

**0o WESTMINSTER SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Regular Meeting of June 3, 2025, at 4:00 p.m.  
District Office Board Room**

- |           |   |   |                                 |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|-----------|---|---|---------------------------------|---------------------|-------------------------------|---------------------------------|----|---|---|---|---|----|---|----|---|----|--|
| <b>1.</b> | <b><u>CALL TO ORDER 4:00 P.M</u></b>                        |   | <b>Louis Fermelia</b>           |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 1.1   | Pledge of Allegiance  |                                 |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
| <b>2.</b> | <b><u>CONSENT AGENDA</u></b> (Items identified by *)        | Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Personnel Commission, discussed, and acted upon separately. The Deputy Superintendent of Human Resources and the Executive Director of Human Resources recommend approval of all Consent Agenda items.  | <b>Louis Fermelia</b>           |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 2.1   | Consent      Approve the minutes of the regular meeting of May 20, 2025 (Enclosure)   | <b>Louis Fermelia</b>           |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 2.2   | Consent      Approve the following eligibility lists: (Enclosure)   | <b>Louis Fermelia</b>           |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           |   | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">Vacant<br/>Positions</td> <td style="text-align: center;">Active<br/>Eligibility<br/>List</td> <td style="text-align: center;">Official<br/>Eligibility<br/>List</td> </tr> <tr> <td style="padding-left: 20px;">A.</td> <td>Community Liaison Worker<br/>Spanish, expiration 5/14/2026</td> <td style="text-align: center;">2</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> </tr> <tr> <td style="padding-left: 20px;">B.</td> <td>Paraeducator Instructional<br/>Support, expiration 5/21/2026</td> <td style="text-align: center;">17</td> <td style="text-align: center;">3</td> <td style="text-align: center;">39</td> </tr> </table> |                                 | Vacant<br>Positions | Active<br>Eligibility<br>List | Official<br>Eligibility<br>List | A. | Community Liaison Worker<br>Spanish, expiration 5/14/2026 | 2 | 7 | 7 | B. | Paraeducator Instructional<br>Support, expiration 5/21/2026 | 17 | 3 | 39 |  |
|           | Vacant<br>Positions   | Active<br>Eligibility<br>List   | Official<br>Eligibility<br>List |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
| A.        | Community Liaison Worker<br>Spanish, expiration 5/14/2026   | 2   | 7                               | 7                   |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
| B.        | Paraeducator Instructional<br>Support, expiration 5/21/2026 | 17  | 3                               | 39                  |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
| <b>3.</b> | <b><u>NEW BUSINESS</u></b>                                  |   |                                 |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.1   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Extended School Program Facilitator. (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.2   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Early Education Assistant. (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.3   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Early Education Assistant. (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.4   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Early Education Assistant. (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.5   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (Enclosure)   | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.6   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Extended School Program Facilitator. (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.7   | <u>Discussion/Action</u> Approve the revised classification statement for Network System Specialist to Network Systems Analyst (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.8   | <u>Discussion/Action</u> Approve the new classification and salary range for the Junior Network Systems Analyst (Enclosure)   | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.9   | <u>Discussion/Action</u> Approve the new classification and salary range for the Network and IT Solutions Manager (Enclosure)   | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.10  | <u>Discussion/Action</u> Approve the revised classification statement for Noontime Supervisor to Campus Supervision Assistant (Enclosure)   | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.11  | <u>Discussion/Action</u> Approve the revised classification statement for Community Liaison Worker (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |
|           | 3.12  | <u>Discussion/Action</u> Approve the revised classification statement for District Parent and Family Engagement Specialist (Enclosure)  | <b>Michael Kim</b>              |                     |                               |                                 |    |   |   |   |   |    |   |    |   |    |  |

Personnel Commission Agenda

June 3, 2025

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- |      |                                    |  |   |
|------|------------------------------------|--|---|
| 3.13 | <u>Discussion/Action</u>           | Approve the revised classification statement for District Special Education Parent Liaison (Enclosure)                 | Michael Kim   |
| 3.14 | <u>Discussion/Action</u>           | Approve the revised classification statement for Health Services Assistant (Enclosure)                                 | Michael Kim   |
| 3.15 | <u>Discussion/Action</u>           | Approve the revised classification statement for Licensed Vocational Nurse (Enclosure)                                 | Michael Kim   |
| 3.16 | <u>Discussion/Action</u>           | Approve the revised classification statement for Supplemental Services Technician (Enclosure)                          | Michael Kim   |
| 3.17 | <u>Discussion/Action</u>           | Approve the revised classification statement for Translator/Interpreter (Enclosure)                                    | Michael Kim   |
| 4.   | <u>REPORTS/COMMENTS</u>            |  |   |
| 4.1  | Information                        | Recruitment/Vacancy Update (Enclosure)   | Cynthia Torres  |
| 4.2  | Information                        | Personnel Commission Calendar  | Louis Fermelia  |
| 4.3  | Information                        | Executive Director Report  | Michael Kim   |
| 4.4  | Information                        | Deputy Superintendent Report   |   |
|      | 4.4.1                              | Human Resources  | Rich Montgomery                                       |
| 4.5  | Information                        | Assistant Superintendent Report  |   |
|      | 4.5.1                              | Business Services  | Manuel Cardoso  |
|      | 4.5.2                              | Educational Services   | Dr. Richard Noblett                                   |
| 4.6  | Information                        | Superintendent Report  | Dr. Gunn Marie Hansen                                 |
| 4.7  | Information                        | Public Comments<br>CSEA<br>Public and Staff in attendance  | Matt Acocello   |
| 4.8  | Information                        | Staff Comments<br>Personnel Analyst<br>Personnel Technician<br><br>Personnel Specialist                                | Stephanie Myers<br>Cynthia Torres<br>Monica Wilkinson |
| 4.9  | Information                        | Personnel Commission Comments<br>Commissioner Jones<br>Commissioner Connolly<br>Commissioner Fermelia                  | Robin Jones<br>Thomas Connolly<br>Louis Fermelia      |
| 5.   | <u>CLOSED SESSION: (if needed)</u> |  | Louis Fermelia  |
| 5.1  |                                    | Public Employee Performance Evaluation<br>- Government Codes §54957 and 54957.1<br>Executive Director, Human Resources |   |
| 5.2  |                                    | Public employee discipline/dismissal/release<br>- Government Codes §54954.5(e) and 54957                               |   |
| 6.   | ADJOURNMENT:                       |  | Louis Fermelia  |

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission office at (714)*

*894-7311, extension 1170, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting*

**PERSONNEL COMMISSION MEETING CALENDAR:**

August 26, 2025  
September 23, 2025  
October 28, 2025  
November 18, 2025  
December 16, 2025

January 27, 2026  
February 24, 2026  
March 24, 2026  
April 28, 2026  
May 26, 2026  
June 23, 2026

WESTMINSTER SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Minutes of the Regular Meeting of May 20, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Thomas Connolly at 4:04 p.m. Mrs. Cynthia Torres led the flag salute.

*COMMISSIONERS PRESENT:*

Mrs. Robin Jones  
Mr. Louis Fermelia  
Mr. Thomas Connolly

*OTHERS PRESENT:*

Mr. Rich Montgomery, Deputy Superintendent,  
Human Resources  
Dr. Richard Noblett, Assistant Superintendent,  
Educational Services  
Mr. Michael Kim, Executive Director, Human  
Resources  
Mrs. Susan Hillenbrand, Administrative Secretary,  
Human Resources  
Mrs. Cynthia Torres, Personnel Technician  
Mrs. Monica Wilkinson, Personnel Specialist  
Mrs. Stacey Barajas, CSEA Treasurer  
Mrs. Karen Urbano, CSEA Chief Union Steward  
Mrs. Jackie Jenkins, CSEA Past President

*MINUTES OF THE REGULAR MEETING  
OF April 22, 2025:*

Commissioner Jones moved, seconded by  
Commissioner Connolly, to approve the minutes of  
the regular meeting of April 22, 2025.  
**Motion carried 3/0**

*ELIGIBILITY LIST APPROVED:*

Commissioner Jones moved, seconded by  
Commissioner Connolly, to approve the eligibility list;  
Custodian, expiration 4/11/2026, Community Liaison  
Worker Spanish, expiration, 4/23/2026, Accountant,  
expiration, 4/23/2026, Early Education Infant  
Assistant, expiration, 4/24/2026, Early Education  
Infant Instructor, expiration, 4/24/2026, Paraeducator  
Instructional Support, expiration, 4/29/2026,  
Paraeducator Behavior Instructional Support,  
expiration, 5/5/2026, Extended School Program  
Facilitator, expiration, 5/5/2026, Senior Lead Food  
Service Worker, expiration, 5/9/2026. **Motion  
carried 3/0**

*APPROVE ADVANCED STEP  
PLACEMENT ON THE SALARY  
SCHEDULE FOR THE HEALTH SERVICES  
ASSISTANT:*

Commissioner Connolly moved, seconded by  
Commissioner Jones to approve the advanced step  
placement on the salary schedule for the Health  
Services Assistant. **Motion carried 3/0**

*APPROVE ADVANCED STEP  
PLACEMENT ON THE SALARY  
SCHEDULE FOR THE EXTENDED  
SCHOOL PROGRAM FACILITATOR:*

Commissioner Connolly moved, seconded by  
Commissioner Jones to approve the advanced step  
placement on the salary schedule for the Extended  
School Program Facilitator.  
**Motion carried 3/0**

*APPROVE ADVANCED STEP  
PLACEMENT ON THE SALARY  
SCHEDULE FOR THE FOOD SERVICE  
WORKER:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Food Service Worker. **Motion carried 3/0**

*PUBLIC HEARING TO PROVIDE THE  
BOARD OF TRUSTEES AND THE PUBLIC  
AN OPPORTUNITY TO EXPRESS THEIR  
VIEWS ON THE PROPOSED PERSONNEL  
COMMISSION BUDGET FOR 2025-2026  
SCHOOL YEAR:*

A public hearing was opened at 4:13 p.m. and closed at 4:19 p.m. Commissioner Connolly had questions regarding the budget.

*ADOPT THE PERSONNEL COMMISSION  
BUDGET FOR THE 2025-2026 SCHOOL  
YEAR:*

Commissioner Connolly moved, seconded by Commissioner Jones to adopt the Personnel Commission Budget for the 2025-2026 School Year. **Motion carried 3/0**

*APPROVE PROPOSED CHANGES TO  
THE CLASSIFICATION STATEMENT FOR  
NUTRITION SERVICES CHEF:*

Commissioner Jones moved, seconded by Commissioner Connolly to approve proposed changes to the classification statement for Nutrition Services Chef. **Motion carried 3/0**

*APPROVE PROPOSED CHANGES TO  
THE CLASSIFICATION STATEMENT FOR  
NUTRITION SERVICES HEAD  
CHEF/OPERATIONS SPECIALIST:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve proposed changes to the classification statement for Nutrition Services Head Chef/Operations Specialist. **Motion carried 3/0**

*APPROVE PROPOSED CHANGES TO  
THE CLASSIFICATION STATEMENT FOR  
SENIOR LEAD FOOD SERVICE WORKER:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve proposed changes to the classification statement for Senior Lead Food Service Worker. **Motion carried 3/0**

*RECRUITMENT UPDATE:*

Mrs. Torres presented an update on the recruitment report. Mrs. Wilkinson shared that we are now recruiting on LinkedIn and Indeed.

*PERSONNEL COMMISSION CALENDAR:*

No Changes.

*EXECUTIVE DIRECTOR REPORT:*

Mr. Kim thanked the Commission and the Human Resources team for being supportive and open to trying, testing and implementing new ideas. It is appreciated.

Mr. Kim reported that we will be holding a job fair on July 29, 2025. Announcements will be going out very soon. We will be recruiting for Extended School Program Facilitator, Paraeducator Instructional Support and some others.

