

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, June 23, 2025, beginning at **3:30 p.m.**

in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Ms. Foster
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. Foster
4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda.....Ms. Foster

This is an opportunity for the public to make comments related to Personnel Commission business concerning matters not on the agenda. The time allotted for a comment shall be five (5) minutes. No action can be taken by the Personnel Commission unless the matter is placed on a subsequent agenda.

5. Approval of May 16, 2025 Minutes Ms. Foster
6. Approval of May 19, 2025 Minutes Ms. Foster
7. Recommendation on Salary Adjustment for Work Out of Classification Mr. Richardson
8. Approval of Salary Adjustment for Work Out of Classification..... Ms. Foster
9. Discussion of the 25-26 Personnel Commission Operating Budget Ms. Foster
10. Public Hearing of 25-26 Personnel Commission Operating Budget Mr. Foster
11. Approval of the 25-26 Personnel Commission Operating Budget Ms. Foster
12. Review of Job Descriptions Mr. Richardson
 - Information Systems Analyst
 - Office Assistant
 - Administrative Assistant
 - Senior Administrative Assistant
 - Executive Administrative Assistant
 - Occupational Therapist
 - Executive Administrative Assistant (Confidential)
 - Naturalist Supervisor – Walker Creek Ranch
 - Maintenance Supervisor - Walker Creek Ranch
 - Food Service Manager - Walker Creek Ranch
 - Conference Manager - Walker Creek Ranch
 - Manager, Outdoor Education Program - Walker Creek Ranch
 - Assistant Director - Walker Creek Ranch
 - Director - Walker Creek Ranch
 - Director of Maintenance & Operations
 - Senior Director of Information Systems
 - Senior Director of Personnel / Human Resources
 - Sr. Director of Business
13. Approval of Titles (Job Descriptions)..... Ms. Foster
 - Information Systems Analyst
 - Office Assistant

- Administrative Assistant
- Senior Administrative Assistant
- Executive Administrative Assistant
- Occupational Therapist
- Executive Administrative Assistant (Confidential)
- Naturalist Supervisor – Walker Creek Ranch
- Maintenance Supervisor - Walker Creek Ranch
- Food Service Manager - Walker Creek Ranch
- Conference Manager - Walker Creek Ranch
- Manager, Outdoor Education Program - Walker Creek Ranch
- Assistant Director - Walker Creek Ranch
- Director - Walker Creek Ranch
- Director of Maintenance & Operations
- Senior Director of Information Systems
- Senior Director of Personnel / Human Resources
- Sr. Director of Business

14. Personnel Director's Report Mr. Richardson
15. Reports and Items Introduced by Commissioners Ms. Foster
16. Adjournment Ms. Foster

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at our [Personnel Commission website](#).

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission Special Meeting
Friday, May 16, 2025

The special meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Friday, May 16, 2025.

1. Ms. Foster convened the meeting at 3:32 p.m. **Call to Order**
2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Jason Richardson and Erin Feely. **Roll Call/Guests**
3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended. **Agenda Approved**
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None.
4. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the job titles. **Approval of Job Titles**
 - Administrative Specialist
 - Administrative Analyst
 - Assistant Special Projects Manager
 - Special Projects Manager
 - Accountant
 - Sr. Systems/Program Analyst
 - Manager – Technology Systems and Applications
 - Manager – Business ServicesAyes: Zerkel, Foster, McKown; Noes: None; Absent: None.
5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. **Adjournment**
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:07 p.m.

Jason Richardson
Secretary

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MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 19, 2025

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 19, 2025.

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| 1. Ms. Foster convened the meeting at 3:30 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Jason Richardson and Erin Feely.
Guests: Nancy Duns – CSEA Treasurer. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. | <u>Agenda Approved</u> |
| 4. Ms. Foster invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the April 28, 2025 minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 6. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the May 13, 2025 Special Meeting minutes after review.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 7. Mr. Richardson presented a draft of the 2025-2026 Personnel Commission Meeting Calendar. | <u>25-26 Personnel Commission Meeting Calendar Discussion</u> |
| 8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the draft 2025-2026 Personnel Commission Meeting Calendar. | <u>25-26 Personnel Commission Meeting Calendar Approval</u> |
| 9. Mr. Richardson presented a draft of the 2025-2026 Personnel Commission Operating Budget. | <u>25-26 Personnel Commission Operating Budget Discussion</u> |
| 10. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve June 23, 2025 as the date of the Public Hearing on the 2025-2026 Personnel Commission Operating Budget. | <u>25-26 Personnel Commission Operating Budget Approval</u> |
| 11. Mr. Richardson presented Job Description Titles for review. | <u>Job Description Titles Review</u> |
| 12. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Job Description Titles. | <u>Job Description Titles Approval</u> |
| 13. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Education Management Systems (EMS). | <u>Classification Study</u> |
| 14. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Personnel Department Staffing Updates.• Review of status report for the period of April 28, 2025 – May 19, 2025.• Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 15. Ms. Foster invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 16. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:23 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Work Out Of Class

Details

Starting December 2, 2024 Information Systems Support Technician, J.R. has been working 16 hours per week in the classification of Information Systems Analyst. J.R. has been working on two specific projects that would be normally conducted by the Information Systems Analyst. The first project is SharePoint form and workflow development. The second project is data extract and template data production for the county-wide Harris QCC transition to Frontline California ERP (financial and human resources information systems platform.) This conversion affects all 17 districts in Marin County.

J.R. is scheduled to continue this out-of-class work on a weekly basis on these two projects for the next 12 months at 16 hours per week.

Rule regarding work out of class

Personnel Commission Merit Rule 3.200.6 addresses work out of class:

Classified employees shall not be required to perform duties which are not fixed and prescribed by the Superintendent/Governing Board, unless the duties reasonably relate to those fixed for the position by the Superintendent/Governing Board, for any period of time which exceeds five working days within 15 calendar-day period without a reasonable upward adjustment in salary for the entire period she/he is required to work out of her/his classification. When it is necessary to assign an employee out of her/his classification, the Director of Personnel shall report the fact with her/his recommendation to the Personnel Commission who shall make final determination of the reasonable salary adjustment for the duration of the temporary assignment.

Recommendation

I recommend to the Commission that the employee J.R. be compensated for the hours noted above at the hourly rate (Range 64, Step 1, \$53.85) that is next above his current hourly rate (Range 50, Step 6, \$48.83). It is noted that the CSEA Salary Schedule will include a 5% increase beginning July 1, 2025. The out of class adjustment will reflect the increase beginning July 1, 2025 (Range 64, Step 1, \$56.54.)

Additionally, according to minutes from the September 22, 2014 Personnel Commission meeting, it was unanimously approved to adopt an approach to expedite payment to the employees, moving forward adjustments in the new classification to the step next highest to the regular rate of pay in the regular classification as a practice. Any occurrence of work out of class and subsequent pay in relation to this practice would be reported by the Personnel Director at the next meeting.



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

2025-2026 Personnel Commission Budget

Category	2024-2025	2024-2025	2025-2026
	Approved	Actuals	Budget
	FY 24-25	FY 24-25	FY 25-26
	As of 7/1/2024	As of 5/16/2025	
CERTIFICATED PERSONNEL			
PROFESSIONAL EXPERT	450.00	-	-
TOTAL: CERTIFICATED PERSONNEL	450.00	-	-
CLASSIFIED PERSONNEL			
PERSONNEL COMMISSION/BOARD	1,440.00	960.00	1,440.00
DIRECTOR	73,195.00	62,592.00	76,237.00
SECRETARIAL SALARIES	24,883.00	26,754.00	37,788.00
CLERICAL & OFFICE ~ OVERTIME	13,803.00	128.00	5,000.00
OTHER CLASSIFIED STIPEND	5,000.00	0.00	0.00
PROFESSIONAL EXPERT	15,000.00	3,517.00	10,000.00
TOTAL: CLASSIFIED PERSONNEL	133,321.00	93,951.00	130,465.00
BENEFITS			
TOTAL: BENEFITS	51,605.00	86,186.00	84,630.00
SUPPLIES			
TOTAL: SUPPLIES	925.00	0.00	575.00
OPERATIONAL			
CONFERENCES	10,000.00	6,344.00	10,000.00
MEETINGS	175.00	0.00	175.00
MILEAGE	750.00	11.00	750.00
DUES & MEMBERSHIPS	3,250.00	850.00	3,250.00
WORKSHOP FEES	250.00	0.00	250.00
COPIER CHARGES (COPIES)	1,125.00	0.00	1,125.00
ADVERTISING	6,000.00	1,824.00	6,000.00
FINGERPRINTING	12,000.00	10,715.00	16,500.00

