supervision of and evaluated by the Site Administrator. The School Manager performs the duties and assumes the responsibilities to act as a District and school emissary, performs clerical and customer service duties, assists the site administrator in implementing the District's and school's vision and goals and maintains good public relations with parents, students, staff and the community. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Three years general office experience including use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Modern office machines, communication systems, and word processing software
 - Waldorf philosophy
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of secretarial duties
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Open office. Answer phones; screen/forward calls, take/disperse messages to staff, provide information. Close/lock office
- Greet and direct visitors.
- Assist independent contract teachers with school procedures and review monthly invoices for accuracy
- Greet new students and parents
- Open/distribute mail. Independently answer routine correspondence
- Responsible for written and oral communication with the general public, district office personnel, students, parents, teachers, substitute teachers, volunteers, auxiliary staff, counselors, maintenance personnel and other District and non-district schools
- Oversee and train all office personnel; regular, substitute and student
- Train school personnel in use of office machines and communication systems as needed. Schedule repairs when necessary
- Assist site administrator in compiling information and accurately completing reports including typing, copying and distributing
- Be aware of site administrator's calendar, meetings and conferences, prepare materials as requested
- Create and implement school office forms. Use, copy and implement district office forms
- Maintain and distribute updated copies of the Teacher's Handbook and the School Handbook including course directory, and all site specific staff information
- Maintain office and school calendar, notify staff and students of upcoming events
- Edit, publish and distribute monthly newsletter
- Distribute, collect and record data for new students. Prepare new cumulative files when necessary
- Process student records, making sure all appropriate paperwork is on file, including all required immunizations. All info goes to site administrator for appropriate teacher placement.
- Generate student rosters and reports as requested by teachers
- Responsible for maintaining up-to-date accurate information in current database on all students, staff, and courses
- Maintain student emergency cards
- Complete accident report whenever a student is injured and send a copy to district office the same day
- Maintain student attendance records and registers in electronic attendance system. Generate reports pertaining to attendance
- Manage grades and generate reports cards and transcripts for high school students
- Research matters regarding students' attendance
- Maintain student files alphabetically
- Process withdrawn and/or graduated student's cumulative files ensuring all appropriate paperwork is completed and in file. Forward to new school when requested
- Disburse, collect and review time sheets for supplemental payroll. Send to district office
- Collect monies for and keep records of lost or damaged books
- Review independent study contracts for completion and accuracy
- Make sure all forms are completed for field trips
- Arrange for coverage or subs for teachers not available
- Order, receive and reconcile to packing slip, distribute, and inventory school supplies and/or equipment
- Responsible for purchase orders; distributing, copying, maintaining invoices and sending to district office
- Schedule use of school facilities, maintain calendar
- Coordination of school pictures

- Maintain Student Body account: Collect all funds and make bank deposits. Write checks and keep all receipts. Prepare all necessary information for auditors and yearly written report for the Board of Trustees
- Maintain and manage the pledge program
- Dispense prescribed medications to students when school nurse/ healthcare assistant is not on duty
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Administer first aid to students as necessary when school nurse/healthcare assistant is not on duty, contacting parent/guardian as necessary
- Maintain school website
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

PAY SCALE - CLASSIFIED:

Range K (1st year)

Range L – after 1st year anniversary

HIRING PROCESS:

Mandatory Information to be submitted to Superintendent:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English.
- Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to complete required documentation in a timely manner.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; phones, copiers, computers, printers, 10-key.

Safety equipment: Other than gloves when dealing with injured students, no additional safety equipment required

The Twin Hills Union School District is an Equal Opportunity Employer

TWIN HILLS UNION SCHOOL DISTRICT

Job Description

SCHOOL MANAGER **Twin Hills Chart Middle School**

The School Office Manager is under the supervision of and evaluated by the Site Administrator. The School Office Manager performs the duties and assumes the responsibilities to act as a District and school emissary, performs clerical and customer service duties, assists the site administrator in implementing the District's and school's vision and goals and maintains good public relations with parents, students, staff and the community. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Three years general office experience including use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Modern office machines, communication systems, and word processing software
- **Ability to:**
 - Bilingual Desirable – English/Spanish
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of secretarial duties
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Open office. Answer phones; screen/forward calls, take/disperse messages to staff, provide information. Close/lock office
- Greet and direct visitors. Sign-in and direct substitute teachers
- Greet new students, give them a copy of the Student Handbook, arrange for a student to show them the school
- Open/distribute mail. Independently answer routine correspondence
- Responsible for written and oral communication with the general public, District office personnel, students, parents, teachers, substitute teachers, volunteers, auxiliary staff, counselors, maintenance personnel and other District and non-district schools
- Oversee and train all office personnel, regular and substitute and student
- Train school personnel in use of office machines and communication systems as needed
- Assist site administrator in compiling information and accurately completing reports including typing, copying and distributing
- Be aware of site administrator's calendar, meetings and conferences, prepare materials as requested
- Create and implement school office forms. Use, copy and implement district office forms
- Maintain and distribute updated copies of the Teacher's Handbook, the School Handbook including course directory, and all site specific staff information
- Maintain office and school calendar, notify staff and students of upcoming events
- Edit, publish and distribute weekly bulletin
- Process student records, making sure all appropriate paperwork is on file. All info goes to site administrator for appropriate class placement. Generate class lists
- Maintain student emergency cards
- Complete accident report whenever a student is injured and send a copy to district office the same day
- Maintain student and staff attendance records and registers by hand and/or in electronic attendance system
- Disburse, collect and review time sheets for supplemental payroll, send to district office
- Research matters regarding students' attendance, ie SARB candidates
- Manage grades, report cards and transcripts. Maintain student files in grade level and/or alphabetically. Generate grade sheets and report cards and other reports pertaining to grades
- Maintain discipline files on students, send warning letters to parents and monitor eligibility
- Maintain records for Homework Club, Monday Math, Renew and other special programs
- Complete independent study contracts, being responsible for collecting assignments and verifying completion when students return
- Collect monies for and keep records of lost or damaged books
- Make sure all forms and fees are completed for participation in sports
- Maintain current substitute list in AESOP/Frontline
- Arrange for coverage when Instructional Assistants absent or subs for teachers not available
- Order, receive and reconcile to packing slip, distribute, and inventory school supplies and/or equipment
- Responsible for purchase orders; distributing, copying, maintaining invoices and sending to district office
- Schedule use of school facilities, maintain calendar
- Dispense prescribed medications to students when school nurse/ healthcare assistant is not on duty
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Administer first aid to students as necessary when school nurse/healthcare assistant is not on duty, contacting parent/guardian as necessary
- Assist with the coordination of school pictures

- Maintain Student Body account: Collect all funds and make bank deposits. Write checks and keep all receipts. Prepare all necessary information for auditors and yearly written report for the Board of Trustees

EXAMPLES OF DUTIES AND RESPONSIBILITIES (Continued):

- Complete diplomas, prepare graduate program. Prepare awards for graduates
- Attend: *Back to School Night*; maintaining bells, distribution of student schedules, answer questions. *6th Grade Parent Orientation*; distribute packets. *Graduation*; assist principal in all aspects
- Dispense prescribed medications to students when school nurse is not on duty
- Administer first aid to students as necessary when school nurse is not on duty, contacting parent/guardian as necessary
- Assist parents with transportation program issues
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

PAY SCALE - CLASSIFIED:

Range K (1st year)

Range L – after 1st year anniversary

HIRING PROCESS:

Mandatory Information to be submitted to the Superintendent:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English.
- Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to complete required documentation in a timely manner.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; phones, copiers, computers, printers, 10-key.
- **Safety equipment:** Other than gloves when dealing with injured students, no additional safety equipment required.