Finally, Mr. Kim stated that we are preparing the staffing for the next school year.

*DEPUTY SUPERINTENDENT REPORT:*

Mr. Montgomery shared his appreciation for the way we are recording the difference between active Eligibility Lists and Official Eligibility Lists. By adding this, it gives a clear, accurate account of how many we have actively wanting positions.

Mr. Montgomery reported that many events have been happening around Westminster School District. One of them was the 10<sup>th</sup> Anniversary of DeMille dual language program which took place on Friday, May 16<sup>th</sup>. Our retiree dinner is coming up and we are doing it very differently this year. We will be having dinner at Dukess restaurant. Most retirees will be attending.

Mr. Montgomery shared that today a committee along with CSEA have been working on a new Classified Evaluation form. This has been in process for a year and will be brought to the commission soon.

Mr. Montgomery shared that an outside company that we have been using to fill some positions reached out to find a way that we can hire the from their company more quickly. The contract would cost us more on the front end but we could hire them more quickly.

*ASSISTANT SUPERINTENDENT REPORTS:*

Dr. Noblett shared that educational services is preparing for the end of the year promotions and summer programs. We have just completed staffing for the summer programs.

Dr. Noblett also shared that educational services is also preparing for the next school year.

*SUPERINTENDENT REPORT*

No Report.

*PUBLIC COMMENTS:  
CSEA:*

Mrs. Jenkins shared that this week is Classified School Employees Week.

Mrs. Jenkins shared that we celebrated our Appreciation Dinner last week, and it went very well.

*STAFF COMMENTS:*

No Comments.

*COMMISSIONER'S COMMENTS:*

Commissioner Connolly thanked the staff for their hard work.

Commissioner Jones stated that it has been wonderful being a commissioner.

Commissioner Fermelia thanked everyone for their teamwork. Westminster School District is the greatest.

*ADJOURNMENT:*

The meeting adjourned at 4:51 p.m.

Respectfully submitted,  
Michael Kim  
Executive Director, Human Resources



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 25-195  
**Effective:** 5/14/2025  
**Expires:** 5/14/2026

**Eligibility List For: Community Liaison Worker Spanish  
List Type: Open/Promotional - 10/12 months**

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>			
1	Rolando Zavala	Merged:			Veteran Pts.
					Seniority Pts.
2	Hortensia Garrison	Merged:			Veteran Pts.
					Seniority Pts.
3	Elizabeth Tostado	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Janeth Sanchez Simental	Merged:			Veteran Pts.
					Seniority Pts.
4	Rebksh Montes de Oca	Merged:			Veteran Pts.
					Seniority Pts.
5	Elizabeth Gutierrez	Merged:			Veteran Pts.
					Seniority Pts.
6	Jonathan Montes-Cervantes	Merged:	x		Veteran Pts.
					Seniority Pts.

**Two Vacancies**



**Eligibility List For: Paraeducator Instructional Support  
List Type: Open/Promotional - 10 months**

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>			
1	Brenna Shetzline	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Linda Delmont	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Julie Custudio	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Ali Parandi	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Yadira Barajas	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Dalia Zakhary	Merged:			Veteran Pts.
					Seniority Pts.
6	Krista Wright	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Tammy Pham	Merged:			Veteran Pts.
					Seniority Pts.
7	Jacqueline Derleth	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Sean Wakatake	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Lauren Tran	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Vickie Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Theo Avorh	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Annaliese Daher	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Selene Espinoza	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Alyssa Scribner	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Emily Bernal	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Jessica Melton	Merged:	x		Veteran Pts.
					Seniority Pts.

11	Jaya Mae Balloon	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Tara Parks	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Iris Gonzalez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Lori Rehnert	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Gloria Campos	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Maria Moreno	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Jaime Jocelyn	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Angelica Rodas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Rodabeh Boroumand	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Connie Navaro	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Amy Vega Enriquez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Gladys Piscoya	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Lius Borja	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	

## Nineteen Vacancies



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.1—Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.

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The advanced step placement recommendation for an Extended School Program Facilitator comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 and B3 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.
3. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Ms. Sarah Glover holds a Bachelor of Science in Computer Science from California State University, Fullerton, and is currently working towards her Master's in Cybersecurity. Ms. Glover has tutored students in computer programming. In addition, with the difficulty of recruitment for the Extended School Program, it is recommended that Ms. Glover start at Step III of the Extended School Program Facilitator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Extended School Program Facilitator (Range 9)	\$19.53	\$20.31	\$21.13	\$21.98	\$22.84	\$23.75

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.



## Westminster School District Memorandum

**DATE:** May 20, 2025

**TO:** Personnel Commission

**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources

**SUBJECT:** Agenda Item 3.2–Approve Advanced Step Placement on the salary schedule for an Early Education Assistant.

The advanced step placement recommendation for an Early Education Assistant comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.

Ms. Judith Ojeda has worked as a Teacher at Kinder Care for two years and as a Lead Pre-K Teacher at Kiddie Academy for the last year. It is recommended that Ms. Ojeda start at Step II of the Early Education Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Monthly \$ Hour	STEP II \$ Monthly \$ Hour	STEP III \$ Monthly \$ Hour	STEP IV \$ Monthly \$ Hour	STEP V \$ Monthly \$ Hour	STEP VI \$ Monthly \$ Hour
Early Education Assistant (Range 27)	\$ 3778 \$21.78	\$3925 \$22.65	\$4084 \$23.57	\$4245 \$24.50	\$4417 \$25.47	\$4590 \$26.49

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for an Early Education Assistant.



## Westminster School District Memorandum

**DATE:** May 20, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
 Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for an Early Education Assistant.

The advanced step placement recommendation for an Early Education Assistant comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Vickie Nguyen has a Bachelor of Science in Sociology from California State University, Fullerton. It is recommended that Ms. Nguyen start at Step II of the Early Education Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Monthly \$ Hour	STEP II \$ Monthly \$ Hour	STEP III \$ Monthly \$ Hour	STEP IV \$ Monthly \$ Hour	STEP V \$ Monthly \$ Hour	STEP VI \$ Monthly \$ Hour
Early Education Assistant (Range 27)	\$ 3778 \$21.78	\$3925 \$22.65	\$4084 \$23.57	\$4245 \$24.50	\$4417 \$25.47	\$4590 \$26.49

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for an Early Education Assistant.



## Westminster School District Memorandum

**DATE:** May 20, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
 Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.4—Approve Advanced Step Placement on the salary schedule for an Early Education Assistant.

The advanced step placement recommendation for an Early Education Assistant comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Carolina Valderrama has a Bachelor of Science in Sociology from California State University, Fullerton. In addition, Ms. Valderrama has been an Instructional Assistant for Amergis for two years and also worked as an Assistant Teacher at Katella High School. It is recommended that Ms. Valderrama start at Step III of the Early Education Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Monthly \$ Hour	STEP II \$ Monthly \$ Hour	STEP III \$ Monthly \$ Hour	STEP IV \$ Monthly \$ Hour	STEP V \$ Monthly \$ Hour	STEP VI \$ Monthly \$ Hour
Early Education Assistant (Range 27)	\$ 3778 \$21.78	\$3925 \$22.65	\$4084 \$23.57	\$4245 \$24.50	\$4417 \$25.47	\$4590 \$26.49

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for an Early Education Assistant.



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.5—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

---

The advanced step placement recommendation for a Paraeducator Instructional Support comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B3 as follows:

3. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Ms. Jaya Mae Ballon is a current substitute Health Services Assistant and substitute Paraeducator Instructional Support in our district. With the difficulty of recruitment for the Paraeducator Instructional Support positions, it is recommended that Ms. Ballon start at Step II of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Instructional Support (Range 25)	\$21.69	\$22.56	\$23.44	\$24.38	\$25.36	\$26.35

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.



## Westminster School District Memorandum

**DATE:** June 3, 2025

**TO:** Personnel Commission

**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources

**SUBJECT:** Agenda Item 3.6—Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.

The advanced step placement recommendation for an Extended School Program Facilitator comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B2 and B3 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.
3. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Ms. Jenny Tran holds a Bachelor of Science in Communicative Disorders from California State University, Fullerton. In addition, with the difficulty of recruitment for the Extended School Program, it is recommended that Ms. Tran start at Step III of the Extended School Program Facilitator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Extended School Program Facilitator (Range 9)	\$19.53	\$20.31	\$21.13	\$21.98	\$22.84	\$23.75

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.7—Approve proposed changes to the title and classification statement of the Network Systems Specialist to Network Systems Analyst.

---

The Westminster School District's Innovation and Technology Services Department is looking to enhance the efficiency and align roles with industry standards. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department.

Updating the title of the Network Systems Specialist to Network Systems Analyst reflects the expanded responsibilities and technical expertise required in managing our complex network environment. This change aligns with industry standards and acknowledges the analytical depth and strategic role this position plays.

The Innovation and Technology Services Department recommends that the Network Systems Specialist be reclassified to Network Systems Analyst.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Network Systems Analyst (Range 149)	\$6,757	\$7,025	\$7,306	\$7,596	\$7,898	\$8,213

**RECOMMENDATION:** Approve proposed changes to the title and classification statement of the Network Systems Specialist to Network Systems Analyst.

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** NETWORK SYSTEMS ~~SPECIALIST~~ ANALYST

---

**BASIC FUNCTION:**

Under the direction of the ~~Director of Technology and Information Services~~ Network and IT Solutions Manager, plan, oversee, and provide technical assistance in the installation, configuration, maintenance, management, and problem resolution of network infrastructures, telecommunications, central computer systems, operations, and customer service.

---

**ESSENTIAL DUTIES:**

Plan, organize, control and direct the activities related to the District's network and related operations.

Establish criteria for referral of unresolved trouble calls to appropriate external personnel; lead and monitor the work of other non-district technical staff.

Assist the Director and other District administrative staff in support of technical needs regarding existing technology capabilities, the feasibility of developing new network systems and determining local and wide area network requirements as well as modifications to local and wide-area network systems.

Participate in the evaluation, costing, selection, testing and implementation of software and hardware and maintain knowledge of current technological advances in the field.

Provide for proper documentation of network development.

Analyze needs and plan new network systems or system components as well as modifications to existing ones.

Assure District compliance with network policies, procedures, and protocols across multiple systems.

Plan, organize, monitor and fine tune network operations.

Manage installation, upgrading and repair of local and wide-area network hardware, software, cabling and wiring.

Troubleshoot network system problems; recommend solutions and execute corrections as appropriate at various locations.

Monitor inventory of network hardware, software, licenses and computer forms.

Operate computer and other office equipment as assigned; drive vehicle to various sites to conduct work.

Participate in the development of departmental standards and procedures.

## **OTHER REPRESENTATIVE DUTIES:**

Confer with hardware and software vendors to obtain information, resolve problems, and ensure District standards and specifications are achieved.

Provide technical direction and training on computer systems, including operating systems updates, software installations, file management, backups, and troubleshooting.

May be required to participate in a variety of training to continuously update skills related to job responsibilities.

Perform [job-related](#) duties as assigned.

---

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Advanced principles and practices of local area networks and wide area networks including architecture, design, configuration, installation, monitoring, and troubleshooting techniques.

Local area and wide area network communications standards and protocols such as TCP/IP and Cisco IOS configurations and software management tools.

Disaster recovery systems.

Personal hardware and software products, peripheral equipment, and its interface with the network.

Security and auditing systems as well as forensics method.

Advanced principles and operating procedures of computer systems and related equipment.

Identifying, evaluating and solving complex network and computer problems.

Oral and written communication skills.

~~Standard American English~~ [Proper](#) usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Interpersonal skills; using tact, patience and courtesy.

Principles and practices of training.

Record keeping and report preparation techniques.

Data communications and teleprocessing principles.

Applicable laws, codes, relations, policies and procedures related to Information Technology.

## ABILITY TO:

Oversee and provide technical support in the installation, maintenance and repair of District computer equipment, peripherals and network infrastructure.