Category	2024-2025	2024-2025	2025-2026
	Approved	Actuals	Budget
	FY 24-25	FY 24-25	FY 25-26
OTHER FEES	300.00	0.00	300.00
OTHER CONTRACT SERVICES	2,590.00	0.00	700.00
OUTSIDE PRINTING	1,000.00	0.00	1,000.00
PERSONNEL AGENCIES	3,000.00	0.00	3,000.00
TB TESTING/X-RAYS	100.00	0.00	100.00
POSTAGE	1,000.00	92.00	500.00
TOTAL: OPERATIONAL	41,590.00	19,836.00	43,650.00
GRAND TOTAL:1000-7999	227,891.00	199,973.00	259,320.00

June 23, 2025 Personnel Commission Meeting

Job Title (Current Title on old job description)	Recommended Job Title (New Title on Draft Job Description)
Classified -- CSEA	
Information Systems Analyst	(No Change)
Clerk and Receptionist (combined into one new title)	Office Assistant
Administrative Secretary	Administrative Assistant
Senior Administrative Secretary	Senior Administrative Assistant
Executive Secretary	Executive Administrative Assistant
Occupational Therapist	(No Change)
Classified -- Confidential (Not CSEA)	
Executive Secretary (Confidential)	Executive Administrative Assistant (Confidential)
Classified -- Management (Not CSEA)	
Ranch Naturalist Supervisor	Naturalist Supervisor - Walker Creek Ranch
Ranch Maintenance Supervisor	Maintenance Supervisor - Walker Creek Ranch
Ranch Food Service Manager	Food Service Manager - Walker Creek Ranch
Ranch Conference Manager	Conference Manager - Walker Creek Ranch
Manager, Outdoor Education Program	Manager, Outdoor Education Program - Walker Creek Ranch
Assistant Ranch Manager	Assistant Director - Walker Creek Ranch
Assistant Ranch Manager	Director - Walker Creek Ranch
Director of General Services	Director of Maintenance & Operations
Senior Director of Information Services	Senior Director of Information Systems
Senior Director of Personnel	Senior Director of Personnel / Human Resources
Senior Director of Business	(No Change)



Job Description

Marin County Office of Education

Information Systems Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Information Systems Analyst is done for the purpose/s of managing assigned projects and program components; maintaining network operations, databases, servers, and software applications; implementing cloud-based solutions; identifying and developing opportunities for automation; maintaining inventory of software licenses/subscriptions; installing, maintaining, assessing, and repairing computers, peripherals, network equipment and software; and, providing training and in-service technology assistance.

This Job reports to Assigned Supervisor

Essential Functions

- Assesses and repairs computers, peripherals, network equipment, and software for the purpose of maintaining safe and effective county and site operations including classrooms, library, and computer labs.
- Identifies and develops opportunities for automation within various departments for the purpose of enhancing operational efficiency and organizational growth.
- Implements cloud-based solutions for the purpose of optimizing and enhancing data accessibility, scalability, and disaster recovery capabilities.
- Installs and maintains workstation computers, peripherals and server set-ups (e.g. testing, configuring, establishing user IDs, imaging, etc.) for the purpose of meeting the computer processing needs of users and maintaining security.
- Maintains network operations, databases, servers, and software applications (e.g. service packs, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining County WAN/LAN and ensuring telecommunication systems and security measures are up-to-date, and ensuring effective and efficient operations.
- Maintains inventory of software licenses/subscriptions for the purpose of managing assets, allocating funds, tracking devices, and ensuring compliance with licensing agreements.
- Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Participates in meetings, trainings, workshops, and other professional development opportunities for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. work order reports, inventory control, procedures, etc.) for the purpose of documenting activities, providing written/historical reference and/or conveying information.
- Provides training and in-service assistance with general computer use, software applications, and file server operations for the purpose of responding to requests for assistance, repairs, and/or upgrades; and ensuring the efficient use of computers and/or software applications.

- Researches technology trends, products, and equipment for the purpose of maintaining current technology knowledge and recommending procedures and/or purchases.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; utilizing pertinent hardware and software applications; diagnosing equipment malfunctions, and, estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy operating systems, network protocols, and application programming languages; system design; process and data modeling techniques; relational database theory and management; current and emerging technologies; benefits and limitations of technology; and, project management.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; working with frequent interruptions; adapting to changing work priorities; being attentive to detail; displaying mechanical aptitude; establishing and maintaining effective working relationships; communicating with diverse groups; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: High School plus job related coursework.

Education (Preferred): Community college and /or vocational school degree with study in job-related area.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Not Rated

Approval Date

Revised Date

Salary Grade



Job Description

Marin County Office of Education

Office Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Office Assistant is done for the purpose/s of providing clerical support to assigned personnel; greeting and directing visitors; responding to inquiries; communicating information to staff; providing complete and accurate records; and providing information and/or referral as requested.

This Job reports to Assigned Supervisor

Essential Functions

- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking accurate messages.
- Assists with processing of documents, forms, and/or meeting notes (e.g. service logs, parent referrals, etc.) for the purpose of disseminating information to appropriate parties.
- Collects student data (e.g. health records, attendance, family information, etc.) for the purpose of preparing reports and/or processing forms.
- Distributes materials (e.g. mail, checks, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Maintains manual and electronic documents, files, and records (e.g. letters, forms, reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Performs general clerical duties (e.g. scheduling, copying, scanning, data entry, filing, etc.) for the purpose of supporting office operations.
- Prepares standardized documents (e.g. form letters and memos, calendars, bulletins, etc.) for the purpose of communicating information to other parties.
- Receives visitors for the purpose of answering inquiries, directing guests to appropriate personnel, and representing site in a pleasant and professional manner.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and using pertinent software applications; and, preparing and maintaining

accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; business telephone etiquette, common office machines; and, office methods and practices.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working as part of a team; maintaining confidentiality; adapting to changing work priorities; communicating with diverse groups; and displaying tact and courtesy.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 0% walking, 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Administrative Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing secretarial support to assigned administrator(s) and department(s); establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a variety of materials and reports.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with filling staff absences, if assigned, for the purpose of maintaining safety and supervision of students in classrooms.
- Assists in practicing de-escalation techniques with students and/or visitors, if assigned to a school site, for the purpose of maintaining a safe and orderly office environment.
- Compiles and monitors data (e.g. work orders, budget/specialized reports, staff/student records, etc.) for the purpose of preparing reports and/or processing requests.
- Coordinates schedules and meetings for the purpose of providing information, addressing program needs, and maintaining compliance with state/federal laws, rules, and/or regulations and MCOE requirements.
- Coordinates projects and/or program components as assigned (e.g. arrangements for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Develops and maintains a variety of manual and electronic documents, files, and records (e.g. student records, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages the supervisor's calendar and answers the phone for the supervisor for the purpose of ensuring the supervisor is aware of communication and the calendar is managed effectively.
- Monitors program compliance with regulatory standard requirements, if assigned, for the purpose of ensuring legal and procedural practices are compliant with policies and procedures.
- Orders and maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Participates in, and/or supports, department and/or in-service meetings (e.g. setting up/tearing down meeting space; providing meeting materials, agendas, and minutes, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of correspondence, reports, and other materials (e.g. enrollment packets, Student Transfer Requests, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, incoming calls, general public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing appropriate referral.
- Tracks attendance for staff and substitutes, if assigned, for the purpose of ensuring accurate records are available for historical reference.
- Updates website general information/announcements relevant to assigned position for the purpose of providing updated information for the public and/or parents' reference.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: common office application software and machines; and vocational standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working extended hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Education (Preferred): Targeted, job related education with study in job-related area.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade



Job Description

Marin County Office of Education

Senior Administrative Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Senior Administrative Assistant is done for the purpose/s of providing support to assigned administrator(s) and department(s); establishing and maintaining department records; coordinating assigned projects; making decisions regarding office practice and procedures; exercising initiative and independent judgement; understanding and adhering to regulations and policies; and compiling and distributing a variety of materials and reports.