TWIN HILLS UNION SCHOOL DISTRICT

Job Description

SCHOOL OFFICE ASSISTANT – AB

The School Office Assistant is under the supervision of and evaluated by the School Manager and Site Administrator. The School Office Assistant performs the duties and assumes the responsibilities to act as a District and school emissary, performs clerical and customer service duties, assists the site administrator in implementing the District's and school's vision and goals and maintains good public relations with parents, students, staff and the community. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Two years general office experience including public contact and use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Modern office machines, communication systems, and computer word processing programs
 - Campus rules and regulations affecting school behaviors; methods of dealing with students under normal as well as adverse circumstances; enforcement techniques
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of secretarial duties
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
 - Direct traffic flow in parking lot and drop off area, maintaining safety for pedestrians and vehicles.
 - Monitor and control large groups of students, enforce school rules, maintain discipline, be firm and consistent.
 - Be on feet in front of school and in the parking lot for extended periods of time.
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist with demands of opening and as needed, closing school office
- Answer phones: screen/forward calls, take/disperse messages to staff, provide information
- Greet and direct visitors. Sign-in and direct substitute teachers
- Open/distribute mail
- Responsible for written and oral communication with the general public, District office personnel, students, parents, teachers, substitute teachers, volunteers, auxiliary staff, counselors, maintenance personnel and other District and non-district schools
- Train school personnel in use of office machines and communication systems as needed
- Assist site administrator and Office Manager in compiling information and accurately completing reports including typing, copying and distributing
- Assist Office Manager with maintaining school website, facility use requests, school calendar, lost and found, school marquee, school enrichment schedule any independent contractor needs including contracts, invoicing, and scheduling.
- Assist in maintaining any independent contractor needs including contracts, invoicing, and scheduling.
- Assist with various programs to include STAR, BEST, ELL, Site Council, attendance, emergency preparedness, first aide, personnel, and scheduling of special programs.
- Be aware of site administrator's calendar, meetings, and conferences, prepare materials as requested
- Assist in registration of new students including obtaining their prior school records
- Process student records, making sure all appropriate paperwork is on file. All info goes to site administrator for appropriate class placement.
- Assist in maintaining student emergency cards
- Assist in completing accident report whenever student or staff is injured and send a copy to district office the same day
- Assist in maintaining student and staff attendance records and registers by hand and/or in electronic attendance system
- Assist in researching matters regarding students' attendance
- Maintain student files in grade level and/or alphabetically
- Complete independent study contracts, being responsible for collecting assignments and verifying completion when students return
- Assist in maintaining a current substitute listing and forward records to the district business office as requested. Maintain AESOP information and site list for the Site Administrator
- Order, receive and reconcile to packing slip, distribute, and inventory school supplies and/or equipment. Maintain supply closet
- Assist in preparation of class lists prior to the opening of school
- Assist with the coordination of school pictures
- Dispense prescribed medications to students when school nurse/ healthcare assistant is not on duty
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Administer first aid to students as necessary when school nurse/healthcare assistant is not on duty, contacting parent/guardian as necessary
- Assist parents with transportation program issues

- Supervise students while they arrive for school, helping as necessary, maintaining order and ensuring parking area is safe and orderly
- Help students in & out of vehicles as needed outside in the elements
- Maintain order in the parking lot and drop off area, including managing after school dismissal outside in the elements
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

PAY SCALE - CLASSIFIED:

Range E

HIRING PROCESS:

Mandatory Information to be submitted to the Superintendent:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to complete required documentation in a timely manner, be punctual for appointments and flexible in scheduling appointments.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

TWIN HILLS UNION SCHOOL DISTRICT

Job Description

Curricular and Activities Assistant – Orchard View

The Curricular and Activities Assistant is under the supervision of and evaluated by the Site Administrator. The Curricular and Activities Assistant assists in the ordering, preparation and distribution of student materials; manages the Homework Hotline, acts as a liaison between enrichment class teachers and supervising teachers, assists in the supervision of outdoor activities, and monitors study hall. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Experience working with school age children and use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Computer word processing programs including Microsoft Office
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Demonstrate good mental, emotional and physical health
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of secretarial duties
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
 - Be prompt and present a neat, clean appearance
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Organize and distribute student materials
- Input data for Homework Hotline
- Answer phones; screen/forward calls, take/disperse messages to staff, provide information
- Maintain student files in grade level and/or alphabetically
- May assist parents and/or students in locating materials for checkout when teacher is not available
- Order, receive and reconcile packing slips, distribute, and inventory school supplies and/or equipment
- Assist in maintaining the library
- Assist site administrator in supervision of study hall
- Assist site administrator and teachers in supervision of playground activities
- Dispense prescribed medications to students when school nurse/ healthcare assistant is not on duty
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Administer first aid to students as necessary when school nurse/healthcare assistant is not on duty, contacting parent/guardian as necessary
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

Desirable but not required:

- ❖ Courses in first aid including CPR and the EPI Pen
- ❖ Prior school office experience
- ❖ Knowledge of Charter School/Independent study policies and procedures

PAY SCALE - CLASSIFIED:

Range E

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to complete required documentation in a timely manner, be punctual for appointments and flexible in scheduling appointments.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

TWIN HILLS UNION SCHOOL DISTRICT

Job Description

SCHOOL OFFICE ASSISTANT – SunRidge School

The School Office Assistant is under the supervision of and evaluated by the School Manager and Site Administrator. The School Office Assistant performs the duties and assumes the responsibilities to act as a District and school emissary, performs clerical and customer service duties, assists the site administrator in implementing the District's and school's vision and goals and maintains good public relations with parents, students, staff and the community. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Two years general office experience including public contact and use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Modern office machines, communication systems, and computer programs including Microsoft Office, Excel, etc.
- **Ability to:**
 - Bilingual – Spanish/English desirable
 - Demonstrate good mental, emotional and physical health
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of secretarial duties
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
 - Type 50-55 words per minute
 - Be prompt and present a neat, clean appearance
 - Administer first aid, CPR and EPI Pen (training provided as needed)
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist with demands of opening and closing school office as needed
- Answer phones: screen/forward calls, take/disperse messages to staff, provide information
- Greet and direct visitors
- Responsible for written and oral communication with the general public, District office personnel, students, parents, teachers, substitute teachers, volunteers, auxiliary staff, counselors, maintenance personnel and other District and non-district schools
- Train school personnel in use of office machines and communication systems as needed
- Assist site administrator and School Manager in compiling information and accurately completing reports including typing, copying and distributing
- Be aware of site administrator's calendar, meetings and conferences, prepare materials as requested
- Maintain student files in grade level and/or alphabetically
- May assist parents and/or students in locating materials for checkout when teacher is not available
- Order, receive and reconcile to packing slip, distribute, and inventory school supplies and/or equipment
- Assists in compiling, formatting, and disseminating information and announcements for twice monthly bulletins
- Posting of Charter Council, Foundation and District Board meetings/minutes
- Updating information and formats on the website
- Dispense prescribed medications to students when school nurse is not on duty
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Administer first aid to students as necessary when school nurse is not on duty, contacting parent/guardian as necessary
- May be asked to travel to various district facilities or perform errands requiring a valid driver's license and use of a vehicle
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

