



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
April 24, 2025 – 12:30 p.m.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

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

2. Roll Call

Members present:

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

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

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

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held March 27, 2025

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

8. Communications — None

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

The Director, Human Resources summarized two items from the SBCEO website. One was about the five Santa Barbara County elementary schools recognized as California Distinguished Schools by the state Department of Education.

The second media release was about Ricardo Gabaldón, the 2025 recipient of the Bill Cirone Heart of Education Award. Mr. Gabaldón teaches ballet folklórico and leads the marimba band at Righetti High School, his alma mater.

b. Legislative Update

The Director, Human Resources had no legislative update to share as bills work their way through committee.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated May 8, 2025****c. Position Announcements**

- i. Manager, Communications (Open/Promotional – Santa Barbara)
- ii. Manager, Career Technical Education Programs (Open/Promotional – Location flexible)

11. Action Items**a. Ratification of Eligibility Lists**

- i. Administrative Assistant (Promotional – Santa Maria)
- ii. Behavioral Health Practitioner (Dual – Santa Maria)
- iii. Director, Engagement and Support (Open/Promotional – Location flexible)
- iv. Teaching Assistant (Dual – Santa Maria)

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

b. Extension of Eligibility List

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

- i. Administrative Assistant, currently set to expire April 25, 2025. Proposed new expiration date: June 25, 2025.

This recommendation had the support of the Associate Superintendent, Curriculum and Instruction.

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

c. Classification of Position

The Director, Human Resources recommended establishing a new management classification of Coordinator, Educational Data at management salary range 26. This recommendation had the support of the Associate Superintendent, Curriculum and Instruction.

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

d. Job Description

The Director, Human Resources recommended the approval of revisions to the job description for the existing management classification of Coordinator, Human Resources, along with a proposed re-title to Manager, Engagement and Support. No change in salary range was proposed.

The proposed revisions had the support of the Associate Superintendent, Human Resources.

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

UNFINISHED BUSINESS — None

NEW BUSINESS**12. Approve Resolution for Classified School Employees Week**

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

13. Review Proposed 2025-26 Personnel Commission Meeting Schedule**14. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources presented a statement of expenditures through the third quarter of the 2024-25 fiscal year, from January 1, 2025 through March 31, 2025. This was an information item.

15. Review Proposed 2025-2026 Personnel Commission Budget

This was presented as an information item.

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

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

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she and the Associate Superintendent, Human Resources had made a presentation to the County Board of Education on April 10.

The Director also reported that she had attended a meeting hosted by the California Department of Education for Classified School Employee of the Year county coordinators and reported her concerns that the number of nominations was falling due to the new video requirement for nomination packets and the longstanding requirement for nominees to have five years of experience in the occupational category. Other attendees at the meeting shared similar concerns as well as suggested strategies for addressing them.

The Director invited Commissioners to attend the staff appreciation luncheons in the south (May 29) or the north (May 30).

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Commissioner Ostini reported that CSEA chapter meetings had been moved to lunchtime, resulting in significantly higher attendance at the April 9 meeting.

CLOSED SESSION

The Personnel Commission went into closed session at approximately 1:50 p.m. with the Associate Superintendent, Human Resources to discuss the process for the annual performance evaluation for the Director, Human Resources. Closed session ended at 1:56 p.m. No action was taken by the Commission.

ADJOURNMENT

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

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:57 p.m. The next regular meeting will be held on Thursday, May 22, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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

Carmen Jaramillo
Chair, Personnel Commission



Santa Barbara County Education Office

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

Susan C. Salcido, Superintendent of Schools

Apr 19, 2025 through May 16, 2025

Position #	Position Information
2764	Manager, Engagement and Support • Engagement and Support II • South 40.00 hours per week • 12.00 months
2765	Coordinator, Educational Data • Curriculum and Instruction 2 • South 40.00 hours per week • 12.00 months

Santa Barbara County Board of Education

Classified Personnel Report

June 12, 2025

Appointments

Limited Term/Substitute

Bakke, Natalie May 5, 2025
Teaching Assistant • Juvenile Court and Community Schools • Fitzgerald
• Hourly as needed

Campbell, Sandy May 1, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Fandel, Jordan April 29, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Fitzpatrick, Shelley May 2, 2025
Paraeducator • Special Education • Various Sites
• 10 months

Guillory-Crewdson, Cynthia May 8, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Medina, Andrea May 1, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Ruggels, Annabel April 16, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Tucker, Rachel April 18, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Wellman, James April 21, 2025
Paraeducator • Special Education • Various Sites
• Hourly as needed

Williams, Jason April 9, 2025
Clerical • Various Departments • Various Sites
• Hourly as needed

Changes

Anniversary Increase

Arrieta Jacinto, Maria May 1, 2025
Paraeducator • Special Education • Cuyama Headstart
37.5% • 10 months

Bomer, Dyan May 1, 2025
Administrative Assistant, Senior • Early Care and Education • Early Care and Education - Hope Center
100% • 12 months

Cervantes, Juan May 1, 2025
Maintenance and Operations Supervisor • Internal Services • Operations South
100% • 12 months