This Job reports to Assigned Supervisor

Essential Functions

- Assists in practicing de-escalation techniques with students and/or visitors, if assigned to a school site, for the purpose of maintaining a safe and orderly office environment.
- Compiles and monitors data (e.g. work orders, calendars, reports, staff records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates activities and/or assigned projects/program components for the purpose of completing activities and/or delivering timely services.
- Develops and maintains a variety of manual and electronic documents, files and records (e.g. creating requisitions, Professional Service Agreement contracts, purchase orders, business forms, budget transfers, travel expenses, expenditures, requests for approval, expense reimbursement requests, phone lists, time sheets, room reservations, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of routine office records (e.g. vehicle logs and maintenance scheduling, alarm systems, office maintenance, workshop, attendance, etc.) for the purpose of ensuring routine inspections are scheduled, equipment is in proper working order, and/or accurate records are maintained.
- Orders and maintains inventory of supplies and processes purchase orders as assigned for the purpose of ensuring availability of pertinent items.
- Participates in, and/or schedules, department meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of correspondence, reports, and other materials (e.g. credit card purchases, event registrations, publications, Board meeting materials, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. meter reports, graduation diplomas, equipment contracts, school data, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

- Provides administrative assistance to assigned administrator(s) by managing and monitoring the administrator's calendar and communications, as assigned, for the purpose of ensuring schedules are maintained and timely, accurate, and appropriate response to phone and correspondence is provided.
- Provides training for relevant equipment for the purpose of providing instruction for safe, efficient, and effective equipment use and/or procedures.
- Responds to inquiries from a variety of internal and external entities (e.g. general public, students, staff, etc.) for the purpose of providing information, facilitating communication among parties and/or providing appropriate referral.
- Updates website general information/announcements relevant to assigned position for the purpose of providing updated information for the public and/or parents' reference.

Other Functions

- Performs other related duties as assigned (e.g. serving as a situational backup to complete duties of equal or lesser responsibility as needed, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; analyzing data; classifying data and/or information; screening telephone calls; and, preparing and utilizing business forms and programs for processing purchase orders, budget/expenditure transfers, reimbursements, and invoices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; vocational standards; bookkeeping practices; business telephone etiquette; relevant codes/laws/rules/regulations/policies; grammar, spelling and punctuation; office practices; and, recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail and accuracy; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working in multiple locations (as assigned); dealing with frequent interruptions; and, working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Education (Preferred): Targeted, job related education with study in job-related area.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade



Job Description

Marin County Office of Education

Executive Administrative Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Executive Administrative Assistant is done for the purpose/s of providing a variety of complex and highly sensitive administrative support responsibilities; ensuring efficient operation of support functions; preparing highly sensitive reports; composing complex materials; maintaining manual and electronic documents, files, records, reports and web/social media updates; assisting with Board meeting preparations; and coordinating assigned projects and site activities.

This Job reports to Assigned Supervisor

Essential Functions

- Assists assigned administrator with assigned budget procedures (e.g. revisions, requisitions, monitoring expenditures, reports, etc.) for the purpose of maintaining accurate account balances and compliance with established accounting procedures.
- Collaborates with administrative team members to coordinate assigned projects for the purpose of complying with regulations and laws and ensuring procedures are in place and staff response is appropriate and effective.
- Develops a variety of complex materials (e.g. correspondence, agendas/minutes, event programs, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Facilitates communication between personnel, board members, and community (e.g. email, incoming calls, etc.) for the purpose of prioritizing communications and directing questions and information to appropriate personnel.
- Maintains a variety of manual and electronic documents, files, and records (e.g. employee records, financial records, reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety activities on behalf of assigned Administrator for the purpose of ensuring timely communications are delivered to proper personnel, and meetings are efficiently organized.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares and processes a variety of highly sensitive reports, documents, and correspondence (e.g. meeting/event materials, letters, graduation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches a variety of topics (e.g. current practices, policies, education codes, grant opportunities, best practices, etc.) for the purpose of providing information and/or recommendations to address a variety of administrative requirements.
- Responds to a variety of inquiries from internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing appropriate referral.

- Schedules a variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of coordinating various arrangements as directed by assigned administrator.
- Trains support personnel for the purpose of ensuring assigned staff's ability to accurately use new and/or existing processes.
- Updates website general information/announcements relevant to assigned position for the purpose of providing updated information for the public and/or parents' reference.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing job related software applications (spreadsheets, word processing, presentation software); updating website; being attentive to details; preparing and maintaining accurate records; and, planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and, office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and, dealing with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Education (Preferred): Targeted, job related education with study in job-related area

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade



Job Description

Marin County Office of Education

Occupational Therapist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Occupational Therapist is done for the purpose/s of assessing students' functional sensory and physical motor development level; planning and implementing individualized education plans; identifying architectural and/or structural barriers; creating and appropriately communicating student assessment reports, present level of performance, and proposed educational plans; and, consulting and collaborating with a variety of groups/individuals regarding sensory and motor development needs of students.

This Job reports to Assigned Supervisor

Essential Functions

- Conducts formal and informal observations and screenings (e.g. perceptual-motor, motor coordination, sensory development, etc.) for the purpose of determining program needs and developing recommendations for services, accommodations, modifications, and strategies.
- Consults and collaborates with teachers, parents/guardians, IEP team, and/or outside professionals for the purpose of providing requested information, developing plans for student services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Creates and communicates with a variety of parties student assessment reports, present level of performance, and proposed educational plans (e.g. parents/guardians, teachers, other professionals, etc.) for the purpose of supporting student access to education in compliance with the student's IEPs.
- Develops student goals and objectives (e.g. functional school-based plans, interventions, educational materials, etc.) for the purpose of supporting students' identified area(s) of need, and ensuring compliance with regulatory requirements.
- Evaluates, plans, and provides school based occupational therapy to assigned students for the purpose of enabling students to perform activities within the school setting.
- Monitors the implementation of occupational therapy, evaluates the effectiveness, and makes modifications based on task and activity analysis within the framework of the IEP process (e.g. intervention and therapeutic techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Participates in meetings, workshops, and seminars (e.g. training, IEPs, team meetings, staff meetings, etc.) for the purpose of conveying and/or gathering program information.
- Prepares and maintains a variety of written and electronic materials (e.g. service logs, family correspondence, educational therapy plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides direct, consultative, or embedded occupational therapy services for individuals and/or small groups for the purpose of maximizing students' skill development and performance related to established IEP goals and objectives.

- Provides training for classroom staff for the purpose of incorporating strategies into the educational program, providing guidance, and ensuring program objectives are achieved.
- Reviews medical reports, as appropriate, for the purpose of providing information and/or ensuring intervention plans are appropriate.
- Travels to multiple work sites, including home visits, as appropriate for the purpose of providing direct therapy interventions and assistance as required.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment in a safe and appropriate manner to support occupational therapy services; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age and ability appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; medical diagnoses, Special Education eligibility categories; current, school-based interventions; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; developing and maintaining effective working relationships; and, using data to create meaningful educational activities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience within a specialized field is required in occupational therapy, one year is preferred.

Education: Bachelors degree in job-related area with an emphasis in Occupational Therapy (prior to 2007) or Master's Degree in Occupational Therapy.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Certificates and Licenses

California Occupational Therapy License
Valid Driver's License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Executive Administrative Assistant (Confidential)

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Executive Administrative Assistant (Confidential) is done for the purpose/s of providing a variety of complex and highly sensitive administrative support responsibilities; ensuring efficient operation of support functions; preparing confidential and non-confidential reports; composing complex materials; maintaining manual and electronic documents, files, records, reports and web/social media updates; assisting with Board meeting preparations; coordinating school site-based safety programs; and, coordinating assigned projects and site activities.

This Job reports to Assigned Supervisor

Essential Functions

- Assists assigned administrator with assigned budget procedures (e.g. revisions, requisitions, monitoring expenditures, reports, etc.) for the purpose of maintaining accurate account balances and compliance with established accounting procedures.
- Collaborates with administrative team members to coordinate assigned projects for the purpose of complying with regulations and laws and ensuring procedures are in place and staff response is appropriate and effective.
- Develops a variety of complex materials (e.g. correspondence, agendas/minutes, event programs, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Facilitates communication between staff, board members, and community (e.g. email, incoming calls, etc.) for the purpose of prioritizing communications and directing questions and information to appropriate staff.
- Maintains confidentiality concerning collective bargaining and personnel related activities of assigned administrator for the purpose of supporting highly sensitive work of assigned administrator.
- Maintains a variety of manual and electronic documents, files, and records (e.g. employee records, financial records, reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety activities on behalf of assigned Administrator for the purpose of ensuring timely communications are delivered to proper personnel and meetings are efficiently organized.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a variety of confidential and/or highly sensitive reports and/or draft documents and correspondence for assigned administrator for the purpose of documenting activities, providing written reference, and/or conveying information.