Demonstrate interpersonal skills using tact, patience and courtesy.

Provide technical assistance to computer systems users and assigned staff.

Adjust operational schedules according to emergency and priority needs.

Troubleshoot and repair basic system malfunctions and maintain system operation.

Analyze situations accurately and adopt an effective course of action.

Maintain current knowledge of technological advances in the field.

Prepare records and reports related to assigned activities.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare and conduct oral presentations.

---

## EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

1. An associate's degree in computer science or a related field

And

2. ~~and~~ three years of experience in the selection, evaluation, installation, configuration, and maintenance of networks, computer systems, peripherals, and related equipment.

A maximum of 2 years additional appropriate related experience and/or completion of related technical school may be submitted for the education requirement on a year-for-year basis.

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**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License and a reliable motor vehicle for personal transportation and insurability by the District's insurance carrier. Certification of administration issued by Novell, Cisco, or a similar training program is desired.

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**PHYSICAL DEMANDS:**

~~While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; climb or balance; and stoop, kneel, or crouch. The employee may regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, and use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.
- Frequently lift and/or move objects weighing up to 50 pounds.

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

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**WORKING ENVIRONMENT:****ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

Working around electrical equipment and video displays.

**PREPARED BY:** Classified Personnel Department      **DATE:** June, 2000

**APPROVED BY:** Board of Trustees      **DATE:** July, 2000

**APPROVED BY:** Personnel Commission      **DATE:** July, 2000

**REVISED BY:** Personnel Commission      **DATE:** February 2006  
Personnel Commission      **DATE:** June 3, 2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.8—Approve the new classification statement and salary range for Junior Network Systems Analyst.

---

The Westminster School District's Innovation and Technology Services Department is looking to enhance the efficiency and align roles with industry standards. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department.

The introduction of the Junior Network Systems Analyst position supports our district's commitment to fostering career growth opportunities. This role not only cultivates talent within our organization but also serves as a cost-effective measure by developing skilled professionals internally to meet future IT needs.

The Innovation and Technology Department is recommending that the Junior Network Systems Analyst be placed at Range 144 on the Salary Schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Junior Network Systems Analyst (Range 144)	\$6,219	\$6,469	\$6,726	\$6,994	\$7,275	\$7,566

**RECOMMENDATION:** Approve the new classification statement and salary range for Junior Network Systems Analyst.

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** JUNIOR NETWORK SYSTEMS ANALYST

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### **BASIC FUNCTION:**

Under the direction of the Network and IT Solutions Manager, assist in the installation, maintenance, monitoring, and support of the District's network infrastructure, telecommunications systems, and related hardware/software. This entry-level role supports the overall reliability and performance of network services while gaining technical proficiency and experience.

---

### **ESSENTIAL DUTIES:**

Assist in the setup, configuration, and routine maintenance of local area networks (LAN), wide area networks (WAN), wireless networks, and related systems.

Respond to technical support requests related to networking and connectivity; escalate complex issues to senior staff as appropriate.

Perform basic troubleshooting of hardware, software, and cabling issues under supervision.

Monitor network activity and report irregularities or potential problems.

Document procedures, system changes, and issue resolutions to support knowledge sharing and future troubleshooting.

Provide on-site support to various school and district locations as assigned.

Assist in inventory tracking of networking hardware, software, and peripheral devices.

Participate in professional development activities to expand knowledge in networking technologies and best practices.

Participate in the evaluation, costing, selection, testing, and implementation of software and hardware, and maintain knowledge of current technological advances in the field.

Provide for proper documentation of network development.

Assure District compliance with network policies, procedures, and protocols across multiple systems.

Troubleshoot network system problems; recommend solutions and execute corrections as appropriate at various locations.

Operate computer and other office equipment as assigned; drive vehicle to various sites to conduct work.

Participate in the development of departmental standards and procedures.

### **OTHER REPRESENTATIVE DUTIES:**

Coordinate with vendors and contractors during equipment installation or service calls, under supervision.

Provide support for user access management, including setting up basic user accounts and permissions.

Assist with routine network performance testing and diagnostic reporting.

Attend and participate in staff meetings and trainings as directed.

May be required to participate in a variety of training to continuously update skills related to job responsibilities.

Perform job-related duties as assigned.

---

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Basic principles and components of local and wide area networks.

Networking concepts such as IP addressing, DNS, DHCP, and standard network protocols.

Common operating systems (Windows, macOS) and productivity software.

General cybersecurity awareness and best practices.

Safe use of tools and practices when working with networking equipment.

Effective written and oral communication techniques.

Local area and wide area network communications standards and protocols, such as TCP/IP and Cisco IOS configurations and software management tools.

Disaster recovery systems.

Personal hardware and software products, peripheral equipment, and its interface with the network.

Oral and written communication skills.

Proper usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies, and objectives.

Interpersonal skills: using tact, patience, and courtesy.

Principles and practices of training.

Record keeping and report preparation techniques.

Data communications and teleprocessing principles.

Applicable laws, codes, relations, policies, and procedures related to Information Technology.

### **ABILITY TO:**

Follow instructions and complete tasks with attention to detail.

Maintain accurate documentation of technical work and inventory.

Communicate effectively with technical and non-technical staff.

Prioritize tasks and manage time effectively under guidance.

Work collaboratively and maintain positive working relationships.

Oversee and provide technical support in the installation, maintenance, and repair of District computer equipment, peripherals, and network infrastructure.

Demonstrate interpersonal skills using tact, patience, and courtesy.

Provide technical assistance to computer systems users and assigned staff.

Adjust operational schedules according to emergency and priority needs.

Troubleshoot and repair basic system malfunctions and maintain system operation.

Maintain current knowledge of technological advances in the field.

Prepare records and reports related to assigned activities.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Plan and organize work.

Prepare and conduct oral presentations.

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### **EDUCATION AND EXPERIENCE:**

1. Graduation from high school supplemented by coursework or certification in computer science, information technology, or related fields,

And

2. At least one (1) year of experience supporting computer networks, systems, or technology services.

Desirable: Completion of a relevant technical program, associate's degree, or internship in networking or IT support.

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**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License and a reliable motor vehicle for personal transportation and insurability by the District's insurance carrier. Entry-level certification, such as CompTIA Security+, CompTIA Network+, Cisco CCNA (in progress or completed), or equivalent, is desired.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.
- Frequently lift and/or move objects weighing up to 50 pounds.
- Occasionally lift and/or move objects weighing up to 100 pounds with assistance.

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

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**WORKING ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

Working around electrical equipment and video displays.

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APPROVED BY: Board of Trustees

DATE: June 12, 2025

APPROVED BY: Personnel Commission

DATE: June 3, 2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.9—Approve the new classification statement and salary range for Network and IT Solutions Manager.

---

The Westminster School District's Innovation and Technology Services Department is looking to enhance the efficiency and align roles with industry standards. As a result, the current leadership assessed the systems and processes currently in place to determine the overall efficiency of the department.

The Network and IT Solutions Manager position is crucial to ensure seamless operations and strategic development of our district's IT infrastructure. This role will lead initiatives in enhancing network reliability, security, and innovation to support our educational mission effectively.

The Innovation and Technology Department is recommending that the Network and IT Solutions Manager be placed at Range 10 on the Classified Management Salary Schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Network and IT Solutions Manager (Range 10 Classified Management)	\$9,122	\$9,488	\$9,868	\$10,265	\$10,674	\$11,103

**RECOMMENDATION:** Approve the new classification statement and salary range for Network and IT Solutions Manager.

## WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

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**TITLE:** NETWORK AND IT SOLUTIONS MANAGER

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### **BASIC FUNCTION:**

Under the direction of the Chief Technology Officer, develop, implement, maintain, monitor, and supervise new and existing network systems, including but not limited to systems deployment, configuration, management, optimization, monitoring, maintenance, diagnostics, repair, security compliance, security response, audits, and ensuring compliance with relevant regulations and policies for all District systems. Analyze network systems data and develop improvement and best practice plans; prepare training materials and deliver trainings; responsible for developing, maintaining and keeping all cybersecurity policies, initiatives and efforts up to date in order to keep the district as safe as possible in relation to cybersecurity practices and events; participate and collaborate in professional organizations, state, and federal agencies, and prepare network documentation, plans, and reports as needed. Provide leadership in the implementation and management of various systems such as the staff Learning Management Systems (LMS), Student Learning Management System (SLMS), Maintenance and Operations Work Order System, AI Integrations, and Internet of Things (IoT) solutions.

### **ESSENTIAL AND REPRESENTATIVE DUTIES:**

Possess a thorough knowledge of networking principles and network infrastructure systems integration and management practices.

**Learning Management Systems (LMS & SLMS):** Implement, manage, and optimize digital learning platforms for staff and students to enhance teaching and learning experiences.

**Maintenance and Operations Work Order System:** Oversee the deployment and management of digital work order systems for facilities and operations.

**AI Integrations:** Identify, evaluate, and deploy AI-driven tools for district operations and instructional support.

**Internet of Things (IoT):** Manage and integrate IoT technologies to enhance operational efficiency and security.

**Monitoring and Management:** Utilize advanced network methods, tools, and technologies to proactively monitor and manage the school district's wireless and wired networks, VoIP, firewall, web filters, VPN, access control, and systems and applications.

**Investigate Network Performance:** Identify root causes of network data and voice performance incidents and develop appropriate remediation strategies.

**Security Support:** Use intrusion detection and prevention systems (IDS/IPS), firewalls, antivirus software, and other industry-standard security measures to identify and respond to potential threats, malware, viruses, and other malicious activities in support of security response.

**Training:** Design and deliver training programs for technology team members, staff, teachers, and students.

**Policy Development and Compliance:** Assist in the development, implementation, and enforcement of network policies, standards, procedures, and guidelines. Stay updated with regulatory requirements (e.g., FERPA, COPPA) and industry best practices.

**Access Controls and Infrastructure:** Collaborate with all Technology Services teams to evaluate, implement, and maintain access controls. Continuously assess effectiveness and recommend improvements.

**Network Incident Reporting:** Prepare and present regular reports on voice and data network performance and reliability.

**Audits and Assessments:** Conduct periodic audits and assessments to evaluate network performance and effectiveness.

**Administrative Duties:** Perform responsible administrative duties as the chief technology officer of the District; provide technical expertise, advice, and consultation to the Superintendent and the Board of Trustees regarding technology initiatives.

**External Collaboration:** Attend and represent the District at professional meetings, collaborate with school districts, vendors, businesses, universities, and community organizations to enhance technology effectiveness.

**Continuous Learning:** Stay updated on industry advancements, best practices, and emerging trends in technology.

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**OTHER REPRESENTATIVE DUTIES:** Confer with hardware and software vendors to obtain information, resolve problems, and ensure District standards and specifications are achieved. Provide technical direction and training on computer systems including operating systems updates, software installations, file management, backups, and troubleshooting. May be required to participate in a variety of training to continuously update skills related to job responsibilities. Serves as the Subject Matter Expert in cybersecurity, support, forensics, and disaster recovery, working directly with the CTO to develop and implement robust network and IT security solutions. Perform related duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:**

Supervision:            1) Reports to and receives direction from the Chief Technology Officer.  
                                 2) Direct supervision of the following positions: (a) Network Analyst (b) Other Technology staff as assigned.

Internal Contacts:     Continuing contact with all schools and departments, district employees, administrative staff, and members of the Board of Trustees.

External Contacts:    Continuing contact with Orange County school officials, city and county officials, and officials of other school districts.