Desirable but not required:

- ❖ Spanish-English Bilingual
- ❖ Prior school office experience
- ❖ Knowledge of Waldorf Education Methods and philosophy

PAY SCALE - CLASSIFIED:

Range E

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Position will remain open until filled**

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, and speak English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to complete required documentation in a timely manner, be punctual for appointments and flexible in scheduling appointments.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

TWIN HILLS UNION SCHOOL DISTRICT

Job Description

SCHOOL OFFICE ASSISTANT & CAMPUS SUPERVISOR Twin Hills Charter Middle School

The School Office Assistant and Campus Supervisor is under the supervision of and evaluated by the Office Manager and Site Administrator. The School Office Assistant and Campus Supervisor performs the duties and assumes the responsibilities to act as a District and school emissary, performs clerical and customer service duties, supervises and maintains a safe and orderly environment for all students, assists the site administrator in implementing the District's and school's vision and goals and maintains good public relations with parents, students, staff and the community. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Two years general office experience including public contact and use of technology
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills including filing systems
 - Modern office machines, communication systems, and computer word processing programs
 - Campus rules and regulations affecting school behaviors; methods of dealing with students under normal as well as adverse circumstances; enforcement techniques.
- **Ability to:**
 - Bilingual desirable – Spanish/English
 - Exercise good judgment, use discretion, maintain confidentiality
 - Efficiently, independently, confidentially, and accurately perform a wide range of secretarial duties
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Work effectively and harmoniously with all levels of district personnel, parents, students and the public
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat clean appearance
 - Be on feet for extended periods of time
 - Monitor and control large groups of students, enforce the school rules, maintain discipline, be firm and consistent.
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist with demands of opening and, as needed, closing school office
- Answer phones; screen/forward calls, take/disperse messages to staff, provide information
- Greet and direct visitors. Sign-in and direct substitute teachers
- Open/distribute mail
- Responsible for written and oral communication with the general public, District office personnel, students, parents, teachers, substitute teachers, volunteers, auxiliary staff, counselors, maintenance personnel and other District and non-district schools
- Train school personnel in use of office machines and communication systems as needed
- Assist site administrator and Office Manager in compiling information and accurately completing reports including typing, copying and distributing
- Assist with various programs to include STAR, BEST, ELL, Site Council, attendance, emergency preparedness, first aide, personnel and scheduling of special programs.
- Coordinate school athletics paperwork, funds and calendars
- Work with administrator and teachers regarding disciplinary actions
- Be aware of site administrator's calendar, meetings and conferences, prepare materials as requested
- Assist in registration of new students including obtaining their prior school records
- Process student records, making sure all appropriate paperwork is on file. All info goes to site administrator for appropriate class placement. Students entering the 7th and 8th grades must see a counselor to schedule classes
- Assist in maintaining student emergency cards
- Assist in completing accident report whenever a student is injured and send a copy to district office the same day
- Assist in maintaining student and staff attendance records and registers by hand and/or in electronic attendance system
- Assist in researching matters regarding students' attendance
- Maintain student files in grade level and/or alphabetically
- Assist in maintaining a current substitute binder and forward records to the district business office as requested. Maintain AESOP information and site list for the Site Administrator
- Order, receive and reconcile to packing slip, distribute, and inventory school supplies and/or equipment
- Assist in preparation of class lists prior to the opening of school
- Assist with the coordination of school pictures
- Dispense prescribed medications to students when school nurse is not on duty
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc

TH School Office Assistant: page 2

- Administer first aid to students as necessary when school nurse is not on duty, contacting parent/guardian as necessary
- Assist parents with transportation program issues
- Follow accepted principles, practices, rules, and regulations of the district
- Supervise student while they are not in their classrooms, helping as necessary, maintaining order and discipline through caring, respectful strategies.
- When supervising students assume responsibility for their safety and well being.
- Enforce school and student rules and regulations
- Report all injuries incurred by students to teacher or school office.
- Promote positive socialization. Mediate student discussions
- Assist in locker searches when necessary
- Other related duties as assigned

PAY SCALE - CLASSIFIED:

Range E – Office Assistant

Range A – Campus Supervisor

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift.
- **Sitting:** Frequently, throughout work shift.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Occasionally; at knees/waist/neck while retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 5-15 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Seldom; using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Frequently; Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, and speak English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to complete required documentation in a timely manner, be punctual for appointments and flexible in scheduling appointments.

Work Conditions

- **Location:** Work is performed 80% within the school office setting, 20% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required