- Researches a variety of topics (e.g. current practices, policies, education codes, grant opportunities, best practices, etc.) for the purpose of providing information and/or recommendations to address a variety of administrative requirements.
- Responds to a variety of inquiries from internal and external parties for the purpose of providing information, facilitating communication among parties, and/or providing appropriate referral.
- Schedules a variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of coordinating various arrangements as directed by assigned administrator.
- Trains support staff for the purpose of ensuring assigned staff's ability to accurately use new and/or existing processes.
- Updates website general information/announcements relevant to assigned position for the purpose of updated information for the public and/or parent' reference.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing job related software applications (spreadsheets, word processing, presentation software); updating website; being attentive to details; preparing and maintaining accurate records; and, planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and, office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and, dealing with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Education (Preferred): Bachelor's Degree

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade



Job Description

Marin County Office of Education

Naturalist Supervisor - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Naturalist Supervisor - Walker Creek Ranch is done for the purpose/s of providing supervision and participation in the implementation of the Outdoor Educational Program; providing leadership responsibilities for a variety of nature-based student activities; training and providing work direction and guidance to assigned staff, interns, and volunteers; and organizing and managing health and safety needs for volunteer cabin leaders, interns, students, chaperones, and staff.

This Job reports to Assigned Supervisor

Essential Functions

- Administers first aid and CPR according to established procedures as needed for the purpose of ensuring proper and timely resolution of student health issues and assisting in coordinating response to emergency situations.
- Assists in the development, implementation, and evaluation of program, individual, and group educational goals and objectives (e.g. scheduling, training, summer camp activities, night management duties, etc.) for the purpose of ensuring activities comply with established policies and procedures.
- Collaborates with colleagues in the planning and delivery of professional development activities and training for intern, volunteers, and staff (e.g. discipline techniques, outdoor lessons and activities, field trips, nature walks, etc.) for the purpose of complying with site requirements and state curriculum, meeting mandated regulations, developing skills needed to work in Outdoor Education program, and supporting teaching techniques and practices.
- Communicates with staff, interns, volunteers, students, parents, and outside agencies for the purpose of exchanging information, resolving issues, responding to concerns, and complying with policies and procedures.
- Designs and coordinates, meetings, staff development, and training activities for the Outdoor Program for the purpose of implementing professional development activities for staff, interns and volunteers, addressing training needs, and promoting on-going professional learning.
- Develops and disseminates a variety of program announcements (e.g. activities, schedules, timelines, etc.) for the purpose of providing an up-to-date reference and/or conveying information in compliance with established guidelines.
- Implements and utilizes a variety of instructional techniques (e.g. individualized and small group instruction, tutoring, modifying lessons, etc.) for the purpose of reinforcing learning concepts and classroom instruction.
- Intervenes in occurrences of inappropriate student behavior in accordance with approved policies and procedures for the purpose of assisting students in modifying behaviors and developing successful interpersonal skills.

- Monitors and schedules daily program and staffing (e.g. classes, practices, assignments, etc.) for the purpose of providing oversight and direction of the program, reporting progress regarding student performance, and ensuring proper staffing.
- Participates in, facilitates, or presents at a variety of regional and state conferences, meetings, and workshops for the purpose of gathering, conveying, and/or sharing information and representing MCOE.
- Participates in the design, implementation, preparation, and development of lessons according to the established instructional programs (e.g. creates concepts, monologues, props, skits, songs, music, etc.) for the purpose of ensuring activities and instruction comply with established curriculum requirements and ensuring department/program outcomes are achieved.
- Prepares site for daily operations and performs end-of-year closing activities (e.g. setting up furniture and interns' housing, organizing supplies and educational materials, etc.) for the purpose of ensuring facilities are operational and hazard free at the beginning of the school year and in good condition at the end of the school year.
- Provides work direction and guidance to designated interns, volunteers, staff, chaperones, and cabin leaders (e.g. assigns duties, reviews work for compliance, provides input concerning evaluations as required, etc.) for the purpose of ensuring the success of the Outdoor Educational Program.
- Supervises assigned staff (e.g. recruitment, interviewing, evaluating, mentoring, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
- Visits schools and classrooms to promote the outdoor education program for the purpose of promoting the program and recruiting students.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; training and supervising staff; analyzing data; conducting interviews; conducting meetings; planning agendas/meetings; and, practicing cultural competency while working collaboratively with diverse groups and individuals.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: research based practices promoting student accelerated learning; personnel processes; program planning and development; leadership skills; grammar, spelling and punctuation; community resources; agriculture, natural history and ecology; and pertinent laws, codes, policies, and/or regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; resolving conflicts; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required in an outdoor education school setting, for a minimum of 2 years, including responsibility for providing instructional support and leadership for environmental education.

Education: Bachelors degree in job-related area with an emphasis in environmental education.

Equivalency: Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate
CPR/First Aid Certificate
Emergency Medical Technician (EMT) / Wilderness
First Responder (WFR), desired

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Revised Date

Salary Grade



Job Description

Marin County Office of Education

Maintenance Supervisor - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Maintenance Supervisor - Walker Creek Ranch is done for the purpose/s of supervising and performing skilled maintenance services and activities; overseeing facility, equipment, and furniture repairs; supervising assigned staff; procuring supplies, equipment, and materials; providing information to others; and scheduling work assignments within established timeframes and standards.

This Job reports to Assigned Supervisor

Essential Functions

- Communicates with administrators, staff, students, and the public for the purpose of coordinating activities, resolving issues, and providing information.
- Conducts and/or directs groundskeeping activities (e.g. removing weeds, aerating landscaped areas, mowing small areas of lawn, etc.) for the purpose of ensuring the safety, appearance, and functionality of the property; and contributing to a positive environment for all occupants and visitors.
- Evaluates and coordinates a variety of activities and/or projects (e.g. improvement projects, maintenance, work assignments, procurement, etc.) for the purpose of obtaining materials and assigning tasks, ensuring timely job completion; achieving objectives, and delivering services in compliance with established guidelines.
- Informs staff regarding procedures, status of work orders, and/or maintenance or operation issues for the purpose of providing decision-making information, taking appropriate action, and/or complying with building and safety regulations.
- Inspects repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring jobs are completed efficiently, specifications are within established guidelines, and confirming goods received.
- Installs a variety of materials (e.g. carpet, tile, roofing, cabinets, drywall, plumbing, insulation, glass, electrical, masonry, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains and repairs facilities and equipment (e.g. student cabins, conference lodging, meeting rooms, kitchen, etc.) for the purpose of ensuring availability of facilities in safe operating condition.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring allocations are accurate, expenses are within budget limits and/or fiscal procedures are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs routine and preventive maintenance and repairs (e.g. sewer/septic tank systems, Ranch's roads, dwellings, etc.) for the purpose of ensuring the on-going functioning of facilities.
- Performs a variety of skilled trade functions (e.g. electrical, plumbing, painting, HVAC, carpentry, etc.) for the purpose of completing projects within established time frames.

- Prepares a variety of written materials (e.g. reports, correspondence, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures and transports a variety of tools, equipment, and supplies to and from the Ranch for the purpose of ensuring the availability of materials required at job site.
- Researches a variety of topics for the purpose of ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations (e.g. power outages, floods, disasters, etc.) for the purpose of addressing immediate safety concerns and implementing emergency protocols and safeguarding county property.
- Supervises department functions (e.g. interviewing/recruiting, planning/scheduling activities, training, etc.) for the purpose of ensuring compliance of regulatory requirements and the Ranch functions in a safe, healthy and efficient manner.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing skilled crafts (carpentry, plumbing, electrical); operating standard office equipment including utilizing pertinent software applications; planning and managing maintenance projects and programs; monitoring program financial activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: technical knowledge of various building infrastructures and systems; preventive maintenance techniques; building quality, health, and safety regulations; pertinent laws, codes, policies, and/or regulations; personnel processes; and, standard business practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects simultaneously; working with frequent interruptions and changing work priorities; working with detailed information/data; maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, 45% standing. The job is performed under minimal temperature variations and in a generally hazard free

environment.

Experience: Job related experience with increasing levels of responsibility is desired in construction, trades, building maintenance or custodial service.

Education: High school diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

CPR/First Aid Certificate

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

DMV Pull Notice Enrollment

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Food Service Manager - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Food Service Manager - Walker Creek Ranch is done for the purpose/s of providing support to the food service activities at assigned location; overseeing food budget; organizing food preparation activities; overseeing and assisting food service staff with food preparation and serving; confirming required quantities of food items are available for use; ensuring quality of food items; providing written reports; and complying with mandated health requirements.