Frequent contact with state officials, representatives of public and private agencies, consultants, attorneys, vendors, and others.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Voice and data network systems and principles

Protocols and technologies to include the following:

- TCP/IP, routing
- OSPF
- Switching
- Virtual Local Area Networks (VLANs)
- Wireless Local Area Network (WLAN)
- 802.11ac, 802.11ax architectures
- Voice over IP (VoIP)
- Session Initiation Protocol (SIP)
- Telephony routing
- Network security
- Operating systems
- Application security
- Secure configurations
- Firewalls
- Intrusion Detection System / Intrusion Prevention System (IDS/IPS)
- Virtual Private Network (VPN)
- Mobile Device Management (MDM)
- Access Control Lists (ACLs)
- Methods of incident response
- Risk management
- Compliance and regulations
- Security tools
- Security awareness and training
- Learning Management Systems (LMS & SLMS)
- AI applications in education and operations
- IoT technologies and integrations
- Work order management systems
- Regulations: FERPA, COPPA compliance
- Project management and implementation strategies
- Oral and written communication skills.

### ***ABILITY TO:***

Manage, monitor, and investigate; utilize advanced tools and methods to proactively manage and monitor the school district's voice and data network, systems, and applications for optimal operations.

Develop operation and maintenance plans for voice and data network infrastructure systems; research, project management, and deploy industry standard system and infrastructure configuration and security.

Maintain accurate and up-to-date documentation.

Solve complex voice and data network system integration problems.

Analyze and take corrective action to ensure best practice system security and infrastructure uptime, availability and performance.

Proficient knowledge of voice and data network protocols, VoIP systems, operating systems, and network architectures.

Proven incident response, including supporting incident analysis and response.

Strong analytical and problem-solving skills to identify and address voice and data network operations.

Effective oral and written communication skills to convey complex technical concepts to non-technical audiences.

Ability to work independently, prioritize tasks, and handle multiple projects simultaneously.

A solid commitment to maintaining confidentiality, integrity, and ethical standards in handling sensitive information.

Practices, procedures, techniques, and strategies for determining operational effectiveness.

Principles and practices of supervision and training.

Result and performance evaluation techniques pertaining to program and personnel performance effectiveness.

Human relations, conflict resolution strategies, and team building principles and techniques.

Record-keeping and report preparation techniques.

Emerging trends in instructional and business technology.

Coordinate a variety of complex technical operations involving the efforts of multiple district units.

Select, supervise, evaluate, and direct the activities of professional and other assigned staff.

Analyze situations accurately and adopt an effective course of action.

Incorporate new technology into future plans.

Read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate, and discipline subordinates.

Demonstrate organizational, time management, analytical, and problem-solving skills.

Train and instruct others in the performance of their duties.

Understand and carry out oral and written instructions. Use interpersonal skills with tact, patience, and courtesy.

Prioritize workload and conflicting demands.

Oversee and integrate **LMS, SLMS, Work Order Systems, AI, and IoT** solutions effectively

Work independently, prioritize tasks, and manage multiple projects

Train and support staff in network security, LMS, AI, and emerging technologies

Ensure system security, uptime, and compliance with best practices

### 3.9 Supervise, evaluate, and lead a team effectively

pg 5 +

Establish and maintain records.

Establish and maintain cooperative and effective working relationships with others. Prepare and deliver oral presentations.

Meet schedules and timelines.

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### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited university with a bachelor's degree with specialization in Computer Science, Networking, or a related field, or any combination of professional training or technical experience equivalent to a bachelor's degree. Relevant certifications including but not limited to Cisco Certified Network Professional "CCNP", or equivalent, Certified Information Systems Security Professional "CISSP" are highly desirable.

Consideration will be given to alternative combinations of experiences and training that provide the knowledge, skills, and abilities that encompass the major duties and responsibilities.

Candidates who possess a valid California Administrative Services Credential and a bachelor's degree in any field may be considered for this position if they meet the technical requirements and have demonstrated increasing responsible experience in infrastructure and systems, operations technical support, project management, and technology management.

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### **LICENSES AND OTHER REQUIREMENTS:**

A valid California Driver's License.

Completion of fingerprinting is required prior to the first day of work.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Duties are performed in the district office, school sites, and community settings. This position may entail frequent interruptions. This position requires one to work independently and/or with diverse groups of people to complete high work volume and tight deadlines.

This position requires the mobility to reach and bend, sufficient dexterity to work with computers, and provide oral information and direction.

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**SALARY RANGE**

Range 10, Classified Management Schedule

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APPROVED BY: Board of Trustees

DATE: June 12, 2025

APPROVED BY: Personnel Commission

DATE: June 3, 2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.10—Approve proposed changes to the title and classification statement of the Noontime Supervisor to Campus Supervision Assistant.

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Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The committee reviewed the title of Noontime Supervisor and determined that this position no longer supports duties limited to Noontime, but rather duties throughout the day.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the title and classification statement of the Noontime Supervisor to Campus Supervision Assistant.

**RECOMMENDATION:** Approve proposed changes to the title and classification statement of the Noontime Supervisor to Campus Supervision Assistant.

## CLASSIFICATION STATEMENT – NOONTIME SUPERVISOR

### WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT JOB DESCRIPTION

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**TITLE:** **NOONTIME CAMPUS SUPERVISOR SUPERVISION ASSISTANT**

---

#### **BASIC FUNCTION:**

Under direction of a school principal or other designated administrator, supervises children on Westminster School District property and/or during district-sponsored events. ~~in Multipurpose Room, lunchrooms areas, playgrounds and other assigned areas;~~ Supervise, assisting children and reinforce in the observance of meal-time and playground school-wide expectations and rules of safety.

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#### **ESSENTIAL DUTIES:**

~~Patrols~~ Actively supervises assigned areas. ~~of the school site;~~

Monitor and address ~~observing and correcting~~ the behavior of students children by ~~during meals and play, according to established rules and procedures through site specific behavior expectations;~~ reinforcing school-wide expectations, recognizing positive behavior, and providing corrective guidance in a consistent and respectful manner.

Reports inappropriate and unsafe behavior to a supervisor or administrative designee.  
~~Assists students by providing emotional support, a friendly attitude, and general guidance.~~

Assures the health and safety of ~~students children~~ by following health and safety rules.

Assists in schoolwide emergency preparedness and procedures, under the direction of a supervisor.

Reports unauthorized activities and unauthorized persons on or around school grounds to appropriate authority.

Maintain a safe environment and report all potential safety hazards. ~~Inspects, reviews, and monitors campus to deter and prevent inappropriate behaviors and eliminate potential safety hazards;~~

#### **OTHER REPRESENTATIVE DUTIES:**

Provide assistance to ill or injured ~~students children~~. ~~during the recess periods, and reporting such illnesses or injuries to the school office.~~

Report any significant illness or injury to the office.

~~Fill out~~ Complete incident reports regarding ~~students injured children~~. ~~injured on school grounds during the designated supervision periods;~~

Monitor, maintain, and check ~~Check~~ playground equipment and play areas, on a daily basis, to ~~make sure that ensure~~ there are no obvious safety hazards. ~~for the students.~~

Maintain a professional working relationship with staff.

Performs other ~~job-related~~ duties as assigned.

---

## **CLASSIFICATION STATEMENT – NOONTIME SUPERVISOR**

### **ORGANIZATIONAL SUPERVISION AND CONTACTS RELATIONSHIPS:**

Supervision:	Reports to and receives direction from the school principal or other designated administrator.
Internal Contacts:	Continuous contact with students and staff., <del>school principal, clerical staff, teachers, food service personnel, and other noontime supervisors.</del>
External Contacts:	Occasional contact with children, parents, guardians, families, and/or representatives of the school community.

---

### **QUALIFICATIONS:**

~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

#### **KNOWLEDGE OF:**

Basic principles of Positive Behavioral Interventions and Supports (PBIS).

Child guidance principles and practices.

Safe practices for playground activities.

Oral communication skills.

Interpersonal relations skills; using tact, patience, and courtesy.

Basic record-keeping techniques.

#### **ABILITY TO:**

~~Oversee and control~~ Supervise student behavior in accordance with approved district/school policies, and procedures, and expectations.

Print or write legibly.

Learn the rules, procedures, functions, and limitations of assigned duties and responsibilities.

Understand and follow both oral and written directions.

Communicate effectively with children and adults.

Maintain and adhere to assigned working hours.

Work confidentially and with discretion.

Establish and maintain effective working relationships with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

---

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to do the following:

- stand, and walk on uneven surfaces;
- use hand-to-finger grasp, grip, handle, or use hands for fine motor tasks feel;
- reach with hands and arms;
- frequently required to stoop, kneel, or crouch.
- as well as frequently talk, and hear, and listen. The employee is frequently required to stoop, kneel or crouch.
- specific vision abilities required of persons in this job include close vision, distance vision, depth perception, and the ability to change focus. While performing the duties of this job,
- the employee is regularly exposed to outdoor weather conditions.
- reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

**EDUCATION AND EXPERIENCE:**

Sufficient training and/or experience to demonstrate the knowledge and abilities listed above.

~~Some experience working with children which would provide the required knowledge and abilities for carrying out the duties and responsibilities of the position or equivalency~~

and

Pass a local exam measuring knowledge of and ability to actively supervise students in an organized setting or learning situation, and in working with people of a variety of cultures.

---

**LICENSES AND OTHER REQUIREMENTS:**

A first-aid and CPR certificate is preferred.

---

**WORK ENVIRONMENT:**

~~While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.~~

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<b>APPROVED BY:</b>	<u>Board of Trustees</u>	<b>DATE:</b> 1/76
<b>REVISED BY:</b>	<u>Classified Personnel Department</u>	<b>DATE:</b> 12/97
<b>APPROVED BY:</b>	<u>Personnel Commission</u>	<b>DATE:</b> 11/27/2018
<b>REVISED BY:</b>	<u>Classified Personnel Department</u>	<b>DATE:</b> 2024-2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.11—Approve proposed changes to the classification statement of the Community Liaison Worker

---

Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the classification statement of the Community Liaison Worker.

**RECOMMENDATION:** Approve proposed changes to the classification statement of the Community Liaison Worker.

WESTMINSTER SCHOOL DISTRICT ~~CLASSIFICATION STATEMENT~~ JOB DESCRIPTION

---

**TITLE:** COMMUNITY LIAISON WORKER

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinates communications and dissemination of information between the school, home, and the community; facilitates home and community understanding of school programs and objectives, and ~~secures~~ actively increases and assures parent involvement in school activities; develops and maintains effective working relationships with individuals, community groups and social service agencies. Some positions in this class may require the ability to communicate in a designated second language.

---

**ESSENTIAL DUTIES:**

Assists in identifying and meeting the needs of students in the areas of health, welfare, academics, and guidance.

Establishes a cooperative working relationship with District and community agencies in order to plan, secure, and provide needed services for students and their families.

Accesses student records via the District's computerized records data management system.

Monitors student attendance and makes necessary parent contact regarding attendance concerns.

Assists parents and school personnel by establishing communication between the home and school through direct contact in day, evening, and, on occasion, home visits.

Assists parents in understanding school standards and ~~pupil's~~ student conduct, attendance, cooperation and ~~problems~~ concerns.

Promotes parent and community participation in school and community activities.

Disseminates school-related information to students and parents in an accurate manner.

May translate or interpret site specific materials in both oral and written form between English and a designated second language.

~~Operates a computer utilizing basic software programs, in addition to other office equipment including typewriter, copier and fax machine.~~

Operates office equipment, computer, including related software and applications.

**OTHER REPRESENTATIVE DUTIES:**

~~Administers and scores second language proficiency assessments.~~

May assist with second language proficiency assessments.

~~Renders accurate oral and written translations of materials, as necessary.~~

May make support and/or deliver presentations to ~~small groups of~~ adults. ~~/parents regarding school issues.~~

## CLASSIFICATION STATEMENT – COMMUNITY LIAISON WORKER

Page 2

Provides assistance to school personnel in recognizing and understanding of a ~~pupil's~~ students' background through means of direct contact with parents.

Helps school personnel understand individual and community ~~attitudes~~ perceptions. ~~toward schools, school personnel, and problems.~~

~~Performs general clerical duties, such as typing, filing, and duplicating.~~

Performs ~~job-~~related duties as ~~required or~~ assigned.