The Twin Hills Union School District is an Equal Opportunity Employer

Twin Hills Union School District

JOB DESCRIPTION

FULL INCLUSION INSTRUCTIONAL/BEHAVIORAL ASSISTANT

The Full Inclusion Instructional/Behavioral Assistant is under the supervision of the Teacher, Special Education Coordinator, and Site Administrator and is evaluated by the Teacher. This position serves as a one-to-one assistant to a special education student. The position may assist in the areas of behavioral management, instructional assistance and medical/hygiene care. Under general supervision assist the teacher, coordinator and/or specialists with the educational program for a student in special education, or a special program in the educational setting. Reinforce learning concepts at the teacher's, coordinator's or specialist's direction; assist in the supervision of student's activities; perform various clerical duties and other related duties as assigned. This position requires fingerprint clearance, TB testing and a Post Offer/Pre-Placement Physical Examination prior to hire.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Additional related college coursework desirable
 - Two years experience working in an educational setting which provides direct instruction to students is desirable
 - Training and/or experience in working with special needs students is desirable
 - Knowledge of : behavior modification techniques and experience with positive intervention
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar, spelling and vocabulary
 - Knowledge of principles, practice and applications of subject matter or discipline to which assigned.
 - Instructional principles and techniques used in improving student skills
 - General classroom procedures and rules of conduct
 - Methods and attitudes required in working with children who have special needs
 - Effective written and oral communication skills
 - Office skills; routine record keeping, organizational techniques, computer and copy machine use
 - Safe work practices, including proper lifting techniques
- **Ability to:**
 - Bilingual Desirable – English/Spanish
 - Exercise good judgment, use discretion, work independently, and maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Obtain certification in First Aid, CPR, and EPI Pen.
 - Pass the Instructional Assistant Proficiency Test
 - Successfully perform the physical requirements of the position
 - Interact with, supervise and tutor students of varying learning abilities and styles.
 - Apply instructional principles for individuals; monitor progress and identify problem areas or areas of student learning progress
 - Recognize and understand the needs of physically, emotionally and educationally challenged students
 - Establish and maintain cooperative relationships with those contacted in the course of work
 - Perform a variety of general clerical tasks; use a computer at intermediate level.
 - Understand and carry out oral and written instructions
 - Relate positively to students, staff and public
 - Be efficient, independent, self-directed, flexible, and patient
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting up to fifty (50) pounds on a regular basis and occasionally lift in excess of fifty-one (51+) pounds with assistance. Moderate physical effort; frequent standing, walking, bending and lifting. Speak and interact with student. Accompany student indoors and on campus. Interact with a student who may be aggressive and/or have medical needs requiring lifting, feeding and toileting.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Accompany student during the school day to all classes and activities.
- Assist the classroom/ teacher in assigned instructional areas to designated student; interact with student, encourage their performance, observe progress and meet instructional needs as they arise
- Implement behavior management plan using identified rewards and consequences if necessary.
- As necessary, assist student with mobility, feeding, toileting, dressing and assisting students in independent skills development.
- Keep data and records of student progress.
- Prepare adapted materials as necessary.
- Develop and maintain records and files as requested.
- Provide medical support as needed
- Make referrals to remedial or tutorial programs as necessary; conduct remedial instructional activities for student as assigned.
- Observe mental and physical health of student and report potential problems to instructor.
- Provide support to staff in working with student in various instructional programs.
- Suggest appropriate learning materials for students with instructors' approval.
- Monitor individual progress or student and discuss problems and improvements with instructor.
- Monitor student use of instructional computer programs for appropriate learning levels. Supervise student use of computer software.
- Explain and clarify work assignments to student. Tutor student as necessary.
- Handle discipline problems refer to instructor when necessary.
- Work with student on an individual basis; to reinforce basic skills, to supplement classroom work to administer and score tests
- Participate in free time activities with student as required, supervise student during rainy days and during teacher's absence
- Assist special needs student in developing positive social/play skills and peer relationships
- When supervising student assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies following established discipline policy

- Under the direction of certificated personnel, assist in various aspects of program implementation including making modifications for full inclusion students, classroom work, and the recording of information
- Obtain supplies and necessary equipment for classroom activities, care for and maintain current equipment and exhibits
- Assist physically handicapped students with their equipment (wheelchairs, scooters, walkers, etc.)
- Maintain confidential informational and operational records and files
- Maintain necessary records, including data collection and copying materials,
- May be required by the District to participate in student related and/or teacher meetings
- May be required to communicate regularly with parents/guardians under direction of classroom teacher(s)
- May be required by the District to assist in the implementation of adaptive technology program
- Report all injuries incurred by children to teacher or site administrator
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Participate in staff meetings, conferences and specialized training
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range – E

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/Walking/Mobility:** Frequently; throughout work shift. Constantly during work shift while performing duties.
- **Sitting:** Frequently; while performing classroom duties and assisting students.
- **Lift/Carry:** Frequently, 1-10 pounds; books, instructional materials, binders, files, paperwork. Occasionally lifting 11-75 pounds; if need arises to assist student's movement, moving equipment Occasionally lifting 76-125 pounds with assistance; if need arises to assist in student transfers and toileting or while restraining student behaviors
- **Bending/Twisting:** Frequently; at knees/waist/neck while assisting students or retrieving items from lower shelves and floor.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-60 pounds while assisting students, maneuvering student's wheelchair and equipment and opening doors, etc. Seldom up to 75+ pounds; to assist student's movement or to restrain or control disruptive behavior.
- **Climbing/Balancing:** Occasionally; up/down steps.
- **Kneeling/Crouching/Crawling:** Occasionally-Frequently; while assisting students. Crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly, to provide instructional assistance to students. Assignment may require hand/eye coordination, depth perception and peripheral vision.
- **Other Physical Demands:** May occur when restraining aggressive behavior or responding to student emergencies include: jumping, running, throwing, and moving in awkward positions.

Mental

- Constant mental alertness required in supervising activity of assigned student to monitor/anticipate behaviors of student and maintain safe, educational environment.
- Must possess interpersonal skills to work well with various types of disabled students, their parents, teachers and staff.
- Must be able to adapt to work pressures that may include frequent interruptions, quick response to potentially hazardous situations, and multiple tasks.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the school classroom setting, 5% in an outdoor educational setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces, aggressive behaviors by students.
- **Equipment used:** General office and classroom equipment, copier, computer, audio-visual equipment, and personal mobility equipment if the need arises.
- **Safety equipment:** Gloves as required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Twin Hills Union School District

JOB DESCRIPTION

SPECIAL EDUCATION INSTRUCTIONAL/BEHAVIORAL ASSISTANT

The Special Education Instructional/Behavioral Assistant is under the supervision of the Site Administrator and the Special Education Teacher and is evaluated by that Teacher. In cooperation with designated personnel, performs the necessary duties to assist with implementing the IEPs of students with special needs. This position requires a pre-employment physical, fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Two years experience working in an educational setting which provides direct instruction to students is desirable
 - Training and/or experience in working with special needs students is desirable
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Methods and attitudes required in working with children who have special needs
 - Office skills; routine record keeping, organizational techniques, computer and copy machine use
 - Safe work practices, including proper lifting techniques
- **Ability to:**
 - Exercise good judgment, use discretion, work independently, and maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Pass the Instructional Assistant Proficiency Test
 - Successfully perform the physical requirements of the position as listed on page 2
 - Understand the needs of physically, emotionally and educationally challenged students
 - Maintain cooperative relationships with those contacted in the course of work
 - Understand and carry out oral and written instructions
 - Relate positively to students, staff and public
 - Communicate in Spanish is desirable
 - Obtain certification in First Aid, CPR, and EPI Pen is desirable
 - Be efficient, independent, self-directed, flexible, and patient
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and occasionally lift in excess of thirty (30) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the classroom/Special Education teacher(s) in assigned instructional areas to designated student/s; interact with student/s, encourage their performance, observe progress and meet instructional needs as they arise
- Work with student/s in small groups or on an individual basis; to reinforce basic skills, to supplement classroom work, to administer and score tests
- Participate in free time activities with student/s as required, supervise student/s during rainy days and during teacher's absence
- Assist special needs student/s in developing positive social/play skills and peer relationships
- When supervising student/s assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies following established discipline policy
- Under the direction of certificated personnel, assist in various aspects of program implementation including making modifications for special education student/s, classroom work, and the recording of information
- Accompany student/s during the school day to all classes and activities
- Implement behavior management plan/s using identified rewards and consequences if necessary
- As necessary, assist student/s with mobility, feeding, toileting, dressing and assisting students in independent skills development.
- Observe mental and physical health of student/s and report potential problems to instructor.
- Provide support to staff in working with student/s in various instructional programs.
- Monitor individual progress or student/s and discuss problems and improvements with instructor.
- Explain and clarify work assignments to student/s. Tutor student/s as necessary.
- Under the direction of certificated personnel, assist in various aspects of program implementation including making modifications for full inclusion student/s, classroom work, and the recording of information
- Assist physically handicapped student/s with their equipment (wheelchairs, scooters, walkers, etc.)
- Maintain confidential informational and operational records and files
- Maintain necessary records, including data collection and copying materials,
- May be required by the District to participate in student related and/or teacher meetings
- May be required by the District to assist in the implementation of adaptive technology program
- Report all injuries incurred by children to teacher or site administrator
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Participate in specialized training as necessary
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range – G