Fuentes, Michael May 1, 2025
Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School
87.5% • 12 months

Kerrutt-Dent, Erin May 1, 2025
Certificated Human Resources Analyst • Human Resources • Certificated Human Resources Staff
100% • 12 months

Lopez, Jessica May 1, 2025
Human Resources Supervisor • Human Resources • Certificated Human Resources Staff
100% • 12 months

Martinez, Serena May 1, 2025
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months

Martinez, Veronica	May 1, 2025
Clerical Assistant • Special Education • School Psychologist North 3 100% • 10 months	
Munar, Desiree	May 1, 2025
Paraeducator • Special Education • Alice Shaw Preschool 87.5% • 10 months	
Olivas, Alleena	May 1, 2025
Paraeducator • Special Education • Ralph Dunlap School DHOH 2 25% • 10 months	
Padilla, Leticia	May 1, 2025
Paraeducator • Special Education • Speech/Language Services, Miller 75% • 10 months	
Quezada, Jacqueline	May 1, 2025
Early Care and Education Case Worker • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	
Rodriguez-Castellanos, Gabriela	May 1, 2025
Paraeducator • Special Education • Speech/Language Services, McClelland 87.5% • 10 months	
Torres, Liliana	May 1, 2025
Paraeducator • Special Education • Clarence Ruth Preschool 75% • 10 months	
Trigueros, Crystal	May 1, 2025
Paraeducator • Special Education • Regency Preschool 87.5% • 10 months	
Vickery, Lupie	June 1, 2025
Administrative Assistant, Senior • Curriculum and Instruction • Literacy and Language Support 100% • 12 months	
Vital Alcantar, Yanelly	May 1, 2025
Nutrition Program Specialist - Bilingual • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months	

Decreased Time (Voluntary)

Aguilera, Jesus February 23, 2024
Custodian • Internal Services • Operations South 2
50% • 12 months
From .625

Meza Diaz, Jose September 1, 2024
Custodian • Internal Services • Operations South
90% • 12 months
From 1.0

Vasquez Vasquez, Erick September 1, 2024
Custodian/Maintenance Worker • Internal Services • Operations South 2
50% • 12 months
From .6125

Differential - Add

Perez, Silvia May 1, 2025
Paraeducator • Special Education • Manzanita Charter School 2 (4th-6th)
81.25% • 10 months
Specialized Health Care

Out of Classification/Return

Martinez, Serena April 29, 2025
Paraeducator • Special Education • Ralph Dunlap School DHOH 2
75% • 10 months
Return to regular assignment

Probation to Permanent

Amegatcher, Amy May 1, 2025
Program Associate • Transitional Youth Services • Transitional Youth South
100% • Hourly as needed

Bradford, Jimmie May 1, 2025
Paraeducator • Special Education • Ontiveros Preschool
75% • 10 months

Dillard Deherrera, Christine May 1, 2025
Technology Support Administrative Assistant • Information Technology Services • ITS
100% • 12 months

Gonzalez, Yoseline May 1, 2025
Manager, Program Services • Children's Creative Project • Children's Creative Project
100% • 12 months

Perez, Carmen Isabel May 1, 2025
Paraeducator • Special Education • Casmalia Preschool 3
87.5% • 10 months

Rodriguez-Vazquez, Karla May 1, 2025
Paraeducator • Special Education • Manzanita Charter School (K-3rd)
81.25% • 10 months

Promotion

Stevens, Gillian April 21, 2025
Director, Engagement and Support • Human Resources • Engagement and Support
100% • 12 months

Transfer

Hernandez, Rocio May 1, 2025
Paraeducator • Special Education • Vision Services
75% • 10 months
From Lenora Fillmore Preschool

Separation

Resignation

Almodovar, Nelson May 12, 2025
Paraeducator • Special Education • Cabrillo High School
81.25% • 10 months

Retirement

Vickery, Lupie July 2, 2025
Administrative Assistant, Senior • Curriculum and Instruction • Literacy and Language Support
100% • 12 months



**Santa Barbara County Education Office
Manager, Engagement & Support**

SALARY	\$10,832.92 - \$13,198.92 Monthly \$129,995.00 - \$158,387.00 Annually	LOCATION	Santa Barbara/Santa Maria
JOB TYPE	Full-Time	JOB NUMBER	2025-00142
DIVISION	Human Resources	DEPARTMENT	Human Resources
OPENING DATE	05/06/2025	CLOSING DATE	5/20/2025 11:59 PM Pacific
SPECIFIC LOCATION	Job is in-person but location is flexible		

General Description

Our ideal candidate

You understand the critical role that Human Resources serves in an organization and proactively pursue continuous improvement of the human resources systems that serve all internal programs and services at SBCEO. You work with urgency, accuracy, and a passion for equity. You have exceptional written and oral communication skills and a strong sense of organizational systems. You work collaboratively with teams to develop new ideas and gain consensus toward systemic changes that will benefit the organization. You have experience mentoring and training management staff who support and supervise employees.