This Job reports to Assigned Supervisor

Essential Functions

- Coordinates assigned site operations (e.g. scheduling, creating menus, monitoring meal accounts and expenditures, evaluating new products and/or menus, etc.) for the purpose of providing efficient food services at assigned site in compliance with established nutritional and health requirements.
- Develops and implements menus for students, staff, and guests for the purpose of meeting mandated daily nutritional requirements.
- Estimates food preparation amounts and adjusts recipes as required for the purpose of meeting projected meal requirements and minimizing food waste.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality, and specifications of orders, minimizing waste, and/or complying with mandated health requirements.
- Maintains financial records and reports (e.g. nutritional servings per person, cost of meals per person, cumulative meal counts, etc.) for the purpose of meeting reporting time periods in accordance and in compliance with county policy and established county, state, and federal regulations.
- Monitors food service operations (e.g. maintaining kitchen equipment, proper food storage, cleanliness of food preparation/serving areas, staff assignments, etc.) for the purpose of ensuring a safe, clean, and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Oversees and monitors the food service budget for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees the preparation, cooking, serving, and transportation of food and beverage items for the purpose of ensuring appealing presentation, meeting projected meal quantities, and mandated nutritional and health standards.
- Participates in, or facilitates, unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

- Prepares a variety of documentation (e.g. reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support, conveying information, and assisting with budget development.
- Procures, monitors, and maintains adequate inventories of food, condiments, equipment, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Supervises staff as assigned (e.g. orients, trains, evaluates, assigns work schedules, etc.) for the purpose of providing information regarding site operations and activities, maximizing the efficiency of the work force, and meeting shift requirements.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: proper food storage and safety practices and procedures; quantity food preparation and handling; sanitation practices; tracking, managing, and procuring food and supplies; inventory control practices; codes, laws, rules, regulations, policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired in food service.

Education: High school diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

Food Handlers/ServSafe Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Conference Manager - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Conference Manager - Walker Creek Ranch is done for the purpose/s of planning and scheduling conferencing; monitoring conference operations; designing, preparing, and distributing informational/promotional materials; maintaining and coordinating the conference and facility use calendar; preparing and maintaining files, financial records, and reports; procuring, monitoring, and maintaining adequate inventories; overseeing and coordinating the processes of food preparation and serving, provision of guest catering needs, and guest/meeting room preparation and set-up; supervising assigned staff; coordinating vendor activities; ensuring facility security; and performing guest room and cabin inspections.

This Job reports to Assigned Supervisor

Essential Functions

- Coordinates vendor activities for the purpose of providing conference users' access to special equipment.
- Designs, prepares, and distributes informational materials for the purpose of promoting and marketing to public and private parties the use and services available at the Walker Creek Ranch conferencing facilities.
- Enforces facility rules tactfully for the purpose of ensuring the facility is secure from intrusion and ensuring the safety and welfare of guests and staff.
- Maintains the conference calendar and coordinates with the facility maintenance calendar for the purpose of coordinating the scheduling and use of facilities and ensuring on-going maintenance and upkeep of facilities.
- Oversees and coordinates the processes of food preparation, the transportation and serving of food and beverage items, provision of guest catering needs, and guest/meeting room preparation and set-up for the purpose of interacting with guests during conference activities, meeting projected meal quantities and meeting individual special needs of guests, ensuring appealing and functional room presentation, meeting specialized conferencing requests, and compliance with mandated public health and safety standards and regulations.
- Participates in, or facilitates, department meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs guest room and cabin inspections for the purpose of ensuring cleanliness and upkeep of facilities.
- Plans and schedules conferencing and facilities use for the purpose of ensuring ability to meet guest/customer requirements for activities/events.
- Prepares and maintains files, financial records and reports (e.g. cost estimates, final billings, etc.) for the purpose of maintaining accurate documentation and meeting reporting requirements in accordance and compliance with MCOE policies and relevant county, state, and federal regulations.

- Prepares a variety of documentation (e.g. reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support, conveying information, and assisting with budget development.
- Procures, monitors, and maintains adequate inventories of food, condiments, equipment, and supplies for the purpose of ensuring availability of items required for meeting projected menu and supplies requirements.
- Responds to inquiries from a variety of entities (e.g. staff, patrons, vendors, etc.) for the purpose of providing information, direction, or referral; describing the capabilities and costs of the conference center; and promoting the use of the Ranch facilities as a conference center.
- Supervises staff as assigned (e.g. orients, trains, evaluates, assigns work schedules, etc.) for the purpose of providing information regarding site operations and activities, maximizing the efficiency of the work force, meeting staffing requirements and/or providing appropriate referrals.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; designing, writing marketing and promotional activities; preparing and maintaining accurate records; operating standard office equipment and using pertinent software applications; solving issues effectively; and, planning, organizing, and scheduling an outdoor facility for conferencing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of conference and meeting planning and scheduling; basic bookkeeping; supervision of staff; methods, materials, and equipment used in maintaining an overnight guest facility; hotel housekeeping and food service practices and procedures; tracking, managing, and procuring food and supplies; inventory control practices; relevant codes, laws, rules, regulations, policies; and, safety principles of living and working in rustic conditions.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; working with detailed information/data; adapting to changing work priorities; working with minimal supervision; maintaining confidentiality; establishing and maintaining effective work relationships; and, meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required in program management requiring significant marketing expertise and scheduling.

Education: High school diploma or equivalent.

Education (Preferred): Substantial coursework in hotel management and/or related field.

Equivalency: Any combination of training and experience which demonstrates possession of the knowledge and abilities to perform the job functions.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Food Handlers/ServSafe Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Continuing Educ. / Training

Mandated Reporter Training Certificate
Maintains Certificates and/or Licenses
First Aide / CPR Training

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Manager, Outdoor Education Program - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Manager, Outdoor Education Program - Walker Creek Ranch is done for the purpose/s of providing support to the instructional process by planning, organizing, and directing educational site operations and services, in support of the Residential Outdoor Education program; coordinating communications, staff, and information for student education needs; assuring smooth, safe, and efficient program services; supervising and evaluating the performance of assigned staff; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating activities; and addressing issues.

This Job reports to Assigned Supervisor

Essential Functions

- Coordinates a variety of procedures and processes (e.g. staff certifications, incoming/outgoing procedures, curriculum development, etc.) for the purpose of providing direction and support in compliance with established standards and assisting with achieving student outcomes.
- Evaluates and monitors Residential Outdoor Education services (e.g. student behavior/learning, coordination of activities/calendars, etc.) for the purpose of providing educational effectiveness and operational efficiency.
- Facilitates communication among staff, teachers, students, parents, and administrators for the purpose of ensuring program information, services, schedules, and activities are shared appropriately for program implementation.
- Maintains a variety of files and documents (e.g. reports, costs/billings, marketing information, payroll, etc.) for the purpose of providing current reference and historical documentation and complying with regulatory requirements and established guidelines.
- Manages Residential Outdoor Education functions (e.g. facility/grounds/conference usage, costs, cleanliness, etc.) for the purpose of maintaining safe and efficient program operations.
- Operates a variety of equipment and program vehicles (e.g. office, projectors, carts, etc.) for the purpose of supporting program operations on site.
- Participates and/or presents at a variety of meetings, workshops, and conferences regarding a variety of topics (e.g. special program events, Outdoor Education services/instructional activities, risk management, etc.) for the purpose of educating school sites, gathering and/or conveying information, and representing MCOE at associations for environmental and outdoor education.
- Plans a variety of educational operations (e.g. curricular themes, program timelines, daily Residential Outdoor Education activities, instructional/outdoor functions, etc.) for the purpose of coordinating activities and ensuring outcomes achieve the program's stated objectives.
- Prepares a variety of materials (e.g. student activities, staff/student evaluations, etc.) for the purpose of documenting activities, providing written reference and historical documentation.

- Provides technical information and assistance (e.g. program services and related issues, needs and activities, etc.) for the purpose of assisting in the formulation and development of policies, procedures, and processes.
- Responds to emergency situations involving site staff, students or conference attendees as needed, including overnight, as scheduled, for the purpose of ensuring safe, efficient program operations.
- Supervises residential interns and assigned staff (e.g. employee assignments/evaluations, payroll, calendars, etc.) for the purpose of managing workload, monitoring performance, and achieving overall standards and objectives of program goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Residential Outdoor Education program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: conference/meeting planning and scheduling; using pertinent software applications; preparing and maintaining accurate records; applying instructional techniques unique to outdoor/environmental instruction; communicating effectively with students and staff; using tact, patience and courtesy; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision; local, state, and federal standards and requirements governing Outdoor Education; and terminology, concepts, methods and procedures involved in coordinating program activities.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; resolving issues; establishing and maintaining cooperative and effective working relationships; directing and teaching others; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required in an outdoor education school setting, for a minimum of 3 years, including responsibility for providing instructional support and leadership for environmental education.

Education: Bachelors degree in job-related area with an emphasis in environmental education.