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/Walking/Mobility:** Frequently; throughout work shift. Constantly during work shift while performing duties.
- **Sitting:** Frequently; while performing classroom duties and assisting students.
- **Lift/Carry:** Frequently, 1-10 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds; books and materials and moving equipment. Seldom 11-75 pounds; if need arises to assist student's movement.
- **Bending/Twisting:** Frequently; at knees/waist/neck while assisting students or retrieving items from lower shelves and floor.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc. Seldom 21-75 pounds; to assist student's movement or to restrain or control disruptive behavior.
- **Climbing/Balancing:** Occasionally; up/down steps.
- **Kneeling/Crouching/Crawling:** Seldom; while assisting students. Crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly, to provide instructional assistance to students. Assignment may require hand/eye coordination, depth perception and peripheral vision.
- **Other Physical Demands:** May occur when restraining aggressive behavior or responding to student emergencies include: jumping, running, throwing, and moving in awkward positions.

Mental

- Constant mental alertness required in supervising activity of assigned students to monitor/anticipate behaviors of student and maintain safe, educational environment.
- Must possess interpersonal skills to work well with various types of disabled students, their parents, teachers and staff.
- Must be able to adapt to work pressures that may include frequent interruptions, quick response to potentially hazardous situations, and multiple tasks.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the school classroom setting, 5% in an outdoor educational setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces, aggressive behaviors by students.
- **Equipment used:** General office and classroom equipment, copier, computer, audio-visual equipment, and personal mobility equipment if the need arises.
- **Safety equipment:** Gloves as required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Twin Hills Union School District

JOB DESCRIPTION

APPLE BLOSSOM INSTRUCTIONAL & YARD ASSISTANT

The Instructional and Yard Assistant is under the supervision of and is evaluated by the Site Administrator, and under the direction of the classroom teacher(s). The Instructional and Yard Assistant assists the teacher in carrying out the goals and objectives of the district's education program in a variety of ways which require discretion and judgement in order to meet the individual needs of the students and is responsible for supervising and maintaining a safe and orderly environment for all students during lunch and all recesses including going to and coming from these activities. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - One year experience working with elementary school age children (can be as a volunteer)
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills
 - Technology in an educational setting
 - Campus rules and regulations affecting school behaviors; methods of dealing with students under normal as well as adverse circumstances; enforcement techniques
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Pass the Instructional Assistant Proficiency Test if you do not possess an associate's (or higher) degree
 - Monitor and control large groups of students, enforce the school rules, maintain discipline, be firm and consistent
 - Be on feet on playground for extended periods of time
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the classroom teacher(s) in assigned instructional areas by reinforcing previously taught skills
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Lead small groups or whole class in reading, math, and art lessons under teacher(s) guidance
- Perform paper correcting functions as requested
- Collect, mark and record schoolwork
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- On rainy days assist with supervision of students in MUR or classroom
- Supervise students while they eat, helping as necessary, maintaining order and ensure eating area is clean after use by instructing students to pick up after themselves
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Report all injuries incurred by children to teacher or school office. Do not move student in event of broken bones or head injuries, send someone to office for help
- Help organize and supervise games for students during play periods
- Promote positive socialization. Deal with playground arguments and disturbances in a fair manner as they arise, do not put off complaints. Mediate student discussion after receiving a complaint, referring serious or repeated problems to the site administrator
- Periodically patrol buildings and check inside appropriate restrooms
- Walk around assigned area while supervising, do not stand in one place
- Restrict all observations, never discuss a child's behavior off site or with inappropriate school personnel
- Report all injuries incurred by children to teacher or site administrator
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Participate in staff/aide meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range S-2/3 - Substitute

Range - A

Essential Job Functions

(Constantly = over 2/3 time, frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 20 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the schoolroom setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Twin Hills Union School District

JOB DESCRIPTION

ORCHARD VIEW SCHOOL INSTRUCTIONAL ASSISTANT

The Instructional Assistant under the supervision of the Site Administrator and is evaluated by and under the direction of the classroom teacher(s). The Instructional Assistant assists the teacher in carrying out the goals and objectives of the districts education program in a variety of ways which require discretion and judgement in order to meet the individual needs of the students. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - One year experience working with elementary school age children (can be as a volunteer)
 - ECE Units are desirable
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills
 - Waldorf methods and philosophy
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Pass the Instructional Assistant Proficiency Test if you do not possess an associate's (or higher) degree
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the classroom teacher(s) in assigned instructional areas by reinforcing previously taught skills
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Lead small groups or whole class in reading, math, and art lessons under teacher(s) guidance
- Perform paper correcting functions as requested
- Collect, mark and record schoolwork
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- On rainy days assist with supervision of students in MUR or classroom
- Report all injuries incurred by children to teacher or site administrator
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Participate in staff/aide meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range A – Instructional Assistant

The Twin Hills Union School District is an Equal Opportunity Employer

Page 1 of 2

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 20 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Twin Hills Union School District

Job Description

SUNRIDGE INSTRUCTIONAL ASSISTANT

The Instructional Assistant under the supervision of the Site Administrator and is evaluated by and under the direction of the classroom teacher(s). The Instructional Assistant assists the teacher in carrying out the goals and objectives of the districts education program in a variety of ways which require discretion and judgement in order to meet the individual needs of the students. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - One year experience working with elementary school age children (can be as a volunteer)
 - Experience in Waldorf or Waldorf methods school is desired
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills
 - Waldorf methods and philosophy
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Pass the Instructional Assistant Proficiency Test if you do not possess an associate's (or higher) degree
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the classroom teacher(s) in assigned instructional areas by reinforcing previously taught skills
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Lead small groups or whole class in reading, math, and art lessons under teacher(s) guidance
- Perform paper correcting functions as requested
- Collect, mark and record schoolwork
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- On rainy days assist with supervision of students in MUR or classroom
- Report all injuries incurred by children to teacher or site administrator
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Participate in staff/aide meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range A – Instructional Assistant

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 20 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 95% within the school office setting, 5% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ Selection Process:

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Twin Hills Union School District