General description

Under general direction, provide a variety of management-level human resources supports, including risk management, employee relations, human resources consultation services to managers and supervisors, and the development and delivery of employee and management training and professional development; implement the Injury and Illness Prevention Program; maintain discrimination and harassment prevention programs and investigate complaints; ensure ongoing compliance with state and federal law including the California Education Code.

Specific Duties and Responsibilities

- Execute organizational goals focused on improving and enhancing systems, policies, and procedures that impact all departments; develop work plans, analytic tools and metrics, and performance measures.
- Support the Director, Engagement and Support in policy and strategy development, ensuring legal and policy compliance and consistency of application; draft new and revised Board Policies and Administrative Regulations, and other SBCEO-wide policies related to employment and risk management.
- Integrate department activities to optimize customer service; ensure effective communication within Human Resources and with other departments.
- Identify opportunities for Human Resources process improvement; research, evaluate, and recommend Human

Resources business systems that will improve the customer experience and maximize staff capacity.

- Lead departmental and interdepartmental work groups to implement new initiatives, improve current processes, and revise procedures to reflect changes in law; establish appropriate partnerships; facilitate meetings; remove barriers to progress; and ensure successful and timely project completion.
- Develop and maintain resources to support the organization in improving employee engagement, satisfaction, and retention.
- Conduct surveys and focus groups to measure employee engagement, report the data collected, and participate in the development of initiatives to enhance engagement.
- Review draft communications, policies, procedures, and memoranda of understanding for other SBCEO departments, suggesting revisions to clarify meaning and intent, manage SBCEO's risk, and ensure compliance with current law and alignment with existing SBCEO policies, procedures, rules, and bargaining agreements.
- May coordinate components of SBCEO's risk management program such as workers' compensation, unemployment compensation, injury and illness prevention; develop and implement relevant training to manage risk.
- Advise and provide support to school district staff in the review and development of policies, training, and processes.
- Advise and coach managers and supervisors on a variety of human resources-related matters, such as defensible practices, professional development, evaluation, discipline, employee support systems, and performance management.
- Investigate and respond to complaints of discrimination, harassment, and other misconduct; administer discrimination and harassment prevention programs to ensure compliance with federal and state laws and SBCEO policies, rules, and regulations.
- Facilitate the development of and/or present training and professional development for managers, supervisors, and employees in order to build organizational capacity and promote a positive working environment.
- Draft a variety of materials for a wide range of audiences, including (but not limited to) forms, letters and memos, contracts, memoranda of understanding, handbooks, website content, and electronic presentations.
- Develop requests for proposal; evaluate and recommend service providers; prepare and administer a variety of professional service contracts.
- May perform supervisory duties, including: interviewing and selecting staff; planning, assigning, and reviewing the work of assigned staff; providing coaching, training, and professional development; establishing performance standards and evaluating performance; taking disciplinary action as needed.
- Participate in budget preparation and fiscal management by preparing preliminary estimates for budget, and monitoring accounts..
- Direct efforts to improve and document department systems and procedures.
- Perform other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree in legal studies, social sciences, humanities, or business, public, or education administration; or other related field. Possession of a master's degree in business, public, or education administration; legal studies; or other related field is preferred.

Experience: Five years of professional human resources experience that included risk management, process improvement, and training and professional development. Public agency human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

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

Knowledge of:

- principles and practices of human resource management
- principles and practices of risk management
- state and federal employment law
- California workers' compensation administration
- business systems analysis and implementation
- competitive bidding process
- principles and practices of process improvement
- principles and practices of project management
- methods and practices of training and professional development
- principles and practices of policy development
- methods and practices of conducting investigations
- analytics and performance measures
- group facilitation methods and strategies
- contract law and administration
- principles and practices of supervision, performance evaluation, and performance management
- the progressive discipline process
- principles and practices of budget management
- written and oral communication strategies
- correct English usage, grammar, spelling, punctuation and vocabulary

Ability to:

- learn County Education Office organization, operations, policies and objectives
- communicate effectively, both orally and in writing
- prepare a wide variety of written documents
- gather and analyze data, reach sound conclusions, and recommend reasonable courses of action
- interpret and apply laws, regulations, rules, and policies
- initiate, plan, and execute projects
- make effective presentations to a wide range of audiences
- work independently
- work cooperatively and maintain effective working relationships with co-workers, HR colleagues in districts and other agencies, vendors, and others
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- operate a computer and other office equipment and related software programs
- use a human resources information system and enterprise financial system

Licenses and certificates

- Possession of a valid California driver's license and the use of a dependable vehicle are required. These requirements may be waived if the incumbent is able to perform their duties efficiently using alternative means of transportation.
- Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions

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

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.

Supplemental Information

Classified Management salary ranges have 9 steps (A-I). Initial salary placement for new hires may be at any step of the range, based on qualifications.