---

### ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and ~~is evaluated by an assigned supervisor~~ receives direction from a school principal or other designated administrator.

~~(2) No supervision is exercised by incumbents in this classification.~~

Internal Contacts: ~~Continued contacts with District transportation personnel, nurses, teachers, instructional assistants, health assistants, principals, school office managers, and registrars.~~  
Continuous contact with students and staff.

External Contacts: ~~Social service agencies personnel, community-based organizations representatives, children and their parents, human resource agency personnel, and public health service personnel.~~  
Continuous contact with children, parents, guardians, families, and/or representatives of the District community and outside agencies.

---

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Various agencies in the community which can serve the needs of students and their families.

Problems and concerns of families in the community.

School objectives, programs, and requirements.

Social and ethnic make-up of the community.

Record-keeping techniques.

Oral and written communication skills.

~~Telephone techniques~~ Customer service and etiquette.

Interpersonal skills; using tact, patience, and courtesy.

~~Standard American English~~ Proper usage, usage of grammar, spelling, punctuation, and vocabulary.

~~Operation of a computer work station and other office machines.~~

## CLASSIFICATION STATEMENT – COMMUNITY LIAISON WORKER

Page 3

Office equipment, including related software and applications.

~~A variety of software programs and their use.~~

District organization, operations, policies and objectives.

### **ABILITY TO:**

Speak before community groups.

Understand school policies and procedures.

Motivate students and parents to participate fully in school activities.

~~Recognize~~ Communicate students' academic and social-emotional needs.

Understand and follow both oral and written directions.

Operate a variety of software programs.

~~Operate a variety of office machines including a personal computer (PC), fax machine, typewriter, calculator, copiers and other duplicating equipment.~~

Perform clerical duties, such as filing, duplicating, typing, and maintaining simple records.

~~Type at an acceptable rate of speed in carrying out the duties and responsibilities of positions in this classification.~~

Effectively manage time to meet deadlines, balance multiple projects and prioritize tasks.

Establish and maintain cooperative and effective working relationships with others.

~~Plan and organize work.~~

~~Drive a vehicle; observing legal and defensive driving practices.~~

Communicate effectively in a second designated language (in addition to English) for some positions in this class.

---

### **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to:~~

1. ~~graduation from~~ A high school diploma or equivalent, along with the appropriate and sufficient training to demonstrate the knowledge and abilities skills outlined above.
2. ~~and a~~ One (1) year of related experience involving public contact.

---

### **LICENSES AND OTHER REQUIREMENTS:**

**CLASSIFICATION STATEMENT – COMMUNITY LIAISON WORKER**

Page 4

~~1.—A valid California Driver's License and insurability by the District's insurance carrier.~~

~~A reliable vehicle available for personal use in the performance of the duties and responsibilities contained in this classification.~~

---

**PHYSICAL DEMANDS:**

~~While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 25 pounds.~~

~~Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
- Grasp, grip, handle, and use hands for fine motor tasks.
- Reach with hands and arms.
- Frequently required to stoop, kneel or crouch.
- Frequently talk, hear and listen.
- Specific vision abilities required of person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

PREPARED BY:	Classified Personnel Department	DATE: 4/93
APPROVED BY:	Board of Trustees (Ernst & Ernst)	DATE: 3/79
APPROVED BY:	Personnel Commission	DATE: 4/20/93
REVISED BY:	Personnel Commission	DATE: 4/26/05



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.12–Approve proposed changes to the classification statement of the District Parent and Family Engagement Specialist.

---

Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the classification statement of the District Parent and Family Engagement Specialist.

**RECOMMENDATION:** Approve proposed changes to the classification statement of the District Parent and Family Engagement Specialist.

**TITLE: District Parent and Family Engagement Specialist**

---

**BASIC FUNCTION:**

Under the direct supervision of the ~~Executive~~ Director, Accountability and ~~Assessments~~ Equity or designee, is responsible for assisting in the development, coordination and implementation of programs, activities and procedures for the engagement of parents, families and community members.

---

**ESSENTIAL DUTIES:**

Ensures that the district and schools provide parents and families of all students, especially underserved students, with information to make well-informed choices for their children.

Ensures that the district and schools conduct outreach to all parents and family members and implements programs, activities and procedures for meaningful school involvement.

Coordinates the development of ~~the~~ district level and school level parent engagement policies and school-parent compacts that are compliant with state and federal requirements.

Ensures that all parent notifications meet State and Federal requirements and are distributed in a timely manner.

Ensures parent representation on district and school committees reflects the composition of the student body, as required by law.

Ensures that parent and family education programs are provided throughout the district to meet the needs of students, ~~families and community~~.

~~Coordinates staff training, with the input from families, on how to reach out to and work with families as equal partners in their children's education.~~

Coordinates and implements staff and family trainings.

Coordinates ~~and communicates~~ with community ~~resources~~ partners to identify and integrate resources and services ~~in order~~ to strengthen school programs, family practices, and student learning and development.

Coordinates ~~and communicates~~ with the district counselors in implementing prevention and intervention resources such as social-emotional curriculum and case management.

Performs the duties of the district McKinney-Vento (Homeless) and Foster Youth liaison.

~~Monitors and coordinates the district Tobacco Use Prevention Education (TUPE) activities and grant requirements.~~

Coordinates ~~and communicates~~ the administration of the California Healthy Kids Survey (CHKS) and other school climate surveys.

---

**OTHER REPRESENTATIVE DUTIES:**

Attends staff meetings, conferences, workshops, and other staff development activities as needed.

Participates in the District Truancy Project activities: School Attendance Review Team (SART), **District Attorney (DA) meetings**, Student Attendance Review Board (SARB), and other student attendance **activities needs**.

Collaborates with school community liaisons to provide family resources and programs.

Performs other **job** related duties as **required or** assigned.

---

**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to, receives direction from, and is evaluated by the **Executive** Director, Accountability and **Assessments Equity**.

Internal Contacts: Frequent contact with administrative staff and school site personnel.

External Contacts: Community partners and family members.

---

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Effective program management compliance **and** regulations.

Effective oral and written communication skills.

Effective use of technology and software programs to successfully perform essential job duties as assigned.

**ABILITY TO:**

Work effectively in individual, **and** small group, **and multi-ethnic** settings.

~~Work effectively in a multi-ethnic setting.~~

Develop and maintain **collaborative and** effective working relationships with internal contacts and outside community partnerships.

Read, interpret and follow rules, regulations, policies and procedures.

**Develop and deliver public presentations.**

## PHYSICAL DEMANDS:

~~While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is sometimes required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 10 pounds and occasionally/frequently lift and/or move objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
- Grasp, grip, handle, and use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 10 pounds.
- Occasionally lift and/or move objects weighing up to 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

## EDUCATION & EXPERIENCE:

Any combination equivalent to:

### Education

- (1) completion of two years of college with coursework in education, counseling, sociology, or closely related field of study;

and

### Experience

- (1) experience working with families of school-age children,

and, or

- (2) experience developing and delivering effective group presentations.

---

## LICENSES & OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, as well as a dependable mode of personal motorized transportation.

<b>PREPARED BY:</b>	Classified Personnel Department	<b>DATE:</b>	September 2006
<b>APPROVED BY:</b>	Board of Trustees	<b>DATE:</b>	October 5, 2006
<b>APPROVED BY:</b>	Personnel Commission	<b>DATE:</b>	September 2006
<b>REVISED BY:</b>	Personnel Commission	<b>DATE:</b>	January 27, 2015
<b>REVISED BY:</b>	Personnel Commission	<b>DATE:</b>	November 27, 2018
<b>REVISED BY:</b>	Personnel Commission	<b>DATE:</b>	2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.13—Approve proposed changes to the classification statement of the District Special Education Parent Liaison.

---

Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the classification statement of the District Special Education Parent Liaison.

**RECOMMENDATION:** Approve proposed changes to the classification statement of the District Special Education Parent Liaison.

**TITLE:** DISTRICT SPECIAL EDUCATION PARENT LIAISON

---

**BASIC FUNCTION:**

Under the direction of the ~~Administrator, Executive Director~~, Student Services, or other assigned supervisor, serves as a liaison between the school district and the parents of special ~~needs~~ education students regarding the District's special education programs and activities; facilitates understanding of special education programs and objectives.

---

**ESSENTIAL DUTIES:**

~~Makes home visits and telephone~~ ~~Meets and makes~~ contacts with parents of newly-identified students who qualify for participation in one of the District's special education programs; encourages parent interest and participation in school and program activities; advises parents regarding student placement options, and accompanies them on-site visits.

Assists staff as needed in the process of identifying the needs of special education students and families.

Collects vital information from parents and staff for use in the assessment for special education services.

Assists in the planning and process of meeting identified needs of students; coordinates visits, transportation, translators, meetings, and observations.

Greets visitors, parents, and district staff in the Student Services office; answers questions, and provides direction to appropriate personnel.

Provides clerical assistance to psychologists, teachers, speech and language specialists, ~~coordinating~~ teachers and administrators as needed.

Organizes parent trainings and events for special education students and their families.

~~Publishes newsletters for parents and staff including organizing and maintaining parent resources.~~

~~Provides assistance~~ ~~Assists~~ in the enrollment of special ~~needs education~~ students into District special education programs; secures vital information from parents for use in the child's assessment placement process.

Coordinates, maintains, and disseminates complex records/logs to appropriate psychologist or speech specialist.

~~Assists with placement of substitute and permanent special education caseworkers and instructional assistants.~~

Maintains on-going ~~contact~~ ~~communications and assistance~~ with parents of children already enrolled and participating in one of the District's special education programs. ~~provides on-going communication and assistance; attends Individual Education Plan (IEP) meetings with parents, as requested.~~

Assists in the monthly planning and organizing of meetings of the Community Advisory Committee (CAC); arranges for speakers; prepares agendas and backup materials; arranges for child care ~~and translators~~; serves as an ex-officio member of all CAC committees; prepares and sends out notices and reminders to parents.

~~Keeps a record and Mmaintains-a~~ Maintains detailed records of parent contacts ~~and home visits~~, parental meeting attendance, and other forms of parent participation in school and program activities.

CLASSIFICATION STATEMENT – DISTRICT SPECIAL EDUCATION PARENT LIAISON

Page 2

Provides appropriate information to the ~~Administrator~~, Student Services ~~administrators~~, special education teachers, and other personnel relative to parent communications and observations.

Accesses and inputs information via the District's computerized records-management system.

Maintains communications with the Regional Center or other outside agencies to coordinate special education pre-school referrals.

Assists in Local Education Agency (LEA) Medi-Cal billing, maintaining billing logs and attending LEA Medi-Cal collaborative meetings.

Assists in the record-keeping and maintenance of student confidential files and records.

---

#### OTHER REPRESENTATIVE DUTIES:

Serves as a member of committees and panels related to special education.

Maintains updated information on, and communicates with various community organizations and social service agencies regarding programs and services available to special ~~needs~~ education students and their parents.

~~Publishes a newsletter for parents and staff for distribution.~~

Attends and participates in a variety of meetings and training sessions.

Performs clerical duties, such as filing, duplicating, and answering telephones.

~~Organizes and maintains a parent resource library.~~

Makes telephone contacts with parents of special ~~needs~~ education students prior to the beginning of each school year relative to meeting student needs.

Provides guidance to families on open enrollment, district transfer forms, and online registration processes.

Assists and maintains department website.

Performs other ~~job-related~~ duties ~~as required or~~ as assigned.

---

#### ORGANIZATIONAL RELATIONSHIPS:

Supervision: (+) Reports to and receives direction from the ~~Administrator~~, Executive Director, Student Services or other assigned supervisor. ~~Is evaluated by the~~

~~Administrator, Student Services.~~  
~~(2) No supervision is exercised by incumbents in this classification.~~

Internal Contacts: ~~Continued contact with the Administrator, Student Services as well as special education teachers, counselors, psychologists, speech and language specialists, occupational therapists, Adaptive Physical Education (APE) specialists and principals.~~ Continuous contact with students and staff.