JOB DESCRIPTION

TWIN HILLS CMS INSTRUCTIONAL ASSISTANT, CLERICAL SUPPORT, CAMPUS SUPERVISOR

The Instructional Assistant, Clerical Support and Campus Supervisor is under the supervision of, is evaluated by and under the direction of the Site Administrator. The Instructional Assistant, Clerical Support and Campus Supervisor Assistant supports the teacher in providing education support for students, clerical support and is responsible for supervising and maintaining a safe and orderly environment for all students during lunch and all breaks including going to and coming from these activities. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - One year experience working with middle school age children (can be as a volunteer)
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Campus rules and regulations affecting school behaviors; methods of dealing with students under normal as well as adverse circumstances; enforcement techniques
 - General needs and behavior of children
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Pass the Instructional Assistant Proficiency Test Monitor and control large groups of students, enforce the school rules, maintain discipline, be firm and consistent
 - Be on feet for extended periods of time
 - Perform clerical tasks as assigned
 - Perform all essential job functions, physical and mental, as shown on page 2
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the Teacher(s) in assigned areas by reinforcing previously taught skills
- Assist in clerical tasks as assigned to include copying materials, answering phones, interacting with students, parents, the public and other staff members
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress and motor skills, and meet instructional reinforcement needs as they arise
- Enforce school and student rules and regulations
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child outside of the classroom
- Prepare designated areas for activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of designated areas, such as cleaning/wiping, clearing and storing materials, etc.
- Report all injuries incurred by students to teacher or school office.
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Promote positive socialization. Deal with arguments and disturbances in a fair manner as they arise, do not put off complaints. Mediate student discussion after receiving a complaint, referring serious or repeated problems to the site administrator
- Participate in staff meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range A

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/Walking/Mobility:** Frequently; throughout work shift. Constantly during work shift while performing duties.
- **Sitting:** Occasionally; while performing instructional duties and assisting students.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. Seldom, 26-75 pounds; books, instructional materials, and equipment. Assistance available for heavier lifting.
- **Bending/Twisting:** Frequently; at knees/waist/neck while assisting students or retrieving items from lower shelves and floor.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 5-20 pounds while assisting students, moving equipment and opening doors, etc. Seldom 21-75 pounds; to assist student's movement.
- **Climbing/Balancing:** Occasionally; up/down steps.
- **Kneeling/Crouching/Crawling:** Occasionally; while assisting students in physical activity. Crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly, to provide instructional assistance to students. Assignment may require hand/eye coordination, depth perception and peripheral vision.
- **Other Physical Demands:** May occur when responding to student emergencies include: jumping, running, throwing, and moving in awkward positions.

Mental

- Must possess interpersonal skills to work well with various types of students, their parents, teachers and staff.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 80% within the school classroom setting, 20% in an outdoor setting.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office and classroom equipment, copier, computer, audio-visual equipment.
- **Safety equipment:** Gloves as required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Twin Hills Union School District

JOB DESCRIPTION

PHYSICAL EDUCATION INSTRUCTIONAL ASSISTANT & CAMPUS SUPERVISOR

The Physical Education Instructional Assistant and Campus Supervisor is under the supervision and is evaluated by of the Site Administrator and the Physical Education Teacher(s). The Physical Education Instructional Assistant supports the teacher in providing physical education instruction and activities for students. The Campus Supervisor is responsible for supervising and maintaining a safe and orderly environment for all students during lunch and all breaks including going to and coming from these activities. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - One year experience working with middle school age children (can be as a volunteer)
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - General needs and behavior of children
 - Campus rules and regulations affecting school behaviors; methods of dealing with students under normal as well as adverse circumstances; enforcement techniques
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
 - Monitor and control large groups of students, enforce the school rules, maintain discipline, be firm and consistent
 - Be on feet for extended periods of time
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Pass the Instructional Assistant Proficiency Test
 - Perform all essential job functions, physical and mental, as shown on page 2
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the Physical Education Teacher(s) in assigned areas by reinforcing previously taught skills
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Supervise students while they are not in their classroom, helping as necessary, maintaining order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress and motor skills, and meet instructional reinforcement needs as they arise
- Enforce school and student rules and regulations
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Prepare designated areas for activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of designated areas, such as cleaning/wiping, clearing and storing materials, etc.
- Assist teacher in preparation of reports regarding level of student fitness
- May escort students to/from class as necessary, verify reason student is not in classroom
- Report all injuries incurred by students to teacher or school office. Do not move student in event of broken bones or head injuries, send someone to office for help
- Promote positive socialization. Deal with arguments and disturbances in a fair manner as they arise, do not put off complaints. Mediate student discussion after receiving a complaint, referring serious or repeated problems to the site administrator
- Assist site administrator with locker searches as necessary
- Direct visitors on campus
- Assist students, faculty and staff in emergency situations
- Diabetic care as needed
- On occasion assist students in bodily self-care, e.g. toileting, handwashing, etc.
- Periodically patrol buildings and check inside appropriate restrooms
- Walk around assigned area while supervising, do not stand in one place
- Participate in staff meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range – F – PE Instructional Assistant

Range A – IA, Clerical Support & Campus Supervisor

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/Walking/Mobility:** Frequently; throughout work shift. Constantly during work shift while performing duties.
- **Sitting:** Occasionally; while performing instructional duties and assisting students.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. Seldom, 26-75 pounds; books, instructional materials, and sports equipment. Assistance available for heavier lifting.
- **Bending/Twisting:** Frequently; at knees/waist/neck while assisting students or retrieving items from lower shelves and floor.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 5-20 pounds while assisting students, moving equipment and opening doors, etc. Seldom 21-75 pounds; to assist student's movement.
- **Climbing/Balancing:** Occasionally; up/down steps.
- **Kneeling/Crouching/Crawling:** Occasionally; while assisting students in physical activity. Crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly, to provide instructional assistance to students. Assignment may require hand/eye coordination, depth perception and peripheral vision.
- **Other Physical Demands:** May occur when responding to student emergencies include: jumping, running, throwing, and moving in awkward positions.

Mental

- Must possess interpersonal skills to work well with various types of students, their parents, teachers and staff.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 20% within the school classroom setting, 80% in an outdoor educational setting.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office and classroom equipment, copier, computer, audio-visual equipment, and all forms of exercise equipment.
- **Safety equipment:** Gloves as required.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

The Twin Hills Union School District is an Equal Opportunity Employer

TWIN HILLS UNION SCHOOL DISTRICT

SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2024-25

For the May 8, 2025 board meeting

ENROLLMENT MO/YR	2016-17		2017-18		2018-19		2019-20		2020-21				2021-22			
	Sep 16	Jun 17	Sep 17	Jun18	Sep18	Jun19	Sep19	Jun20	Sep20	Jan 21	Apr21	Jun21	Sep21	Jan 22	Apr22	Jun22
Apple Blossom	431	423	406	399	416	404	396	408	355	348	344	343	322	319	317	317
Twin Hills CMS	330	309	269	262	281	267	246	240	225	219	220	219	207	210	210	206
Sub Total	761	732	675	661	697	671	642	648	580	567	564	562	529	529	527	523
Orchard View	234	228	236	237	236	226	228	233	247	245	229	227	222	224	219	219
SunRidge	276	279	283	281	275	276	282	279	272	268	263	261	213	220	221	221
Total	1,271	1,239	1,194	1,179	1,208	1,173	1,152	1,160	1,099	1,080	1,056	1,050	964	973	967	963

ENROLLMENT MO/YR	2022-23				2023-24					Est. @ AB*	2024-25				Est. @ AB*	Net +Inc/ -Decr
	Aug 22	Nov 22	Apr23	Jun23	Aug 23	Nov23	Feb24	Mar24	Apr24		Aug 24	Nov24	Jan25	Apr25		
Apple Blossom	295	299	299	298	288	288	292	292	292	285	307	304	306	306	294	+12
Twin Hills CMS	204	201	198	198	205	208	207	207	207	205	204	207	208	209	205	+4
Sub Total	499	500	497	496	493	496	499	499	499	490	511	511	514	515	499	
Orchard View	216	215	212	212	226	227	227	227	228	240	219	219	212	217	230	-13
SunRidge	241	238	230	230	235	238	236	234	235	251	255	257	254	255	258	-3
Total	956	953	939	938	954	961	962	960	962	981	985	987	980	987	987	0

*AB = Adopted Budget



April 7, 2025

Ron Calloway, Interim Superintendent
Twin Hills Union School District
700 Watertrough Road
Sebastopol, CA 95472

Dear Mr. Calloway,

In accordance with Education Code Section 42131, a review of Twin Hills Union School District's (District) Second Interim Report for Fiscal Year 2024-25 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2024-25 Second Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current year and two subsequent years. Therefore, the County concurs with the District's positive certification.