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

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

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

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

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

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

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Manager, Engagement & Support Supplemental Questionnaire

***QUESTION 1**

Please summarize your experience in risk management, and indicate for which employers you performed this work. (limit 200 words)

***QUESTION 2**

Describe one or more organizational process improvements in which you played a significant role. (limit 200 words)

***QUESTION 3**

What training or professional development content have you created, and for which employers or clients did you perform this work? (limit 200 words)

* Required Question



**Santa Barbara County Education Office
Coordinator, Educational Data**

SALARY	\$11,666.00 - \$14,213.92 Monthly \$139,992.00 - \$170,567.00 Annually	LOCATION	Santa Barbara - Goleta
JOB TYPE	Full-Time	JOB NUMBER	2025-00144
DIVISION	Curriculum and Instruction	DEPARTMENT	Curriculum and Instruction
OPENING DATE	05/13/2025	CLOSING DATE	5/27/2025 11:59 PM Pacific
SPECIFIC LOCATION	Santa Barbara, CA		

General Description

Our ideal candidate

You are able to master complex information systems and are adept at presenting the data extracted from them. You are an effective leader who works with considerable independence and close attention to detail. You are an effective communicator and take pride in providing exceptional training and outstanding service. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description

Under general direction, provide specialized technical assistance to support districts and schools throughout Santa Barbara County in understanding and analyzing data in order to improve data quality and use, student outcomes, and program effectiveness.

Specific Duties and Responsibilities

Specific duties and responsibilities

- Coordinate and provide leadership and technical assistance for county networks, collaborative work groups, school district administrators, and school leaders related to data, assessment, and accountability.
- Develop, design, and prepare assessment, accountability, achievement, and demographic reports by integrating data from multiple sources and file formats and using modern data visualization tools and techniques.
- Assist districts with data review by accessing and analyzing data from multiple sources and file formats including, but not limited to: CALPADS, student information systems, data management systems, and assessment systems.
- Provide technical expertise to county, district, and school administrators to solve sophisticated data problems.
- Conduct statistical data analysis and interpret and apply results to prepare periodic evaluation reports.
- Create reports using rapid application report development techniques to analyze the county’s curriculum, instruction, and assessment needs related to local, state, and federal requirements.
- Support the data and analytic needs of continuous improvement efforts for local educational agencies and charter schools as part of the local implementation of California’s System of Support model.

- Collaborate to support the implementation of site- and district-based MultiTiered System of Supports (MTSS) by coordinating and assisting local educational agencies with data and analytics needs to address the needs of all students.
- Present information to school district leaders and SBCEO program administrators related to data, evaluation, assessment, accountability, achievement, and other relevant data sources.
- Develop and deliver professional development to districts and schools regarding assessment and accountability data collection and procedures.
- Prepare, outline, and schedule report proposals to address required assessment and accountability reporting timelines and criteria.
- Prepare and deliver oral reports and presentations to a variety of audiences.
- Organize and maintain record keeping systems and databases to ensure quality and accuracy of assessment and accountability data.
- Coordinate the planning and implementation of research studies and program evaluations to measure program effectiveness.
- Plan surveys and other data collection procedures in order to produce, analyze, interpret, and apply reports and/or presentations for districts and SBCEO.
- Collaborate with SBCEO staff and grant partners to provide educational data for grant application and grant reporting.
- Establish and maintain data security procedures to ensure the confidentiality of student data.
- Perform other related duties as assigned.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a bachelor's degree from an accredited university in information systems, computer science, management information systems, education, social science, or related field. Additional coursework or an advanced degree in one or more of these fields is preferred.

Experience: Five years of experience that included at least two of the following in an educational setting: data analysis, data reporting, research and evaluation, and conducting professional development activities in data analysis and data use. Experience with public school assessment and accountability is preferred.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered. Experience with commonly used statistical and spreadsheet software and applications, and data visualization and business intelligence tools and platforms. Experience with database management is highly desirable.

Knowledge of:

- Advanced statistical methodologies
- Principles and practices of educational testing
- Policies, regulations, and procedures related to educational testing and evaluation
- Federal, state and local laws related to assessment and educational data privacy
- Student information system use and administration
- Data management systems
- Assessment systems
- Modern data visualization tools and techniques
- Research methods
- Methods and practices of data presentation
- Data analytics applications
- Principles and practices of staff development and training
- Modern office practices, procedures and equipment

- Standard office productivity software applications, including word processing, spreadsheet, and presentation programs
- Standard English usage, grammar, spelling, punctuation, and vocabulary
- Report writing practices

Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

Ability to:

- Learn County Education Office organization, operations, policies and objectives
- Learn federal and state data collection procedures
- Automate data processing, including the use of rapid application development tools and simple coding
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Extract, integrate and upload a variety of data to and from data sources
- Plan and organize the work of self and others to meet deadlines and schedules
- Initiate, plan, and execute projects
- Compose a variety of written documents, including narrative and statistical reports
- Communicate clearly and concisely both orally and in writing
- Make effective presentations to a wide range of audiences
- Establish and maintain cooperative and professional working relationships with SBCEO colleagues, school district staff, and others encountered in the course of work
- Work independently and as part of a team
- Coordinate work of district or SBCEO partners over whom one has no supervisory authority
- Represent department and SBCEO effectively with internal and external contacts
- Maintain confidentiality of data
- Gather and analyze data, reach sound conclusions, and determine an appropriate course of action
- Read, interpret, and apply technical information
- Facilitate group discussions
- Work with speed and accuracy
- Conduct statistical analysis
- Operate a computer and other office equipment and use related software programs

Licenses and certificates

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

Working conditions

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

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

Supplemental Information

Classified Management salary ranges have 9 steps (A-I). Initial salary placement for new hires may be at any step of the range, based on qualifications.