External Contacts: ~~Students and parents, human resource agency and public health services personnel; representatives of community-based organizations, West Orange County Consortium of Special Education (WOCGSE) staff and Social Service agencies providing services to special needs students.~~ Continuous contact with parents, guardians, and families and/or representatives of the District community and outside agencies.

---

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

~~Problems and concerns of parents and families of special needs children.~~

Understanding of parent special education procedural safeguards, rights, and responsibilities.

School district special education programs, objectives, and requirements.

Various organizations and agencies which can help to provide services for special needs education students and their families.

The social and ethnic make-up of the community and the fundamentals of writing and composition.

Complex record-keeping techniques.

Appropriate oral and written communication skills.

The operation of a computer software, work station; ~~as well as one or more word processing and desk-top publishing programs.~~

Telephone techniques and etiquette.

~~Standard American English usage;~~ Proper grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

### ABILITY TO:

~~Communicate effectively via telephone or face-to-face conversation.~~

Communicate effectively using all forms of communication.

Motivate parents to participate in school programs and activities.

Write creatively, clearly and effectively for specialized various audiences.

Learn and understand school policies and procedures; as well as state and federal regulations and

guidelines governing special education programs.

Understand and follow both oral and written directions.

Perform such clerical duties as filing, duplicating, and maintaining **simple** records.

Establish and maintain ~~cooperative and~~ effective working relationships with **others**. ~~those contacted in the course of work.~~

~~Operate various office machines, such as a typewriter, a computer work station, copier and calculator.~~

Operate office equipment, including related software and applications.

Plan, ~~and~~ organize, and prioritize tasks. ~~work.~~

~~Learn and use various word processing systems and desk-top programs, e.g. Adobe PageMaker.~~

~~Operate a motor vehicle.~~

---

### PHYSICAL DEMANDS:

~~While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, talk and/or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
- Grasp, grip, handle, or use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: graduation from high school and sufficient training to demonstrate the knowledge and abilities noted above, and two years of experience involving public contact. Experience working with special education students is desirable.~~

1. A high school diploma or equivalent, along with appropriate training to demonstrate the knowledge and skills outlined above.
2. At least two years of experience in a public-facing role. Experience working with special education students is preferred.

### LICENSES AND OTHER REQUIREMENTS:

~~1. A valid California Driver's License and insurability by the District's liability carrier.~~

~~2. A reliable vehicle available for personal use in the performance of the duties and responsibilities performed by \_\_\_\_\_ this classification.~~

~~Persons employed in this classification must have or have had a child enrolled in a special education program similar to one of those provided by the District.~~

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PREPARED BY: Classified Personnel Department

DATE: September, 1997

APPROVED BY: Board of Trustees

DATE: September, 1994

APPROVED BY: Personnel Commission

DATE: October, 1994

RECLASSIFIED BY: Personnel Commission

DATE: September, 1997

REVISED BY: Personnel Commission

DATE: ~~January 29, 2008~~ 2024-2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.14—Approve proposed changes to the classification statement of the Health Services Assistant.

---

Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the classification statement of the Health Services Assistant.

**RECOMMENDATION:** Approve proposed changes to the classification statement of the Health Services Assistant.

**TITLE:** HEALTH SERVICES ASSISTANT

---

**BASIC FUNCTION:**

Under the direction and supervision of the assigned administrator and the technical direction of the ~~District nurse~~ **Credentialed School Nurse**, independently provides a variety of health services to students at an assigned school facility; maintains health records, referrals, and reports; administers routine first-aid, and assists in screening ill or injured students in accordance with State laws and District regulations; assists with health testing programs and other health-related services as required; may be assigned to perform specialized health care ~~services~~ **procedures**.

---

**ESSENTIAL DUTIES:**

Performs routine first-aid procedures and screens ill or injured children in accordance with established procedures; informs the ~~District~~ **Credentialed School Nurse**, and/or calls parents if necessary.

~~In emergency situations, a~~ **Administers First Aid, CPR and, AED in emergency situations, and calls emergency services as needed.** ~~refers other emergencies to the District nurse and Principal or other designated school official.~~

Reports serious illnesses and/or injuries to the ~~District nurse~~ **Credentialed School Nurse**, and Principal, or other designated school official.

Based upon the physician's written orders, training and direction of a ~~licensed~~ **Credentialed School District Nurse**, and parental consent, an incumbent may be assigned to perform specialized health care procedures including ~~but not limited to~~, monitoring blood sugars of diabetic students, tracheotomy care, catheterization, and gastrostomy tube (G-tube) feeding. ~~and assisting students with toileting.~~

**Assist students with toileting and feminine hygiene as needed.**

**Administers prescribed or stock medications as allowable by the Education Code. The following routes include but are not limited to, oral, injected, inhaled, rectal, topical, nasal, and/or ocular. medications as necessary.**

~~Screens student records for proper immunizations; alerts parents of needed immunizations, and maintains communication until records of immunization are provided; prepares kindergarten immunization audits for State after screening enrollment.~~

**Review and manage student records to ensure compliance with required immunizations as outlined in the Education Code. Notify parents of missing immunizations and follow up to ensure completion.**

**Prepare and submit reports in a timely manner as required by the State, County and District.**

**Access and update health information in the District's computerized records management system.**

~~Prepares, updates and distributes confidential student special needs list.~~

**Assists with the preparation and arrangements for student health screening testing programs and records student test results.**

**Performs a variety of routine office and clerical duties, including but not limited to, maintaining files,**

## CLASSIFICATION STATEMENT - HEALTH SERVICES ASSISTANT

Page 2

duplicating materials, and preparing ~~types~~ a variety of reports, queries, correspondence, forms, notices, and referrals.; ~~maintains files and duplicates materials as needed.~~

Reports suspected child abuse based on mandated reporting laws. ~~to designated officials as required.~~

Inventories, requisitions, and distributes health office and health care supplies as needed.

Maintains health care room and equipment in a clean and orderly condition.

Maintain and document students' daily health office visits.

Maintain in real-time student health records and logs.

### OTHER REPRESENTATIVE DUTIES:

~~May maintain and document students' daily health office visits.~~

~~May document special education students' health records and logs.~~

~~May compile required reports related to health services.~~

Serves as a resource for services, and provides information and assistance to students, parents, and others, as requested or required.

Provides community resources to students and families as needed.

Assists with equipment for ~~handicapped~~ students with disabilities.

~~Assists~~ Support in the school office ~~whenever necessary~~ as needed.

Performs other job-related duties as ~~required or~~ assigned.

Attend ~~seminars~~ meetings and trainings as needed or as directed.

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### ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from a designated administrator.

(2) Receives technical supervision from a Credentialed School Nurse.

~~(1) Reports to, receives direction from, and is evaluated by the assigned administrator or other designated school official.~~

~~(2) Receives general supervision and direction from the District nurse.~~

~~(3) Provides limited work direction and guidance to volunteer aides and student helpers.~~

Internal Contacts: (1) Continuous contact with students and staff.

~~Continuing contact with the site administrator(s), students, school office manager, and other clerical personnel, as well as the District nurse. Some contact with other health services assistants, custodians, and District office personnel.~~

3.14  
pg 2+

External Contacts: (1) Continuous contact with children, parents, guardians, families, and/or representatives of the District community.

(2) Some contact with employees of the Orange County Health Care

## CLASSIFICATION STATEMENT - HEALTH SERVICES ASSISTANT

Page 3

Agency, Department of Social Services, and doctors' offices.

~~Continual contact with parents or guardians of students. Some contact with employees of the Orange County Department of Health and Department of Social Services and doctors' offices.~~

---

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

First-aid techniques.

~~Some familiarity with~~ CPR and AED techniques and medical terminology ~~is desirable.~~

~~Modern office practices, procedures, and equipment.~~

The operation of computer software.

Record-keeping ~~techniques~~ procedures.

~~Standard American English~~ Proper usage, grammar, spelling, punctuation, and vocabulary.

Appropriate oral and written communication skills.

Telephone techniques and etiquette.

#### ABILITY TO:

~~Operate a computer. work station.~~

Administer first-aid, CPR and AED to ill or injured ~~children~~ students.

Be flexible and remain calm in emergency situations.

Analyze situations accurately and adopt an effective course of action.

~~Accept~~ Attend trainings and learn to perform specialized health care procedures. ~~in meeting the needs of students.~~

Learn, understand, and implement District health policies and procedures.

Work confidentially, and with discretion, ~~with in~~ regard to school records, student health care ~~problems~~, and school correspondence.

~~Work cooperatively and effectively with others contacted in conjunction with work; including other district personnel, students, and parents or guardians.~~

Establish and maintain effective working relationships with others.

Establish and maintain ~~appropriate~~ files, records, reports, and referrals.

~~Ability to type-~~

Operate office equipment, including related software and applications.

Utilize the District's computerized records management systems.

## CLASSIFICATION STATEMENT - HEALTH SERVICES ASSISTANT

Page 4

Plan, organize, and prioritize **work tasks** despite many interruptions.

Communicate effectively both orally and in writing.

Read, interpret, and follow established rules, regulations, policies, and procedures.

Understand and follow oral and written directions.

Maintain assigned working hours **and meet timelines**.

Perform work independently with minimal supervision.

---

### EDUCATION AND EXPERIENCE:

1. Graduation from high school or its equivalent.

And

2. One (1) year of general clerical working experience; with an employment history which demonstrates an ability to work well with others, use sound judgment, and maintain assigned working hours.

Some experience in health care work is desirable.

### PHYSICAL DEMANDS:

~~While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~

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While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
  - Frequently required to sit.
  - Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
  - Reach with hands and arms.
  - Frequently talk, hear, and listen.
  - Occasionally push and pull.
  - Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
  - Occasionally lift and/or move objects weighing up to 60 pounds.
  - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 

### LICENSES AND OTHER REQUIREMENTS:

The securing of a valid First-aid Certificate issued by the American Red Cross or its equivalent, or completion of the Westminster School District basic first-aid training program, and CPR/AED certification within three (3) months of employment in this classification.

CLASSIFICATION STATEMENT - HEALTH SERVICES ASSISTANT

Page 5

Certification will be updated and maintained.

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PREPARED BY:	Classified Personnel Department	DATE:	10/95
APPROVED BY:	Board of Trustees	DATE:	5/89
APPROVED BY:	Personnel Commission	DATE:	10/31/95
REVISED BY:	Personnel Commission	DATE:	<del>11/23/04</del> 2024/2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.15—Approve proposed changes to the classification statement of the Licensed Vocational Nurse.

---

Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the classification statement of the Licensed Vocational Nurse.

**RECOMMENDATION:** Approve proposed changes to the classification statement of the Licensed Vocational Nurse.

WESTMINSTER SCHOOL DISTRICT ~~CLASSIFICATION STATEMENT~~ JOB DESCRIPTION

---

**TITLE:** LICENSED VOCATIONAL NURSE

---

**BASIC FUNCTION:**

Under the ~~general oversight of the Administrator, Student Services~~ direction and supervision of the assigned administrator, and the technical direction ~~supervision~~ of a Credentialed School Nurse, perform specialized health services for students in regular education and special education programs. ~~Communicate with parents, school sites, and district personnel on health-related matters, assist with medical screening of students, disseminate health information, and provide emergency medical care.~~ Independently provides a variety of health services to students at an assigned school facility; maintains health records, referrals and reports; administers routine first-aid, and assists in screening ill or injured students in accordance with State laws and District regulations; assists with health testing programs and other health-related services as required; and perform specialized health care services. Communicate with parents, school sites, and district personnel on health-related matters.