Equivalency: Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

CPR/First Aid Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment
Valid California Administrative Services Credential or
Teaching Credential (Desired)
Emergency Medical Technician / Wilderness First
Responder Certificate (Desired)

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Assistant Director - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Assistant Director - Walker Creek Ranch is done for the purpose/s of assisting the Director with planning, organizing, and coordinating the administration of Ranch services and operations; participating in budget development; analyzing program needs; assisting in planning, scheduling, overseeing, and completion of construction-related projects/capital improvements; assisting in supervision and evaluation of staff; identifying program/administrative/operations needs; engaging in long- and short-term planning; implementing policies, procedures, and processes; and, acting on behalf of the Director as directed.

This Job reports to Assigned Supervisor

Essential Functions

- Acts on behalf of the Director as directed for the purpose of maintaining continuity of leadership and representation to staff, guests, and other internal/external entities as required.
- Analyzes program needs (e.g. personnel, materials, facilities, etc.) for the purpose of providing budgetary planning and potential scheduling information for Director's review/approval.
- Assists Director in planning, scheduling, overseeing, and completion of construction-related projects and/or capital improvements on Ranch infrastructure (e.g. buildings, roads, critical systems, etc.) for the purpose of ensuring jobs are completed efficiently and within the scope of work.
- Assists in supervising and evaluating classified staff (e.g. interviewing/recruiting, staff scheduling, employee assignments, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, monitoring performance, providing for professional growth and technical support, providing employee counseling, and ensuring objectives of programs are achieved within budget.
- Assists the Director with planning, organizing, and coordinating the administration of Ranch services and operations (e.g. Ranch activities and facilities management, budget development and monitoring, etc.) for the purpose of developing and implementing program goals, objectives, policies, and procedures.
- Collaborates with Director to identify program/administrative/operations needs, potential areas of growth, and possible income sources for the purpose of developing business potential, revenue producing activities, and additional funding resources for current and/or future goals and objectives.
- Develops and maintains effective working relationships, as directed, with federal, state, and local agencies sharing same or similar land use, conservation, and management goals for the purpose of ensuring current/future negotiations and maintaining effective communication.
- Engages in long- and -short term planning in collaboration with Director for the purpose of forecasting facility requirements, providing information and budgets for capital improvements and related activities and/or projects, and assisting in completion of identified projects.
- Implements a variety of policies, procedures, and processes for the purpose of providing direction and supporting activities in compliance with established standards and achieving expected student outcomes.

- Operates a variety of equipment and program vehicles (e.g. office, projectors, carts, etc.) for the purpose of supporting program operations on site.
- Participates in budget development, control, administration, and monitoring for the purpose of ensuring allocations are accurate, revenues are projected, tracked and recorded, expenses are monitored and within budget limits and/or fiscal practices are followed, and ensuring compliance with local, state and federal regulations.
- Prepares a variety of materials (e.g. quantity reports, student activities, staff and student evaluations, etc.) for the purpose of documenting activities, providing written reference and historical documentation.
- Responds to emergency situations involving site staff, students or conference attendees as needed, including overnight, as scheduled for the purpose of ensuring safe, efficient program operations.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using technology hardware and pertinent software applications; preparing and maintaining accurate records; applying instructional techniques unique to outdoor/environmental instruction; communicating effectively with students and staff; using tact, patience and courtesy; using instructional techniques related to life science, ecology and natural history; and, administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision; local, state and federal standards and requirements governing Outdoor Education; and terminology, concepts, methods and procedures involved in coordinating program activities.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; providing issue resolution; establishing and maintaining cooperative and effective working relationships; directing and teaching others; repairing and maintaining equipment and vehicles; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required

in a management position for a minimum of 3 years.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described. Management experience can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid California Administrative Services Credential or
Teaching Credential (Desired)
Emergency Medical Technician/Wilderness First
Responder Certificate (Desired)
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment
D-1 Water Distribution and Waste Water Treatment
Operator Certifications (Desired)

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Director - Walker Creek Ranch

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Director - Walker Creek Ranch is done for the purpose/s of managing, planning, organizing, and coordinating the administration of Walker Creek Ranch Outdoor Education/Conference Center including services, facilities, physical plant, grounds, and water systems and sewage treatment; managing and developing program activities and site operations; providing support to the instructional and operational process; developing and implementing program goals, objectives, policies, and procedures; ensuring smooth, safe, and efficient program services; supervising and evaluating assigned staff; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; and resolving issues.

This Job reports to Assigned Supervisor

Essential Functions

- Communicates with staff, administrators, parents, and county office for the purpose of ensuring information regarding program services, schedules, and activities is shared appropriately and providing information concerning standards and requirements for student learning.
- Coordinates presentations for a variety of meetings/events (e.g. ranch services and instructional activities, special program events, private conferences/family reunions/weddings, etc.) for the purpose of educating schools, parents, teachers, general public, and other entities about the programs available at Walker Creek Ranch Outdoor Education/Conference Center.
- Develops environmental education curriculum based on Science standards (e.g. theories, terminology and information related to life science, ecology and natural history, etc.) for the purpose of ensuring alignment with Science framework and curriculum standards, grade level appropriate content, and meeting program goals and objectives.
- Develops and monitors the budget for the purpose of ensuring allocations are accurate, revenues are projected, tracked and recorded, expenses are monitored and within budget limits and/or fiscal practices are followed, and ensuring compliance with local, state and federal regulations.
- Develops, implements, and monitors business plans for the purpose of ensuring fiscal sustainability within the enterprise structure.
- Directs and coordinates working relationships (e.g. lessee relationships, federal/state/local agencies, etc.) for the purpose of ensuring current/future negotiations, maintaining effective communication, and sharing same or similar land use, conservation, and management goals.
- Forecasts enrollment and facility requirements for long- and -short term planning for the purpose of providing information and budgets for capital improvements and related activities and/or projects.
- Implements a variety of policies, procedures, and processes (e.g. outdoor education programs, safety protocols, maintenance projects, etc.) for the purpose of providing direction and supporting activities, enhancing student achievement and outcomes, and maintaining compliance with established standards.

- Markets programs and services for the purpose of ensuring sustainable outdoor school and conference center program activities and revenues.
- Monitors all Walker Creek Ranch Outdoor Education services (e.g. activities, student behavior/discipline, curriculum development, etc.) for the purpose of ensuring educational effectiveness and operational efficiency.
- Operates a variety of program vehicles and office equipment for the purpose of supporting program operations.
- Oversees ranch services (e.g. maintenance, food service, educational programs, conference center guest hospitality, etc.) for the purpose of providing a safe working environment, meeting mandated nutritional requirements for students/staff/visitors, ensuring educational effectiveness, and complying with established requirements.
- Plans a variety of educational and site operations (e.g. program timelines, calendars, scheduling groups, catering/food service, site maintenance, etc.) for the purpose of coordinating activities, maintaining safe and smooth operating facilities, and ensuring program outcomes and state objectives are achieved.
- Prepares a variety of materials (e.g. quantity reports, student activities, staff and student evaluations, etc.) for the purpose of documenting activities, providing written reference and historical documentation.
- Provides technical information and assistance (e.g. program services, needs/activities, marketing information, etc.) for the purpose of achieving program goals and objectives and assisting in the formulation and development of policies, procedures, processes.
- Researches, writes, and applies for grant opportunities (e.g. program/administrative needs, student needs, curriculum development, etc.) for the purpose of developing additional funding resources for current and/or future goals and objectives.
- Responds to emergency situations involving site staff, students or conference attendees as needed, including overnight, as scheduled, for the purpose of ensuring safe, efficient program operations.
- Supervises and evaluates permanent/seasonal staff (e.g. interviewing/recruiting, staff scheduling, employee assignments, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, monitoring performance, providing for professional growth and technical support, and ensuring objectives of programs are achieved within budget.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; developing and implementing business plans; using pertinent software applications; preparing and maintaining accurate records; applying instructional techniques unique to outdoor/environmental instruction; communicating effectively with students and staff; using tact, patience and courtesy; using instructional techniques related to life science, ecology, and natural history; and administering personnel policies.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; creating and monitoring budgets; bookkeeping principles; concepts of developing, monitoring and adapting business plans; concepts of management and supervision; local, state and federal standards and requirements governing Outdoor Education; camp and

conference facility maintenance and operation; utility use and conservation techniques; and terminology, concepts, methods and procedures involved in coordinating outdoor program activities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff, community, and guests; motivating staff; resolving issues; establishing and maintaining cooperative and effective working relationships; directing and teaching others; repairing and maintaining equipment and vehicles; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required in a related position with at least 5 years of increasing responsibility. 2 years in a supervisory role in a school district or county office of education desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid California Administrative Services Credential or Teaching Credential (Desired)
Emergency Medical Technician/Wilderness First Responder Certificate (Desired)
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment
D-1 Water Distribution and Waste Water Treatment Operator Certifications (Desired)

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Director of Maintenance & Operations

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Director of Maintenance & Operations is done for the purpose/s of directing department operations; maintaining facilities and services; overseeing logistics; implementing new programs and/or processes; overseeing the procurement of goods and services; managing the safety and security of Marin County Office of Education (MCOE) facilities and grounds; overseeing MCOE non-technology fixed and capital assets; custodial and groundskeeping services; school safety and emergency preparedness; communication services; facility rentals and reservations; print shop; monitoring assigned budget; collaborating with administrators, auditors, public agencies, and vendors; preparing and maintaining written materials and documentation; and, supervising assigned staff.

