

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, July 28, 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 June 23, 2025 Minutes.....Ms. Foster
6. Commissioner Appointment Process and Timeline ..... Mr. Richardson
7. Review of Job Descriptions .....Mr. Richardson

- Executive Administrative Assistant to the Superintendent
- Senior Executive Administrative Assistant to the Superintendent
- Human Resources Specialist
- Office Assistant – Warehouse
- Custodian / Groundskeeper
- Maintenance Technician
- Senior Maintenance Technician
- Information Systems Support Technician
- Information Systems Specialist
- Licensed Vocational Nurse
- Deaf & Hard of Hearing Service Technician
- School to Career Technician – Workability / TPP
- Paraeducator – Special Education / Alternative Education
- Paraeducator – Alternative Education
- Paraeducator – Student Transportation
- School to Career Liaison

8. Approval of Titles (Job Descriptions)..... Ms. Foster
  - Executive Administrative Assistant to the Superintendent
  - Senior Executive Administrative Assistant to the Superintendent
  - Human Resources Specialist
  - Office Assistant – Warehouse
  - Custodian / Groundskeeper
  - Maintenance Technician
  - Senior Maintenance Technician
  - Information Systems Support Technician
  - Information Systems Specialist
  - Licensed Vocational Nurse
  - Deaf & Hard of Hearing Service Technician

- School to Career Technician – Workability / TPP
- Paraeducator – Special Education / Alternative Education
- Paraeducator – Alternative Education
- Paraeducator – Student Transportation
- School to Career Liaison

9. Classification Study/Recommendation for the Allocation of new position on the Classified Service Management and Confidential (NON-EXEMPT) Salary Schedule..... Mr. Richardson

- Senior Executive Administrative Assistant to the Superintendent

10. Approval of Recommendation for the Allocation of new position on the Classified Service Management and Confidential (NON-EXEMPT) Salary Schedule ..... Ms. Foster

- Senior Executive Administrative Assistant to the Superintendent

11. Personnel Director’s Report ..... Mr. Richardson

12. Reports and Items Introduced by Commissioners ..... Ms. Foster

13. 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**  
**Monday, June 23, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, June 23, 2025.

1. Ms. Foster convened the meeting at 3:30 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. Guests: Laura Gonzalez – CSEA President. **Roll Call/Guests**
3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Agenda Approved**
4. Ms. Foster invited the public to comment on items not on the agenda. **Public Comment**
5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve May 16, 2025 Special Meeting minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Minutes Approval**
6. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve May 19, 2025 minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Minutes Approval**
7. Mr. Richardson recommended a salary adjustment for Work Out of Classification. **Recommendation on Salary Adjustment for Work Out of Classification**
8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the Work Out Classification salary adjustment. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. **Approval of Salary Adjustment For Work Out of Classification**
9. Public Hearing was held regarding the 2025-2026 Personnel Commission Operating Budget. **Public Hearing Discussion**
10. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the 2025-2026 Personnel Commission Operating Budget. **25-26 Personnel Commission Operating Budget Approval**
11. Mr. Richardson presented 18 Job Description Titles for review. **Job Description Titles Review**
12. Motion, seconded, and carried, McKown/Foster; the matter passed 2-0-1 to approve 18 Job Description Titles. Ms. Zerkel recused herself for Agenda Items 12 and 13. Ayes: Foster, McKown; Noes: None; Absent: Zerkel. **Job Description Titles Approval**
13. Mr. Richardson reported on the following:
  - Classification study progress.
  - Retirement party held on June 5<sup>th</sup>.
  - Extended School Year began June 26, 2025.
  - Review of status report for the period of May 19, 2025 – June 20, 2025.
  - Current leaves, separations, and vacancies were reviewed.**Personnel Director's Report**
14. Ms. Foster invited the Commissioners to report on items not on the agenda **Reports/Items**
15. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:30 p.m. **Adjournment**

Jason Richardson  
Secretary

Job Title (Current Title on old job description)	Recommended Job Title (New Title on Draft Job Description)
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Classified -- CSEA	
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Human Resources Specialist	(No Change)
Office Utility Worker	Office Assistant – Warehouse
Custodian / Groundskeeper	(No Change)
Maintenance Custodian	Maintenance Technician
Maintenance Worker	Senior Maintenance Technician
Information Systems Support Technician	(No Change)
Information Systems Specialist	(No Change)
Licensed Vocational Nurse	(No Change)
New Position	Deaf & Hard of Hearing Service Technician
New Position	School to Career Technician – Workability / TPP
Paraeducator, Special Education and Alternative Education	Paraeducator – Special Education / Alternative Education
New Position	Paraeducator – Alternative Education
New Position	Paraeducator – Student Transportation
Business Education Liaison	School to Career Liaison