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

RECRUITMENT INFORMATION:

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

Non-Discrimination Policy Statement

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

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

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

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

Employer

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Road

Santa Barbara, California, 93110

Phone

8059644711

Website

<http://www.sbceo.org>

Coordinator, Educational Data Supplemental Questionnaire

***QUESTION 1**

Please describe your experience creating visualizations from large datasets using both Business Intelligence tools (e.g., Tableau, Power BI) and programming languages (e.g., Python, R-Studio).

* Required Question



Open Continuous Eligibility List
Behavioral Health Practitioner

Rank	Person ID	Eligible Expiration Date	Status	Bilingual	Job Type	FTE
1	2227423	10/4/2025	Eligible	N	Full-Time	1.0
1	3901583	10/23/2025	Eligible	N	Full-Time	1.0
2	12201511	10/23/2025	Eligible	N	Full-Time	1.0
2	28595024	10/4/2025	Declined Interview	N	Full-Time	1.0
2	35484459	10/11/2025	Eligible	Y	Full-Time	1.0
3	23313313	10/4/2025	Eligible	N	Full-Time	1.0



Open Continuous Eligibility List
Educational Interpreter, ASL - Certified

Rank	Person ID	Eligible Expiration Date	Status
1	62522633	10/30/2025	Eligible



**Open and Promotional Eligibility List
Manager, Communications**

Rank	Person ID	Eligible Expiration Date	Status	Job Type	FTE	Number of Hours per Week
1	49702236	05/12/2026	Eligible	Full-Time	1.0	40 hours/week
2	12809385	11/12/2025	Eligible	Full-Time	1.0	40 hours/week
2	13421361	11/12/2025	Eligible	Full-Time	1.0	40 hours/week
3	61750473	11/12/2025	Eligible	Full-Time	1.0	40 hours/week
4	24607834	11/12/2025	Eligible	Full-Time	1.0	40 hours/week

Number of applicants: 56

Number of applicants passed screening: 36

Number of performance/written exam attendees: 25

Number of oral exam attendees: 5



Personnel Commission

JOB DESCRIPTION

PARAEDUCATOR

Reports to: Varies by assignment

Division: Varies by assignment

Our ideal candidate

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

General description

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

Specific duties and responsibilities

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

PARAEDUCATOR

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

Requirements

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

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

Knowledge of:

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

PARAEDUCATOR

- Special programs available to students.

Skill in:

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

Ability to:

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

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

Licenses and certificates

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

Some positions in this classification may require:

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

Working conditions

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



PARAEDUCATOR

Physical abilities

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

Series

Instructional

Salary range 64

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



PARAEDUCATOR – DRAFT

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

Our ideal candidate

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

General description

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

Specific duties and responsibilities

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

PARAEDUCATOR – DRAFT

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

Requirements

Education: Possession of a high school diploma is required.

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

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

Knowledge of:

PARAEDUCATOR – DRAFT

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

Skill in:

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

Ability to:

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

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

Licenses and certificates

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

Some positions in this classification may require:

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



PARAEDUCATOR – DRAFT

Working conditions

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

Physical abilities

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

Series

Instructional

Salary range 64

Approved by the Personnel Commission: September 27, 2007
Revised: May 28, 2020
Revised: April 28, 2022
Revised: June 30, 2022
Revised: May 1, 2024 (salary reallocation only)
Revised: May 22, 2025 (pending approval by PC)



PARAEDUCATOR – DRAFT

Reports to: Varies by assignment

Division: Special Education

Our ideal candidate

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

General description

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

Specific duties and responsibilities

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

PARAEDUCATOR – DRAFT

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

Requirements

Education: Possession of a high school diploma is required.

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

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

Knowledge of:

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

PARAEDUCATOR – DRAFT

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

Skill in:

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

Ability to:

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

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

Licenses and certificates

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

Some positions in this classification may require:

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



PARAEDUCATOR – DRAFT

Working conditions

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

Physical abilities

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

Series

Instructional

Salary range 64

<i>Approved by the Personnel Commission:</i>	September 27, 2007
<i>Revised:</i>	May 28, 2020
<i>Revised:</i>	April 28, 2022
<i>Revised:</i>	June 30, 2022
<i>Revised:</i>	May 1, 2024 (salary reallocation only)
<i>Revised:</i>	May 22, 2025 (pending approval by PC)



Personnel Commission

JOB DESCRIPTION

PARAEDUCATOR, BEHAVIORAL INTERVENTION

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

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

General description

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

Specific duties and responsibilities

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



PARAEDUCATOR, BEHAVIORAL INTERVENTION

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

Requirements

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

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

Knowledge of:

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

Skill in:

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

Ability to:

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



PARAEDUCATOR, BEHAVIORAL INTERVENTION

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

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

Licenses and certificates

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

Some positions in this classification may require:

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

Working conditions

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

Series

Instructional

Salary range 66

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



PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

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

General description

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

Specific duties and responsibilities

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



PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

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

Requirements

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

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

Knowledge of:

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

Skill in:

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

Ability to:

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



PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

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

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

Licenses and certificates

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

Some positions in this classification may require:

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

Working conditions

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

Series

Instructional

Salary range 66

Approved by the Personnel Commission: August 23, 2007
Revised: June 30, 2022
Revised: May 1, 2024 (salary reallocation only)
Revised: May 22, 2025 (pending approval)



PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

Reports to: Coordinator, Special Education

Division: Special Education

Our ideal candidate

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

General description

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

Specific duties and responsibilities

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

PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

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

Requirements

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

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

Knowledge of:

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

Skill in:

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

Ability to:

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



PARAEDUCATOR, BEHAVIORAL INTERVENTION - DRAFT

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

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

Licenses and certificates

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

Some positions in this classification may require:

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

Working conditions

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

Series

Instructional

Salary range 66

<i>Approved by the Personnel Commission:</i>	August 23, 2007
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Personnel Commission

JOB DESCRIPTION

EDUCATIONAL DATA ANALYST

Reports to: Assistant Superintendent, Curriculum & Instruction

Division: Curriculum & Instruction

Our ideal candidate

You bring a creative problem-solving approach, attention to detail, and high degree of accuracy to your work as part of a continuous improvement team. You research issues, communicate effectively, and use a high degree of professional judgment to solve problems independently or in collaboration with others. You understand politically sensitive issues and interact with others in a diplomatic and confidential manner. You are committed to excellence in providing the best service possible to school districts and other stakeholders.

General description

Under general direction, perform a variety of professional duties involved in establishing, curating, displaying, reviewing, analyzing, maintaining, adjusting, and managing designated databases, data files, and data sets; establish, analyze, and maintain data privacy and integrity; prepare and review a variety of qualitative and quantitative data reports, displays, and presentations. Support program evaluation, differentiated assistance, and accountability for SBCEO and district programs.

Specific duties and responsibilities

1. Access and analyze data from multiple sources and file formats including but not limited to California Longitudinal Pupil Achievement Data System (CALPADS) and a variety of student information systems, data management systems, and assessment systems to support Differentiated Assistance
2. Support district staff in reviewing, reporting, managing, verifying, and troubleshooting state and local data.
3. Perform initial review of data and make recommendations to managers about statistically significant data, notable trends, and key data points.
4. Develop, design and prepare assessment, accountability, achievement and demographic reports using modern data visualization tools and techniques.
5. Organize and maintain record-keeping systems and databases to ensure the high quality and accuracy of qualitative and quantitative data across a variety of SBCEO programs.
6. Interpret a range of student data, including but not limited to: assessment data including Smarter Balanced suite of assessments and English Language Proficiency Assessments for California (ELPAC), and accountability data including California School Dashboard indicators.
7. Provide technical assistance to programs, county networks and collaborative work groups in applying policy, compliance principles, and best practices to data, assessment, and accountability.
8. Conduct data analysis and interpret and apply results in order to prepare periodic reports for SBCEO management, districts, and the state and other funders.

EDUCATIONAL DATA ANALYST

9. Support program evaluation and grants by: providing data for required reporting; participating in the organization, coordination, and execution of program evaluation activities; and providing expertise in the design of surveys and other data collection instruments for quantitative and qualitative research and data reporting.
10. Assist in the development of written reports and presentations by preparing charts, graphs, and other data visualizations, and summarizing findings for a variety of audiences.
11. Provide support to county, district, and school administrators in administering student information systems, maintaining accurate data, and exporting data to state databases such as CALPADS, the California Assessment of Student Performance and Progress (CAASPP), and Test Operations Management System (TOMS).

Requirements

Education: Possession of a bachelor's degree from an accredited university in education, social science, data analytics, library and information science, computer science, information systems, or other related field. Additional coursework or an advanced degree in one or more of these fields is preferred.

Experience: Two years of professional experience that included analysis and presentation of data in the education, human services, or healthcare sectors. Experience with public school assessment and accountability is preferred.

Knowledge of:

- Methods, procedures, and practices for information management in a computerized environment;
- Methods, procedures, and practices for statistical data analysis
- Practices and terminology used in California School Assessment and Accountability
- Data collection and clean-up strategies
- Applicable laws, codes, regulations, and procedures, including those related to data and personal information security
- Principles of effective data visualization
- Survey development techniques and software
- Standard spreadsheet software
- Arithmetic, including percentages and fractions
- Algebra, formula development, and algorithms
- Basic statistical interpretation, including shape, central tendency, variance, and reliability
- Modern office practices, procedures, and equipment
- Telephone and email etiquette
- Standard office productivity software applications, including spreadsheet programs
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of CALPADS, TOMS, and student information systems used by school districts is desirable.