This Job reports to Assigned Supervisor

Essential Functions

- Collaborates with internal and external entities (e.g. administrators, school districts, public agencies, vendors, etc.) for the purpose of establishing priorities; implementing and/or maintaining services and programs; and, ensuring compliance with local, state, and federal requirements.
- Coordinates and maintains security arrangements for personnel, facilities, and equipment, and emergency preparedness activities during normal and/or after hours (e.g. training, first responder, emergency radio system, etc.) for the purpose of recommending and implementing comprehensive campus safety and security plans, providing information and/or taking action to ensure overall safety and security.
- Directs department operations, maintenance of facilities and services, logistics, and the implementation of new programs and/or processes (e.g. deferred maintenance program, hazardous material handling, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Implements and maintains communication and mail/delivery systems (e.g. telephone, directory preparation, distribution, etc.) for the purpose of updating and maintaining systems and ensuring the availability of information and services.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies at various MCOE sites for the purpose of ensuring jobs are completed efficiently and within the scope of work, specifications are within regulatory requirements, and approving inspection reports and payment requests.
- Manages the custodial and groundskeeping program at various MCOE sites for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Maintains and manages department budget (e.g. allocations, expenditures, fund balances, and related financial activities, etc.) for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees the procurement of goods and services for the purpose of ensuring adherence to pertinent public contract code requirements and alignment with established policies and regulations.

- Oversees MCOE non-technology fixed and capital assets and manages supplies and equipment purchasing and procurement functions (e.g. maintains inventory control; obtains goods and services quotes/bids; manages approved vendor agreements, etc.) for the purpose of ensuring inventory control of assets and availability of supplies, securing equipment as needed and approved, obtaining and maintaining competitive and reliable vendor resources, and ensuring compliance with relevant laws and regulations.
- Participates in, or facilitates, meetings, workshops, and seminars (e.g. Cabinet, Safety Committee, local maintenance directors, etc.) for the purpose of identifying issues, developing recommendations, serving as a MCOE representative, or conveying and/or gathering information required to perform functions.
- Prepares and maintains a variety of written materials (e.g. asset tracking, policies/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches new products, suppliers, laws and regulations for the purpose of recommending purchases and vendors/contractors, maintaining MCOE services, and remaining current with relevant regulatory issues.
- Serves as a liaison for MCOE with various entities (e.g. school districts, architects/contractors, regulatory agencies, etc.) for the purpose of securing long- and short-term space rentals and lease agreements, facilitating communication, and complying with established ordinances and regulations.
- Supervises, evaluates, and coordinates assigned staff (e.g. hiring/terminating, scheduling, training, etc.) for the purpose of ensuring a safe work environment with adequate staffing, providing opportunities for professional growth, and ensuring compliance with established standards, requirements, and procedures.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; utilizing work order ticketing software; planning and managing projects and programs; overseeing program financial activities; preparing and maintaining accurate records; administering personnel policies and procedures; analyzing budgets; conducting meetings; enforcing rules and regulations; estimating required resources; and facilitating effective meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel management and processes; intermediate knowledge of skilled trades and construction processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with simultaneous multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing

major organizational components; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 35% walking, 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required in facility maintenance and operations with at least 5 years of increasing responsibility. 2 years in a supervisory role in a school district or county office of education desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Mandated Reporter Training Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Senior Director of Information Systems

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Senior Director of Information Systems is done for the purpose/s of planning, implementing, and directing the design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases, and applications; and providing strategic information systems direction, requirements, and information technology resources and services for Marin County Office of Education (MCOE) and affiliated schools and offices.

This Job reports to Assigned Supervisor

Essential Functions

- Advises Superintendent, board, and leadership team (e.g. technology requirements, projects, operational changes, cybersecurity, etc.) for the purpose of providing information regarding potential issues and ensuring information technology resources and services are aligned with the mission and strategic priorities of the County Office.
- Assesses potential areas of opportunities in which technology can facilitate delivery of County Office services and programs for the purpose of promoting consolidation and integration of technologies and enhancing operational effectiveness.
- Develops and administers department budgets (e.g. identifying/securing funding sources, forecasts financial requirements, monitors billing for network-related and financial systems services recommending vendor contracts covering the acquisition and maintenance of equipment/ software and services, assessing risks associated with technology related investment and purchases, pursuing cost reduction measures, etc.) for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Develops and implements internal and external policies, procedures, and planning of data management practices (e.g. efficient data collection, accurate reporting of data, etc.) for the purpose of facilitating equitable access to technology resources and ensuring the security and confidentiality of county office and district hosted data.
- Directs strategic plans and supports on-going technology programs for the purpose of coordinating the evaluation, deployment, and management of current and future technologies and on-going purposeful professional development for all staff.
- Directs network administration activities (e.g. repair LAN/WAN, maintain servers, etc.) for the purpose of ensuring property and network security.
- Facilitates and supports training programs (e.g. technical staff, end users, etc.) for the purpose of maintaining current knowledge, providing comprehensive development of skills and expertise and ensuring the effective use of technology.
- Implements disaster recovery and back-up procedures and controls (e.g. identifying potential issues, developing effective solutions, etc.) for the purpose of minimizing data loss and disruptions, prompt recovery of operations, ensuring county-wide continuity of services, and mitigating financial loss and/or legal consequences.

- Manages all aspects of designing, implementing, and supporting the enterprise level LAN/WAN networks including a virtual infrastructure environment and associated hardware/software (e.g. analyzing, deploying, monitoring, etc.) for the purpose of ensuring the security and functionality of MCOE program and technology needs.
- Organizes the planning and directing of application systems management and support (e.g. financial/student systems, state and federal reporting, billing, emergency communications, etc.) for the purpose of ensuring implementation of technology support applications.
- Participates as a member or facilitator in meetings, workshops, and seminars frequently involving a range of issues for the purpose of serving on internal activity committees, making presentations and/or representing the division and/or MCOE at local, regional, state, and national meetings, conferences, boards, councils and events.
- Provides leadership and vision in the development, management and maintenance of MCOE's technology programs and services (e.g. evaluating organizational goals, identifying key issues/problems, analyzing systems failures, initiating corrective action, evaluating trends, etc.) for the purpose of formulating strategies that address both the immediate and future technology needs and services.
- Reviews and analyzes organizational business processes for the purpose of ensuring effective technology support for the processes, increasing employee productivity and improving quality of customer service.
- Supervises assigned personnel (e.g. recruiting, interviewing, promoting, etc.) for the purpose of creating cross-functional teams, mentoring staff to assume leadership roles, and empowering staff to reach a proficiency level meeting the on-going work demands.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy, and developing technologies (databases, hardware, software, LAN/WAN, server systems, virtualization, cloud computing, computer operating systems, object-oriented program languages and techniques); cybersecurity protocols; pertinent codes, policies, regulations and/or laws; statistical analysis; accounting/bookkeeping principles; practices of personnel administration; and emerging technologies and best practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: planning, organizing, controlling and directing the design, set up, development and modification of computer, telecommunication and network systems; investigating, troubleshooting, diagnosing and repairing computer systems, hardware, software, network, website and telecommunications system malfunctions; adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive and effective working

relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in information technology with at least 5 years of increasing responsibility. 2 years in a supervisory role is required. Experience in a school district or county office of education desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Senior Director of Personnel / Human Resources

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Senior Director of Personnel / Human Resources is done for the purpose/s of planning, directing, and evaluating human resources services and activities; overseeing personnel services for certificated and classified personnel, credentialing services, employee benefits; facilitating employee-employer relations; managing/organizing employee services, organization development, recordkeeping and evaluation of functions; and, leading, managing, and supervising the implementation of county-wide programs.