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**ESSENTIAL DUTIES:**

~~Under the direction of the credentialed school nurse:~~

Performs routine first-aid procedures and screens ill or injured children in accordance with established procedures; informs the Credentialed School Nurse and/or calls parents if necessary.

Participate in the administration of ~~nursing~~ health services described in individual education plans or other written plans of care.

Reports serious illnesses and/or injuries to the Credentialed School Nurse and Principal or other designated school official.

Based upon the physician's written orders, training and direction of a Credentialed School Nurse, and parental consent, an incumbent may be assigned to perform specialized health care procedures including but not limited to, monitoring blood sugars of diabetic students, tracheotomy care, catheterization, and gastrostomy tube (G-tube) feeding.

Assist students with toileting and feminine hygiene as needed.

~~Performs specialized health services to students including but not limited to toileting assistance, catheterization, gavage feeding, ostomy care, suctioning, and monitoring students on oxygen and ventilators.~~

Appropriately document ~~nursing activities~~ and maintain health records.

Observe and engage in student activities as requested.

~~Provide emergency medical care in the event of serious illness or accident.~~

In emergency situations, administer First Aid, CPR, and, AED, and call emergency services as needed.

Administers prescribed or stock medications as allowable by the Education Code. The following routes include but are not limited to, oral, injected, inhaled, rectal, topical, nasal, and/or ocular.

~~Administer medication pursuant to physician's instructions.~~  
~~Assist students to develop self-control and self-esteem.~~

~~Prepare reports for district, county, and state agencies.~~

Prepare and submit reports in a timely manner as required by the State, County, and District.

~~Provide support and act as resource for all staff and parents.~~

~~Assist in providing appropriate health instruction to students.~~

Maintain professional competence through continuing education coursework or experience.

Access and update health information in the District's computerized records management system.

Performs a variety of routine office and clerical duties, including but not limited to, maintaining files, duplicating materials, and preparing a variety of reports, queries, correspondence, forms, notices, and referrals.

Reports suspected child abuse based on mandated reporting laws.

Maintains health care room and equipment in a clean and orderly condition.

Maintain and document students' daily health office visits.

Maintain in real-time student health records and logs.

### **OTHER REPRESENTATIVE DUTIES**

Inventories, requisitions, and distributes health office and health care supplies as needed.

~~Order and maintain supplies for school health office as requested.~~  
Provides community resources to students and families as needed.

Serves as a resource for services, and provides information and assistance to students, parents, and others, as requested or required.

May Pparticipate in health conferences with parents, staff, and community resources as directed by the ~~supervising~~ Credentialed School Nurse.

May ride to and from school on the bus with a student as required.

May Ttravel to various school sites to perform a variety of ~~nursing duties~~ health services.

~~Participate in district in-services, workshops, and/or seminars as directed.~~  
Attend ~~seminars~~ meetings and trainings as needed or as directed.

Assists with equipment for students with disabilities.

Supports in the school office as needed.

---

**ORGANIZATIONAL RELATIONSHIPS:**

- ~~Supervision:~~
- ~~(1) Reports to, receives direction from, and is evaluated by the assigned administrator or other designated school official.~~
  - ~~(2) Receives general supervision and direction from the credentialed school nurse.~~
  - ~~(3) Provides limited work direction and guidance to Health Services Assistants, Paraeducators (Specialized Health), volunteers and student helpers as applicable.~~

~~Internal Contacts:~~ Continuing contact with the site administrator(s), students, school office manager, and other clerical personnel, as well as the school nurse. Some contact with health services assistants, paraeducators, custodians, teachers, and District office personnel.

~~External Contacts:~~ Continual contact with parents or guardians of students. Some contact with employees of the Orange County Department of Health and Department of Social Services and doctors' offices.

- 
- Supervision:
- (1) Reports to and receives direction from a designated administrator.
  - (2) Receives technical supervision from a Credentialed School Nurse.

Internal Contacts: (1) Continuous contact with students and staff.

- External Contacts:
- (1) Continuous contact with children, parents, guardians, families and/or representatives of the District community.
  - (2) Some contact with employees of the Orange County Health Care Agency, Department of Social Services and doctors' offices.

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**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Laws and regulations relating to the role of the LVN.

Laws and codes related to the administration of school health services.

First-aid techniques.

CPR and AED techniques and medical terminology.

The operation of computer software.

Record-keeping procedures.

Proper grammar, spelling, punctuation, and vocabulary.

Appropriate oral and written communication skills.

Telephone techniques and etiquette.

~~Needs of medically fragile students.~~

~~Correct medical procedures for specialized health needs.~~

~~Clinical and health office apparatus.~~

~~Emergency medical treatment.~~

~~Medication administration.~~

~~Motivation techniques for atypical students.~~

~~General goals of special education in the public schools.~~

~~Routine record-keeping techniques.~~

~~Confidentiality law relating to student records.~~

~~Community health resources.~~

~~Methods for effective cooperation with instructional staff and other adults.~~

~~Basic first-aid and CPR.~~

**ABILITY TO:**

Administer first-aid, CPR and AED to ill or injured students.

Be flexible and remain calm in emergency situations.

Analyze situations accurately and adopt an effective course of action.

Attend trainings and learn to perform specialized health care procedures.

Learn, understand, and implement District health policies and procedures.

Work confidentially, and with discretion, in regard to school records, student health care, and school correspondence.

Establish and maintain effective working relationships with others.

Establish and maintain files, records, reports, and referrals.

Operate office equipment, including related software and applications.

Utilize the District's computerized records management systems.

Plan, organize, and prioritize tasks despite many interruptions.

Read, interpret, and follow established rules, regulations, policies, and procedures.

Understand and follow oral and written directions.

Maintain assigned working hours and meet timelines.

Perform work independently with minimal supervision.

Administer prescribed or stock medications as allowable by the Education Code. The following routes include but are not limited to, oral, injected, inhaled, rectal, topical, nasal, and/or ocular.

Perform specialized health procedures such as, monitoring blood sugars of diabetic students, tracheotomy care, catheterization, and gastrostomy tube (G-tube) feeding. ~~giving intramuscular and subcutaneous injections and rectal Diastat when prescribed by a physician, and administering insulin and caring for diabetic students.~~

~~Identify, assess, monitor, treat, and evaluate the physical and mental health of students recognizing when to notify the school nurse of conditions that may require additional intervention.~~

~~Dispense medication pursuant to physician's instructions.~~

Assist ~~disabled students~~ student's with disabilities in areas related to activities of daily function such as feeding, toileting, exercises, and positioning.

Interact with students, parents, staff and community in a professional manner. ~~patient, warm, friendly manner.~~

Communicate clearly and effectively verbally and in writing.

Deal with stressful situations in a calm, professional manner.

~~Be flexible in scheduling workload.~~

Lift and move students safely.

Push and pull wheelchairs or other equipment.

~~Read, interpret, and follow established rules, regulations, policies, and procedures.~~

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## EDUCATION AND EXPERIENCE:

~~Any combination equivalent to the following: High school graduation or equivalent and nursing experience in a hospital, clinic, or school environment, preferably including experience in dealing with preschool and school age children.~~

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1. Graduation from high school or its equivalent.

And

2. One (1) year of general clerical working experience; with an employment history which demonstrates an ability to work well with others, use sound judgment, and maintain assigned working hours.

Some experience in health care work is desirable.

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## LICENSES AND OTHER REQUIREMENTS:

Licensed Vocational Nurse Certificate  
Current CPR Certificate  
Current First Aid Certificate  
California Driver License

Certification will be updated and maintained.

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## PHYSICAL DEMANDS:

~~Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Hearing and speaking to exchange information.  
Seeing to read (medical instructions and records) and for distance (as corrected if necessary).  
Use hands to finger, handle, or feel objects, tools, or controls.  
Reach with arms, out and above, to grab objects.  
Possible lifting, pushing, and/or pulling of moderate to heavy weights up to 50 lbs.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Frequently required to sit.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally push and pull.
- Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
- Occasionally lift and/or move objects weighing up to 60 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

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<b>PREPARED BY:</b>	Classified Human Resources	<b>DATE:</b>	May 2013
<b>APPROVED BY;</b>	Personnel Commission	<b>DATE:</b>	June 4, 2013
<b>APPROVED BY:</b>	Board of Trustees	<b>DATE:</b>	August 8, 2013
<b>REVIEWED BY:</b>	Classification Committee	<b>DATE:</b>	January 9, 2025



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.16—Approve proposed changes to the classification statement of the Supplemental Services Technician.

---

Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the classification statement of the Supplemental Services Technician.

**RECOMMENDATION:** Approve proposed changes to the classification statement of the Supplemental Services Technician.

WESTMINSTER SCHOOL DISTRICT ~~CLASSIFICATION STATEMENT~~ JOB DESCRIPTION

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**TITLE:** SUPPLEMENTAL SERVICES TECHNICIAN

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**BASIC FUNCTION:**

Under the direction of a designated administrator, performs a variety of technical and clerical duties in the areas of categorical programs, student discipline and student attendance.

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**ESSENTIAL DUTIES:**

Provides technical assistance in the areas of categorical programs, after school programs, data, and grants.

Provides technical assistance with data gathering, statistical analysis, and data related to student testing/evaluation.

Compiles data and executes complex queries and reports using a variety of complex programs. ~~from a variety of sources to complete complex reports.~~

~~Executes complex queries and reports using a variety of complex programs, including the student records database.~~

Performs complex secretarial and clerical duties to relieve the supervisor and or department head of administrative clerical details.

Responds to inquiries in person and by telephone, including other district personnel, parents, students, and the public; provides information or directs to appropriate personnel; provides technical information concerning policies and procedures in accordance with established procedures or guidelines.

~~Assures timely communication between the office or department to which assigned and other district offices and employees through the appropriate use of any and all of the following techniques: telephone, memos, bulletins, e-mail, letters, and notices.~~

Communicates effectively using all forms of communication.

Accesses and inputs information via the District's computerized records data management system.

Types a variety of items including inter-office communications, forms, letters, special reports or projects, and other materials.

Maintains a variety of complex records, logs, budgets, lists, statistical information and files including materials of a confidential nature.

~~Researches and compiles information and computer-generated statistical information.~~

Completes state and federal reports, and applications pertaining to grant programs.

~~Coordinates communications between the office or department.~~

Checks records for accuracy and proofreads reports, documents, and other data. ~~for accuracy.~~

Attends appropriate meetings, trainings, and conferences.

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#### **OTHER REPRESENTATIVE DUTIES:**

Provides secretarial and clerical assistance as necessary or directed.

Receives, sorts, and distributes incoming mail.

Performs other **job** related duties as ~~required or~~ assigned.

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#### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to a district-level supervisor or administrator.

Internal Contacts: Frequent contact with administrative personnel, other secretarial and clerical personnel, and other district employees.

External Contacts: Occasional contact with personnel of other school districts, employees of the County Office of Education and Department of Social Services, as well as those of federal, state, and local agencies.

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#### **QUALIFICATIONS:**

##### *KNOWLEDGE OF:*

District and department organization, operations, procedures, policies, and objectives.

Current up-to-date office practices, procedures, and equipment.

~~Telephone techniques~~ **Customer service** and etiquette.

Statistical and financial record-keeping techniques.

~~Standard American English~~ **Proper usage**, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

~~Operation of a computer work station and other office machines.~~

**Office equipment, including related software and applications.**

A variety of complex software programs and their use.

~~Familiarity with Microsoft Office, Excel, PowerPoint and ACCESS computer programs.~~

Report preparation techniques, special projects, correspondence, and other communications.

Methods used in compiling complex statistical and financial record-keeping reports.

*ABILITY TO:*

Write queries and organize diverse data.

Prepare complex reports, using appropriate software programs.

Read, comprehend and apply provisions of federal, state and district regulations.

Maintain confidentiality and utilize discretion in all communications.

~~Operate a variety of complex software programs.~~

Perform work independently with little direction.

Keyboard at 45 words per minute from clear copy.