EDUCATIONAL DATA ANALYST

Ability to:

- Learn federal and state data collection procedures
- Navigate and interface with a variety of school and district data systems
- Conduct queries and extract data from data systems and files
- Gather, analyze, interpolate, and extrapolate quantitative data, reach sound conclusions, make connections and inferences, and suggest subsequent data inquiries
- Organize, code, and manage qualitative data
- Choose and create appropriate, effective data visualizations and displays using basic tools such as Excel, Power BI, and Tableau
- Integrate data displays into reports, presentations, and websites
- Learn a variety of content management systems and use them to post website content
- Learn operations, policies, practices, and objectives of County Education Office and districts
- Learn, apply, and explain rules, regulations, policies, and procedures related to student information systems
- Learn to coordinate work with district or SBCEO partners over whom one has no supervisory authority
- Use a variety of data management, spreadsheet, and other software programs
- Transfer files in a variety of formats to leverage assets of various data and statistical products
- Understand and follow oral and written directions
- Communicate effectively orally and in writing
- Perform arithmetical and mathematical calculations
- Work with speed and accuracy
- Establish and maintain effective working relationships with others
- Maintain confidentiality of files, records, and other sensitive material
- Plan, organize, and coordinate work, including components of multiple projects
- Troubleshoot and solve project issues and problems
- Work independently and make sound decisions within appropriate limits of authority
- Meet schedules and timelines
- Learn record-keeping practices

Licenses and certificates

Possession of a valid California Class C driver's license and the use of a dependable automobile are required.

Working conditions

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



EDUCATIONAL DATA ANALYST

Series

Data Analysis

Salary range 84

Approved by the Personnel Commission:

January 28, 2021

**SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission****CLASS TITLE:IMS DIGITAL MEDIA RESOURCES SPECIALIST****BASIC FUNCTION:**

Under the general direction of the Director of Instructional Media Services, develop, implement, maintain, promote and train educators to use digital resources provided by the Instructional Media Services (IMS) team.

REPRESENTATIVE DUTIES:

1. Promote IMS resources in the educational community using a variety of media to include but not limited to: trainings, IMS events, monthly newsletters via Portal, list servers; research and analyze digital resources needs of educators and students.
2. Assist in the enhancement and development of digital resources including the Portal for educators and students; provide support and technical assistance for digital resources users.
3. Assist the Director in compiling recommendations for media purchases and maintain records of those resources including usage.
4. Collaborate with IMS staff and Computer Center staff to enhance the quality of user experience of digital resources, so that digital resources are “user friendly” and have intrinsic educational value.
5. Attend regular meetings of the CA County Educational Technology Consortium (CCETC).
6. Prepare and process purchase orders, invoices for sales and services provided by the IMS department.
7. Train educators throughout Santa Barbara County via video conferences and training meetings on using IMS resources; develop and implement digital training tools for IMS resources.
8. Create and maintain Portal resource user accounts; analyze and resolve technical problems with assigned web applications.
9. Coordinate, schedule, and operate equipment for video conference, satellite, and cable TV events.
10. Operate a variety of modern office equipment including computer, video recording, editing and duplicating equipment.
11. Assist with the planning and preparation for various IMS events to include but not limited to: Spelling Bee, Author-Go Round, Science Fair.
12. Perform other essential job-related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

County Education Office organization, operations, goals and services
Modern office practices, procedures and equipment, including computers, applicable software, videoconferencing, and audio visual equipment
Audiovisual equipment operation for videoconferencing, satellite, recording, and duplicating
California K-12 Content Standards for instruction
Correct English usage, grammar, spelling, punctuation and vocabulary
Filemaker Pro, and SQL, database software
Interpersonal skills using tact, patience and courtesy
Multimedia production software and hardware
Open source systems (Linux, MySQL, Moodle, uPortal)
Operation, terminology and services of the Instructional Media Department

Oral and written communication skills

IMS DIGITAL MEDIA RESOURCES SPECIALIST

Page 2

KNOWLEDGE OF: (Continued)

Personal computers and industry standard software applications.
Presentation technology including LCD projectors, video technology, public address systems, and videoconferencing equipment
Processing and circulation of instructional media and materials
Proper video duplicating procedures and applicable copyright laws
Public speaking skills
Record keeping techniques.
Statistical and financial record keeping
Telephone techniques and etiquette
Web-based technology and resources

ABILITY TO:

Quickly acquire knowledge of Instructional Media organization, operation, policies and objectives.
Support and enhance the delivery of client services by researching, developing, and providing technical support for IMS digital media resources
Represent the IMS department in a professional manner to the general public and community agencies
Record, edit and assemble a variety of educational features and programs according to established specifications, guidelines and procedures
Analyze situations accurately and adopt an effective course of action
Communicate effectively orally and in writing
Contribute to department-wide duties and events
Establish and maintain cooperative and effective working relationships with others
Maintain current knowledge on trends and resources in the technology field
Maintain records and prepare reports and memorandums
Meet schedules and time lines; plan and organize work
Move by pushing or pulling audio visual equipment weighing up to 100 lbs. on a cart
Operate a computer and other modern office equipment.
Organize, establish, and maintain a data management storage and retrieval system for digital media resources
Perform a variety of specialized duties using a variety of audiovisual equipment
Perform audio visual recording and duplication tasks with videos and DVD's
Train others to use web based technology and audiovisual equipment
Understand and follow oral and written directions
Work independently and within a team environment
Work confidentially with discretion

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in computer science or related field and three years experience working with digital media tools and software including advanced internet experience.