State Budget

On January 10, 2025, Governor Gavin Newsom released the proposed State Budget for the 2025-26 fiscal year, emphasizing a balanced financial plan and reinforcing commitments to key education initiatives, such as the Expanded Learning Opportunities Program and Universal Transitional Kindergarten. The budget projects a cost-of-living adjustment (COLA) of 2.43% for 2025-26, a decrease from the 2.93% forecasted in the June 2024 Enacted Budget. Additionally, the proposal includes one-time investments through the Student Support and Professional Development Discretionary Block Grant (SSPD) and aims to restore the Learning Recovery Emergency Block Grant, which was reduced in the 2023 Budget Act.

Since the proposal's publication, unforeseen events such as the recent wildfires in Los Angeles have introduced uncertainty into the state's budget planning. Tax filing extensions have been implemented for affected residents. Past delays in tax collections due to natural disasters have resulted in significant budget deficits, underscoring the challenges in producing accurate fiscal forecasts under such circumstances.

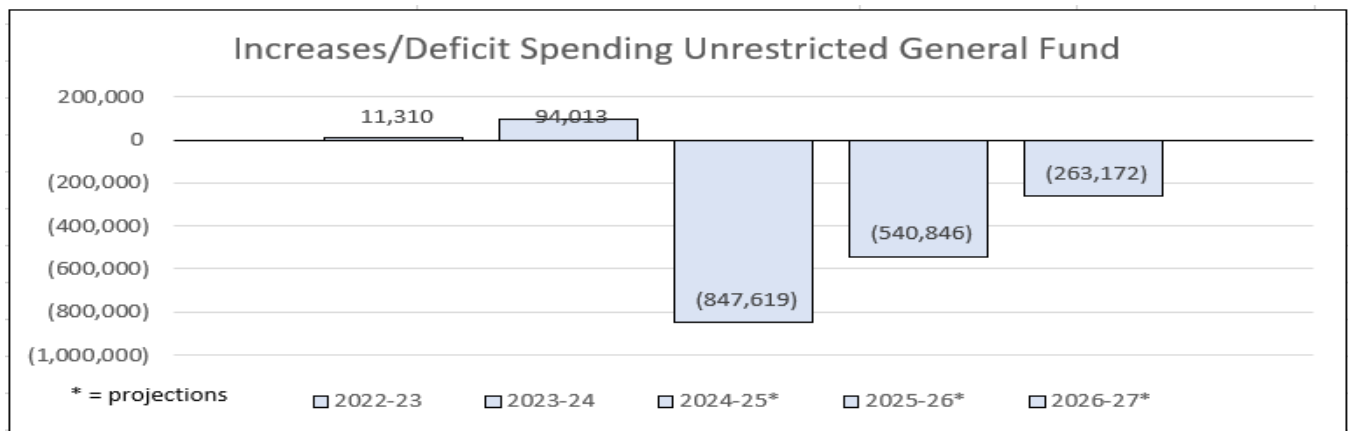
Given these evolving economic conditions, state revenues will be closely monitored in the months leading up to enacting the 2025-26 State Budget. Anticipating potential changes, each local education agency (LEA) should remain cautious, avoid structural deficit spending, maintain adequate reserves, and engage in long-term financial planning to ensure fiscal stability.

Second Interim and Multi-Year Projection (MYP)

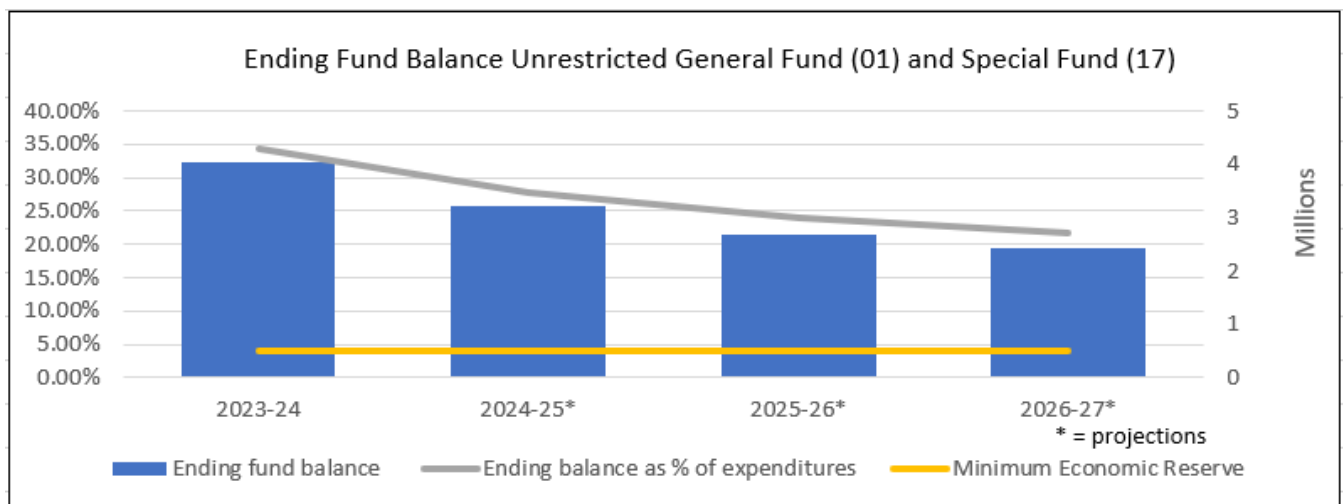
The District's Second Interim Report MYP, which includes its conversion charter, projects unrestricted deficit spending of -\$847,619, -\$540,846, and -\$263,172 in 2024-25, 2025-26, and 2026-27, with the State minimum reserve for economic uncertainty of 4% met in all years. Deficit spending is of concern

to the county, and eliminating structural deficit spending is critical to maintaining required reserve levels. Therefore, we urge the District to review and monitor revenues and expenditures, embrace best practices, and budget to live within its means.

The District's Second Interim Report and MYP reflect operating deficits in the unrestricted general fund as displayed in the chart below:



The cumulative impact of this projected deficit spending is a 40% decline in fund balance from fiscal year 2023-24 to 2026-27. The following graph displays the district's estimated unrestricted ending balance in the Second Interim Report's MYP, with the stated minimum reserve and the district's actual reserve as a percentage of total expenditures.