Establish and maintain effective working relationships with others.

Read, interpret, and follow rules, regulations, policies, and procedures.

~~Operate a variety of office equipment including a computer, word processor, typewriter, personal desk assistant, calculator, copier, and duplicating machines.~~

Operate office equipment, including related software and applications.

Make arrangements for meetings, workshops, and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

~~Set schedules and meet timelines.~~

Effectively manage time to meet deadlines, balance multiple projects and prioritize tasks.

Communicate effectively both orally and in writing.

~~Complete work regardless of interruptions~~

Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.

~~Make complex mathematical calculations with accuracy and speed.~~

Designs graphs/charts to support evaluation findings.

Plan, organize, and coordinate office activities in order to relieve the supervisor or administrator of administrative/clerical details.

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**EDUCATION AND EXPERIENCE:**

- (1) Education: Graduation from high school (or equivalent) Courses in typing, office practices and procedures are desirable.
- (2) Experience: Two (2) years of recent increasingly responsible office/clerical support staff duties including experience with networked personal computers using relational databases.

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**LICENSES AND OTHER REQUIREMENTS:**

~~Possession and maintenance of a valid California Driver's License.~~

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**PHYSICAL DEMANDS:**

~~While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~

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While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
- Grasp, grip, handle, or use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Occasionally lift and/or move objects weighing up to 40 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**PREPARED BY:** Classified Personnel Department

**DATE:** February 2007

**APPROVED BY:** Board of Trustees

**DATE:** February 15, 2007

**APPROVED BY:** Personnel Commission

**DATE:** January 27, 2015



## Westminster School District Memorandum

**DATE:** June 3, 2025  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.17—Approve proposed changes to the classification statement of the Translator/Interpreter.

---

Through the CSEA/WSD negotiations (IBB) process, it was determined that a Classification Study will be conducted each school year, with each job classification being reviewed on a rotational basis. During the 2024-2025 school year, the job descriptions for Support Services were reviewed by a committee with input from employees in the classification. The purpose of this study was to examine each job description and update job descriptions to reflect the basic functions, essential duties, knowledge and abilities, and physical demands of each job.

At the March 7, 2024, Board Meeting, our Board of Trustees approved an increase in the rate of pay for many job classifications as part of the District-wide compensation study conducted by School Services of California, in addition to a 4% pay increase.

The Classification Committee, along with the Human Resources Department, is recommending the approval of the classification statement of the Translator/Interpreter.

**RECOMMENDATION:** Approve proposed changes to the classification statement of the Translator/Interpreter.

## WESTMINSTER SCHOOL DISTRICT ~~CLASSIFICATION STATEMENT~~ JOB DESCRIPTION

---

**TITLE:** TRANSLATOR/INTERPRETER

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### **BASIC FUNCTION:**

~~Under the general direction of the assigned supervisor, provides major oral and written translations from English into the designated second language (either Spanish or Vietnamese) or from the second language into English; assists in screening the oral and written language skills of students and applicants for Classified bilingual/bi-literate positions.~~

Under the general direction of the assigned supervisor, the Translator/Interpreter provides oral simultaneous and consecutive interpretation and written translation of correspondence, forms, instructional materials, and other educational or technical documents from English to a targeted second language (Spanish or Vietnamese) and vice versa. The position also involves screening the oral and written language qualifications of Classified candidates for bilingual/bi-literate positions.

---

### **ESSENTIAL DUTIES:**

Support district wide programs, including Special Education, legal meetings, and parent engagement initiatives.

Facilitates communication with stakeholders on telephone, email and in person interactions.

Accurately translates district materials such as brochures, parent handbooks, curricular guides, board meeting agendas and minutes, forms, tests, correspondence, policies, and reports into the targeted second language and vice versa.

Ensure translations are clear and concise and grammatically correct maintaining idiomatic accuracy.

Provides simultaneous and/or consecutive interpretation at district meetings and events.

Edit and proof translations provided by other district personnel for accuracy, ensuring proper grammar, syntax, and cultural appropriateness.

Provides interpretation and translation trainings to classified staff to develop their communication skills.

Serve as a resource for district personnel and other translators on language usage.

Assist families in understanding district policies, student conduct, academic achievement, and procedures.

Provide guidance to families on open enrollment, district transfer forms, and online registration processes.

Conduct and implement language assessments for students being evaluated for Special Education in the targeted language (Spanish or Vietnamese).

Assist the Human Resources department in developing and administering written and oral language assessments for Classified positions.

Evaluate test results and interview applicants to assess written and oral language proficiency.

Serve on oral interview panels to evaluate candidate qualifications.

Edits, proofreads and corrects forms, and materials in preparation for printing; utilizes bilingual word processing and other software, as needed.

Accesses student records via the District's ~~computerized records data management system~~; **software system**.

~~Listens to complete statements in one language (either Spanish or Vietnamese), translates to the designated second language, and translates from second into first language in consecutive interpreting.~~

~~Expresses either approximate or exact translation; depending on the nature of the occasion.~~

~~Translates District pamphlets, legal forms, report cards, Individual Education Plans (IEP), tests, student handbooks, bulletins, funding proposals, educational master plans, minutes of meetings, notices, correspondence, and other materials, as needed or directed.~~

~~Accesses student records via the District's computerized records data management system.~~

~~Interprets at a variety of District meetings and conferences, including expulsion hearings, District Advisory Committee meetings, Board of Education meetings school site council, Individual Education Plan (IEP), Student Attendance Review Board (SARB) meetings and others as requested.~~

~~Renders accurate oral and written translations of materials, as necessary.~~

~~Receives briefings on subject to be discussed prior to the interpreting session.~~

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#### **OTHER REPRESENTATIVE DUTIES:**

~~Assists Classified Personnel Department in the development of written tests in the designated language (Spanish or Vietnamese) for classified positions; evaluates test results to determine applicant qualifications; interviews applicants to assess their speaking ability; serves on oral panels and testing boards.~~

~~May assist in training other personnel in administering and scoring primary language assessments.~~

~~May assist in training other personnel in utilizing foreign language computer programs.~~

~~Reviews translated material submitted and edits for accuracy, comprehensibility, grammar and syntax; explains words and phrases for meaning and appropriateness; serves as a technical resource.~~

Performs other **job-related duties as assigned**. ~~as required or assigned.~~

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#### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) ~~Is responsible to and evaluated by the assigned supervisor.~~  
**Reports to and receives direction from a designated administrator.**

Internal Contacts: **Continuous contact with students and staff.**  
~~(1) Continuous contact with district-level administrators and personnel.~~  
~~(2) Continuous contact with school principals, teachers, and students.~~

~~(3) May provide limited work direction and guidance to Community Liaison~~

~~— Workers and volunteers.~~

~~(4) Some contact with instructional assistants and other school site personnel.~~

External Contacts: ~~Continuous contact with parents or guardians of students.~~  
Continuous contact with children, parents, guardians, families, and/or  
representatives of  
the district community.

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## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

~~English and another designated language so as to read, write, interpret, translate, and speak accurately and fluently; English and other designated language grammar, spelling, and punctuation.~~

Fluency in both English and targeted language (spoken and written) to ensure accurate translations and interpretations.

Familiarity in school-related terminology, particularly in areas like Special Education, curriculum, and assessments to effectively translate educational materials.

~~Oral and written communication skills.~~

The use of ~~Basic~~ computer software programs.

~~Standard American English usage, grammar, spelling, punctuation and vocabulary.~~

Knowledge of best practices for both simultaneous and consecutive interpretations, and written translations standards.

Interpersonal skills, such as tact, patience, and courtesy.

Public speaking skills.

Proofreading.

~~Technical aspects of field of specialty.~~

Idiomatic expressions in both English and the other ~~designated~~ targeted language.

~~American and other designated cultures.~~

Understanding of the cultural appropriateness associated with the targeted language, ensuring culturally sensitive communication with students, parents, guardians, and staff.

~~Modern~~ Knowledge of office practices, procedures, equipment, and record keeping techniques.

### ABILITY TO:

Operate a personal computer and related software.

Communicate effectively with children and adults.

Type 45 wpm.

Read, interpret, and translate and interpret from English to the ~~designated~~ targeted language and from the ~~designated~~ targeted language to English; concisely and accurately.

Read, interpret, and follow rules, regulations, policies, and procedures.

Prepare translated materials in an accurate and precise typewritten form.

~~Meet schedules and timelines.~~

Perform work independently with minimal supervision.

Maintain confidentiality and utilize discretion in all communications.

Exercise flexibility, patience, and sensitivity.

~~Use of bibliographic reference and research resources in English and other designated language publications.~~

Utilize and maintain specialized terminology databases to ensure consistency and accuracy.

Conduct thorough research to understand subject matter, terminology, and context, ensuring high-quality translations.

Effectively manage time to meet deadlines, balance multiple projects, and prioritize tasks.

Establish and maintain effective working relationships with others.

Understand and follow both oral and written directions.

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### **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to an Associate of Arts degree and at least two years of experience in translating and interpreting school-related materials.~~

1. Education: Associate of Arts degree or higher.

And

2. Experience: At least two years in translating and interpreting school-related materials.

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### **LICENSES AND OTHER REQUIREMENTS:**

1. A valid California Driver's License and insurability by the District's insurance carrier.
2. A reliable vehicle available for personal use in the performance of the duties and responsibilities assigned to this classification

**PHYSICAL DEMANDS:**

~~While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 25 pounds.~~

~~-Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
- Grasp, grip, handle, or use hands for fine motor tasks.
- Reach with hands and arms.
- Frequently required to stoop, kneel, or crouch.
- Frequently talk, hear, and listen.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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REVISED BY:	Classified Personnel Department	DATE: 2/95
APPROVED BY:	Board of Trustees	DATE: 9/89
APPROVED BY:	Personnel Commission	DATE: 2/28/95
REVISED BY:	Personnel Commission	DATE: 4/26/05
REVISED BY:	Personnel Commission	DATE 2024-2025

**Human Resources Classified  
Recruitment Report - Last Updated on 5-27-2025**

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Community Liaison Worker Spanish	0	2	Warner/DeMille	N	Names to hiring supervisor
Custodian	0	7	Various Sites	N	Hired and Names to hiring supervisor
Early Education Infant Assistant-Spanish preferred	0	2	Land	N	Hired and pending on posting on edjoin
Early Ed Infant Assistant-Vietnamese preferred	0	5	Land	N	Hired and pending on posting on edjoin
<b>ESP Facilitator*</b> <i>Outsourced to Talent Collaborative</i>	0	34	Various Sites	Y	Hired and Posted on edjoin, testing in progress
<b>ESP Lead Facilitator*</b> <i>Outsourced to Talent Collaborative</i>	1	8	Various Sites	N	Hired and Posted on edjoin, testing in progress
ESP Site Supervisors	0	3	ESP	N	Hired and Posted on edjoin, testing in progress
Food Service Worker	0	9	Various Sites	N	Hired and Pending posting on edjoin
Lead Grounds Maintenance Worker	0	1	District Office		Posted on edjoin
Lead Payroll Technician	0	1	Business	N	Pending posting on edjoin
Nutrition Services Technician	0	2	Nutrition Center	N	Posted on edjoin
Paraeducator (15 hours)	0	1	Various Sites	N	Posted on edjoin
Paraeducator Instructional Support	1	19	Various Sites	N	Posted on Edjoin and Names to hiring supervisor and testing in progress
Paraeducator Behavior Instruction and Support	0	3	Various Sites	N	Testing in progress
Technology Services Technician	0	1	Warner		Posted on edjoin
Technology & Data Information Systems Supervisor	0	1	District Office		Testing in progress
Translator Interpreter Vietnamese	0	1	District Office		Testing in progress

Month At A Glance  
Ending 5-27-25

	2	100			
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
44	2	56	100	12.30%	7.76%

Ending 5-22-25

<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
45	28	53	98	11.85%	7.25%