LICENSES AND OTHER REQUIREMENTS:

Incumbent in this class must possess a valid California Driver's license and automobile insurance required by law.

WORKING CONDITIONS:

Typical library, instructional media and office environment; incumbent will be subject to lifting, pushing, bending and stooping.

APPROVED BY PERSONNEL COMMISSION: October 28, 1993

REVISED BY PERSONNEL COMMISSION: May 27, 1999

REVISED BY PERSONNEL COMMISSION: August 20, 2004

Reclassification Approved by Personnel Commission: December 21, 2006



Santa Barbara County Education Office

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

Susan C. Salcido, Superintendent of Schools

Personnel Commission Meetings 2025/2026

Date & Time	Location
Thursday, July 24, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, August 28, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, September 25, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, October 23, 2025 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, November 20, 2025 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, December 11, 2025 1:30pm	Board Rm at SBCEO South & via video in Suite A SBCEO North
Thursday, January 22, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, February 26, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, March 26, 2026 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South
Thursday, April 23, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
Thursday, May 28, 2026 12:30pm	Board Rm at SBCEO South & via video in Board Rm SBCEO North
•Thursday, June 25, 2026 12:30pm	Board Rm at SBCEO North & via video in Board Rm SBCEO South

Meetings are typically held the fourth Thursday of each month starting at 12:30 p.m. at the Santa Barbara County Education Office Board Room, located at 4400 Cathedral Oaks Road, Santa Barbara and video conference in the North County Board Room, located at 402 Farnel Road, Santa Maria.

*** The October, March, and June Personnel Commission meetings are typically held at the Santa Barbara County Education North Office Board Room, 402 Farnel Road, Santa Maria, starting at 12:30 p.m.**

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Comparative Object Summary

Account Object Code	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2025/26 Adopted Budget	2025/26 Adopted/ Revised	2025/26 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION							
Expense							
2300 Class Admin Sal	181,981	183,681	183,681	195,804	106.60 %	12,123	
2400 Cler/Office Sal	177,087	173,386	173,026	195,022	112.48 %	21,636	
2430 Extra Hours/OT	3,000	3,103	308	3,000	96.68 %	103-	
2440 Substitutes	3,000	3,000		3,000	100.00 %		
Total for Object 2000	365,068	363,170	357,014	396,826		33,656	
3202 PERS2	101,089	97,865	96,197	108,731	111.10 %	10,866	
3302 OasdMed2	113	118	108	90	76.27 %	28-	
3304 Medi Class	5,269	5,260	5,154	5,721	108.76 %	461	
3402 H&W2 Class	123,333	111,516	115,123	137,861	123.62 %	26,345	
3502 Unempl2 Class	181	180	176	197	109.44 %	17	
3602 WrkComp2 Class	6,232	6,221	6,095	6,767	108.78 %	546	
Total for Object 3000	236,217	221,160	222,853	259,367		38,207	
4300 Supplies	100	100	42	100	100.00 %		
4340 Tangible Dev	400	400		400	100.00 %		
4350 Office Supply	3,100	3,100	2,522	3,100	100.00 %		
Total for Object 4000	3,600	3,600	2,564	3,600		0	
5200 Travel	2,100	2,100	1,664	2,100	100.00 %		
5201 Out of Cnty Trv	4,000	4,000	4,312	4,000	100.00 %		
5300 Dues/Membership	3,336	3,336	1,845	3,336	100.00 %		
5610 Rntl Les w/o Op	1,675	1,675	541	1,675	100.00 %		
5640 Computer Repr	200	200		200	100.00 %		
5650 Maint Agreemnts	1,249	1,249	642	1,249	100.00 %		
5715 PhotoCopies	100	100		100	100.00 %		
5720 Postage	50	50		50	100.00 %		
5730 Printing/Dupl	1,025	1,025	707	1,025	100.00 %		
5745 Vehicle Use	300	300		300	100.00 %		
5800 Prof Consulting	13,574	12,174	3,767	13,574	111.50 %	1,400	
5810 Contract Servs		13,235	13,234			13,235-	

Selection Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2026, Restricted? = Y, Management = 14, Obj Lvl = 4, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)

[ESCAPE](#) [ONLINE](#)

Account Object Code	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2025/26 Adopted Budget	2025/26 Adopted/ Revised	2025/26 Adopted- Revised	Comment
Management 1490 - PERSONNEL COMMISSION (continued)							
Expense (continued)							
5830 Advertisement	10,301	10,301	9,013	10,301	100.00 %		
5930 Postge,Rfl Mtrs	40	40		40	100.00 %		
Total for Object 5000	37,950	49,785	35,725	37,950		11,835-	
Total for Org 061, Management 1490 and Expense accounts	642,835	637,715	618,156	697,743		60,028	