This Job reports to Assigned Supervisor

Essential Functions

- Advises the Superintendent and Executive Leadership team regarding human resources issues, needs, services, and activities for the purpose of participating in the formulation and implementation of County office-wide policies, procedures, and programs.
- Collaborates with a wide variety of internal and external groups (e.g. managers, staff, district human resource administrators, union leadership, Board, etc.) for the purpose of providing consultation and technical expertise concerning personnel standards, requirements, practices and procedures, collective bargaining agreements, rules and related laws, codes regulations and policies.
- Compiles data from a variety of sources (e.g. applicant tracking system reports, payroll functions, statistical reports, employee and administrator surveys, gain/loss employee report, etc.) for the purpose of analyzing issues, developing reports, ensuring compliance with organization and legal policies and procedures, and/or monitoring program components.
- Develops and monitors the annual budget for the Personnel department for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Develops a variety of documents and presentation materials, independently and/or through delegation to assigned personnel (e.g. plans, proposals, policies, administrative procedures, budgets, etc.) for the purpose of ensuring county office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures.
- Directs department operations (e.g. benefits administration, personnel records, job analysis, employment processes, criminal background checks, etc.) for the purpose of providing leadership for internal human resources functions required for certificated and classified personnel and in compliance with established operational practices.
- Monitors the county office credential process and operations assistance to school districts (e.g. certification eligibility, credential expiration dates, etc.) for the purpose of ensuring proper credentialed staff assignments adhering to legal and/or administrative requirements.
- Oversees a variety of program processes (e.g. acts as Custodian of Records for criminal background processes, implementation and processing of unemployment benefits and claims, worker compensation claims, administers paid/unpaid leaves, etc.) for the purpose of accurate and timely completion of fiscal and operational processes and ensuring compliance with local, state, and federal laws and requirements.

- Participates as a member, presenter and/or facilitator in meetings, workshops, and seminars frequently involving a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of making presentations and/or representing the division and/or county office at local, regional and state meetings, conferences, boards, councils and events.
- Performs personnel administrative functions (e.g. employment processes, misconduct issues, directing staff development activities, etc.) for the purpose of maintaining adequate staffing needs, enhancing productivity of personnel, achieving objectives within budget, and meeting county office and school district human resources needs.
- Plans and directs strategic planning functions (e.g. selection/retention of certified and classified staff, personnel action and employee benefit administration, etc.) for the purpose of overseeing reclassification, compensation and assignment studies and making recommendations.
- Prepares and maintains a wide variety of often complex materials and reports relating to the department, to the Board of Education and other public and private agencies (e.g. long- and short-range plans, budgets, recommendations, procedures, professional development needs analyses, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Serves as Secretary to Personnel Commission (e.g. preparing agenda/minutes, recommending/monitoring budgets, etc.) for the purpose of conveying and/or gathering information, and ensuring compliance with established guidelines, policies, and organizational goals.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code; California Merit System rules; theory of contract administration; compensation theory; state credentialing requirements and licensing procedures for teachers and administrators; and budget preparation and control.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive and effective working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the

organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling,. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired in business, public administration, human resource development, or a related field with at 5 years of increasing responsibilities. 2 years in a supervisory role is required. Experience in a public school district or county office of education is required.

Education: Bachelors degree in job-related area with an emphasis in business, public administration, human resource development, or a related field.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Custodian of Records Fingerprint Clearance
Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Revised Date

Salary Grade



Job Description

Marin County Office of Education

Senior Director of Business

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Senior Director of Business is done for the purpose/s of planning, organizing, and directing the allocation of departmental resources; ensuring fiscal compliance of County Office and school districts; establishing directional focus for district fiscal support; coordinating distribution of financial, payroll, and fiscal information to school districts; ensuring timely and accurate financial data submission to appropriate governmental organizations; supervising and evaluating the performance of assigned staff; advising districts' budget development, management, and control of operating budgets.

This Job reports to Assigned Supervisor

Essential Functions

- Collaborates with a variety of internal and/or external groups for the purpose of providing consultation and expertise on program practices and procedures, rules and related laws, codes regulations and policies.
- Coordinates, facilitates, and participates in workshops, meetings, and training sessions for the purpose of conducting necessary processes to ensure optimal district schools' services, representing the division and/or County Office at local, regional and state meetings, conferences, boards, councils and events.
- Develops and monitors the budget for assigned programs for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Develops a variety of documents and presentation materials for the purpose of ensuring County Office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures.
- Establishes direction and focus for the purpose of reviewing availability of resources within each unit, methods of distribution of information and data, and providing support as needed.
- Maintains current knowledge of trends, practices, and laws for the purpose of ensuring compliance with local, state and federal requirements as appropriate; providing leadership and direction for modification of functions, policies, and procedures.
- Manages a variety of processes for the purpose of ensuring accurate and timely completion of all school district assigned fiscal and operational processes.
- Plans allocation of departmental resources for the purpose of ensuring fiscal compliance of County Office and/or school districts and accurate and timely submission of financial data to appropriate governmental organization, in accordance with local, state, and federal reporting guidelines.
- Prepares and maintains a wide variety of often complex materials and reports to the Board of Education and other public and private agencies for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Provides technical expertise for the purpose of analyzing general ledger postings, review of revenue projections, completion of financial spreadsheets and other documents and, providing assistance in the completion of district financial activity.
- Provides resources, information, and data for the purpose of informing local educational agencies and charter schools in a timely manner.
- Supervises, directs, and evaluates assigned staff for the purpose of maintaining adequate staffing, enhancing productivity of personnel, providing professional development opportunities, and achieving department objectives within budget.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating and managing business services; operating standard office equipment including pertinent software applications; interpreting and applying complex laws, rules and regulations; planning and managing projects; preparing and maintaining accurate records; comparing results; conducting meetings; counseling and mentoring employees; communicating effectively; and facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning, organizing, and directing; principles of public and fund accounting and budgeting; principles and practices of public school business services administration; methods and techniques used in district business and payroll services, retirement reporting, financial accounting; researching relevant codes, laws, and regulations; and state and federal financial reporting requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; developing and managing programs; conducting financial research and analysis; implementing strategic long-range planning; meeting schedules and timelines; preparing complex reports; and, training and supervising staff.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; determining the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required in business administration with at least 5 years of increasing responsibility. 2 years in supervisory role is required. Experience in a school district or county office of education is required.

Education: Bachelors degree in job-related area.

Equivalency: Certification from an accredited industry-related program (FCMAT, CASBO CBO programs, etc.) and job-related experience may be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificate and Licenses
Mandated Reporter Training Certificate

Certificates and Licenses

CBO Certification from recognized agency desired
Valid Driver's License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date

STATUS OF OPEN CLASSIFIED POSITIONS – May 16, 2025 – June 20, 2025

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Maintenance Worker	1(FTE)	4/14/25	5/2/25	INTERVIEW: 5/14/25 FINAL INTERVIEW: 5/28/25 HIRED: SHERYAR JAVED
Occupational Therapist – Part-time (SPED)	1(3 days/wk)	6/17/25	Until Filled	INTERVIEW: TBD
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 6/6/25 FINAL INTERVIEW: 6/6/25 HIRED: EDEN KNODEL
Ranch Helper	1(FTE)	1/17/25	Until Filled	INTERVIEW: 5/28/25 FINAL INTERVIEW: 6/6/25 HIRED: TBD
Ranch Naturalist	2(FTE)	4/8/25	5/4/25	INTERVIEW: 5/16/25 FINAL INTERVIEW: 5/21/25 HIRED: NOLAN PUDOFF HIRED: SAMANTHA HATFIELD

CURRENT LEAVES AS OF 6/20/2025	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accounting Assistant 1 Accounting Technician 2 Administrative Secretary 1 Occupational Therapist 3 Paraeducator 2 Special Projects Manager		<u>Retirements:</u> Adrienne Sweeting – Paraeducator, 23yrs of service Sharon Thayer – Paraeducator, 27yrs of service <u>Separations:</u> 6

New Hires

May 16, 2025 – June 20, 2025

Classified New Hires & Promotions

Eden Knodel – Paraeducator – Special Education

- Eden joins us as a Paraeducator in our Special Education department.
 - Is a Registered Behavioral Technician.
 - Worked as an ECE Associate Teacher.

Nolan Pudoff – Naturalist – Walker Creek Ranch

- Nolan joins us as a Naturalist at Walker Creek Ranch.
 - Is bilingual in Spanish and English.
 - Holds a Masters Certificate in Environmental Education and Sustainability.

Samantha Hatfield – Naturalist – Walker Creek Ranch

- Samantha joins us as a Naturalist at Walker Creek Ranch.
 - Has been a Naturalist Intern at WCR for 1 year.
 - Holds a BS in Environmental Science and Policy.

Sheryar Javed – Maintenance Worker – Maintenance and Operations

- Sheryar joins us as a Maintenance Worker in M&O.
 - Has worked in maintenance for 10 years.
 - Holds a Pool Operator Certificate.