Sonoma County

Office of Education

5340 Skyline Boulevard
Santa Rosa, CA 95403-8246
707-524-2600 | scoe.org

Collective Bargaining

Based on the Criteria and Standards, negotiations with all bargaining units in the 2024-25 fiscal year are not settled. However, since the Second Interim Report, negotiations with all bargaining units were settled. Because these costs comprise the most significant portion of the district's budget, any salary and/or benefit increase could adversely impact the district's fiscal condition. We caution the district to ensure that the costs of any proposed agreement are supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any future action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

Charter Schools

The District reports Orchard View Charter School outside of the General Fund. The board approved the Second Interim Budget Report, which included Fund 09 for the Charter. The 2024-25 ending balance in Fund 09 reported is \$187,738, a decrease of -\$195,061.

The board approved the Second Interim Report, which included Sunridge Charter School, which is reported in Org. 21, fund 09. The 2024-25 ending balance in Fund 09 reported is \$648,736, a decrease of -\$240,627.

Summary

Our Office appreciates the preparation and timely submittal of your Second Interim report. A technical review will be communicated to the business office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Sarah Lampenfeld

Sarah Lampenfeld
Assistant Superintendent, Business Services

Cc:

Patty Nosecchi, District Chief Business Official
Amie R. Carter, Ed.D., County Superintendent of Schools

2024-25 Annual Standard Reminders ~ All Districts

Collective Bargaining Disclosure

SCOE Business requests copies of collective bargaining disclosures 10 days prior to board approval. If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. **Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.**

Submission of Studies, Reports, Evaluations and/or Audits

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

SB740

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom-based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom-based ADA reduced to zero. SB740 regulations, instructions and form can be found at:

<https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>

Requirements for Debt Management Policy and Practices

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the **Report of Proposed Debt Issuance** (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ✚ Adopted local debt policies concerning the use of debt; and
- ✚ The proposed debt issuance is consistent with those policies.

The issuer's **local debt policies** *must* include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the ***Debt Issuance Checklist: Considerations When Issuing Bonds*** at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

California Debt and Investment Advisory Commission's (CDIAC) website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/reporting.asp> by clicking on "Guidance on 1029 Implementation with SB1029" on the bottom of the webpage. Some of its guidance is noted below:

Government Code 8855(i) requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

Government Code section 8855(k) ~ Effective January 1, 2017, state and local issuers are required to submit an **annual debt transparency report** for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.

Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of **any proposed debt issuance**, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of

the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of *any* proposed debt issuance, which **would include refinancing and other secondary issuances. The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.**

Reporting Requirements for Non-Voter-Approved Debt

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.

Additional Standard Reminders for School Districts with Qualified or Negative Certifications

Debt Issuance

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

Collective Bargaining

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 **shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified.** The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.

**RESOLUTION #2025-596
BEFORE THE BOARD OF TRUSTEES OF THE
TWIN HILLS UNION SCHOOL DISTRICT**

RESOLUTION TO ESTABLISH TEMPORARY INTERFUND TRANSFERS

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Twin Hills Union School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2025-26 to temporarily transfer funds between any and all funds provided that all transfers are approved by the Superintendent or their designee:

The foregoing **RESOLUTION** was duly passed and adopted at a regular meeting of the Board of Trustees of the **TWIN HILLS UNION SCHOOL DISTRICT** on the 8th day of May 2025, by the following vote:

AYES: _____	<u>Board Members</u>	<u>Vote</u>
	Terry Beck	_____
NOES: _____	Jeff Harding	_____
	Rebecca Houghton	_____
ABSENT/	John Moise	_____
ABSTAIN: _____	Michael Ost	_____

Dated this 8th day of May, 2025

President, Board of Trustees

I, Clerk/Secretary of the Board of Trustees of the Twin Hills Union School District, do hereby certify that the foregoing resolution is a true copy and was regularly introduced, passed and adopted by the Board of Trustees of the Twin Hills Union School District at its meeting held May 8, 2025.

Clerk/Secretary, Board of Trustees

ADDENDUM TO AGREEMENT TO PROVIDE FOOD SERVICE

Between Revolution Foods, PBC and **Twin Hills Union School District**

This addendum made on ____/____/____ between **Revolution Foods, PBC** and **Twin Hills Union School District** is created for the purpose of providing meals under the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).

1. Addendum Purpose

This addendum contains the renewal rates and fees for the delivery of vended meals under the National School Lunch and School Breakfast Program for the period beginning July 1, 2025, ending on June 30, 2026.

2. Service Agreement Period

Base Year: July 1, 2023 – June 30, 2024
Current Renewal Year: July 1, 2025 – June 30, 2026

3. Pricing

In consideration of the premises and mutual agreements contained in this Renewal, the Parties agree as follows:

Line Item	Fee Per Meal
Breakfast K – 12 (with milk)	\$3.12
Lunch K – 8 (with milk)	\$4.55
Lunch 9 – 12 (with milk)	\$4.65
Snack K – 12 (with milk)	\$1.21
SSO Breakfast (with milk)	\$3.56
SSO Lunch (with milk)	\$4.95
Milk A la Carte	\$0.61
Meals with No Milk	Discount of \$.40 from above prices
Shelf Stable Breakfast	\$3.57
Shelf Stable Lunch	\$5.49

Twin Hills Union School District Initials _____

Revolution Foods Initials _____

Additional Ordering Options – Non Required

1. Special Therapeutic Meals – 9 major food allergens covered -milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soybeans¹
Breakfast: \$ 3.50 Lunch: \$ 5.00
2. Soy Milk – non medically needed: \$ 0.80 (sold by case only, case size varies)
3. 3rd Party Pizza Meal Options: \$0.56 per lunch
4. Onsite BBQs for Lunch: \$0.64 per lunch (when available)
5. Salad Bar as Vegetable Side (price per meal): \$.50 per meal, sold in kits of 50 count
6. National Commodity Processor Fee: 10% of creditable commodity usage

Twin Hills Union School District and Revolution Foods hereby mutually exercise the option to renew the service agreement and all terms and conditions of the original Base Year service agreement and all subsequent renewals remain in effect and are applicable to this contract renewal.

Name & Title of SFA Representative	Telephone Number
Mailing Address	
Signature	Date
Name & Title of Revolution Foods Meals Representative Steven Holguin, Vice President of Business Development	Telephone Number (323) 838-5555
Mailing Address 5743 Smithway Street, Ste 103, Commerce, CA 90040	
Signature	Date

¹ Special meals needed outside of the 9 major food allergens may result in a higher price, based on medical need.

Board Study Session date for the 2025-26 Budget:

<u>May</u>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<u>26</u>	27	28	29	30	31

21

<u>June</u>						
1	2	3	<4>	[5]	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	<u>26</u>	27	28
29	30					

3

District/Apple Blossom/Twin Hills CMS last student day June 4, last teacher day June 5
 June 24: Budget and LCAP public hearings
 June 26: Budget and LCAP approval

Orchard View last student day May 30, last teacher day June 5

SunRidge last student day June 5, last teacher day June 10