Classified -- Confidential (Not CSEA)	
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Superintendent Secretary (Confidential)	Executive Administrative Assistant to the Superintendent (Confidential)
New Position	Senior Executive Administrative Assistant to the Superintendent (Confidential)

Classified --Management (Not CSEA)	
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## Job Description

Marin County Office of Education

### Executive Administrative Assistant to the Superintendent

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 to the Superintendent is done for the purpose/s of providing executive-level administrative and secretarial support to the Superintendent's office; coordinating and maintaining Superintendent functions; assisting with preparation of extensive publications; serving in a variety of confidential support roles; and serving as liaison to the County Superintendent of Schools and representing the Superintendent as directed.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with assigned budget procedures (e.g. revisions, requisitions, monitoring expenditures, reports, etc.) for the purpose of maintaining accurate account balances and compliance with established procedures.
- Assists with preparation of publications for the purpose of reviewing draft documents and materials and editing content for accuracy.
- Assists in the review of office policies and internal procedures (e.g. confers with administrative support staff, recommends modifications to practices and procedures, etc.) for the purpose of providing the Superintendent with data, information, and decision-making tools.
- Compiles and maintains a variety of official and complex manual and electronic records and files (e.g. meeting records and reports, correspondence, etc.) for the purpose of establishing and maintaining official records and confidential files, and providing current information and historical reference in accordance with established guidelines and legal requirements.
- Composes and edits a variety of office correspondence for the purpose of conveying information and maintaining current and historical records.
- Coordinates and performs special projects as assigned by the Superintendent and/or Board for the purpose of assisting the Superintendent.
- Organizes weekly Cabinet meetings for the purpose of ensuring information and materials are available to participants as needed, supporting remote access attendance to Cabinet members, and maintaining documentation.
- Participates in, or facilitates, in-service trainings, workshops, and/or confidential/sensitive meetings at various locations as needed for the purpose of gathering information, maintaining current knowledge, providing support, or ensuring legal conformance.
- Performs administrative functions in support of the Superintendent/Superintendent's office for the purpose of maintaining schedules, coordinating travel/conference arrangements, reconciling payments and requisitions, assisting with the coordination of significant projects, interfacing with legal counsel, producing mandatory reports, and ensuring the efficiency of the office.

- Performs functions of clerk to the Marin County Board of Education as needed for the purpose of ensuring continuity of support to the Superintendent and Board and maintaining the efficient functioning of the Superintendent's office.
- Plans and coordinates gatherings and/or luncheon meetings for various groups, at various locations (e.g. school district representatives, county department heads, early childhood education representatives, other education partners, etc.) for the purpose of facilitating meetings with the Superintendent as directed.
- Prepares and reviews a variety of written correspondence independently from rough draft or oral instructions (e.g. correspondence, reports, financial documents, etc.) for the purpose of communicating information and creating documentation in compliance with established guidelines and within time lines.
- Receives and prioritizes the Superintendent's incoming correspondence for the purpose of composing replies independently or from oral direction, coordinating the publication and distribution of policies and administrative rules, and delivering services to meet guidelines.
- Responds to inquiries and concerns for the purpose of providing information, explaining policies or procedures, addressing matters as assigned, or making appropriate referrals.
- Serves as liaison between the Superintendent and legal counsel, employees, community members, and other outside agencies for the purpose of providing information as appropriate, maintaining communications, explaining policies, regulations, and procedures; answering questions, addressing concerns; and, collecting and disseminating information.
- Serves in a variety of confidential support roles for the purpose of providing support, maintaining confidential records and acting as a source of information.
- Supports the implementation of organization events at various locations (e.g. employee events and celebrations, monthly birthday celebrations, staff/Superintendent luncheons, employee appreciation events, etc.) for the purpose of supporting and providing opportunities for staff networking and recognition.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Superintendent's office.

### **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: displaying oral and written communication skills; using tact, patience and courtesy; operating computer and assigned software; typing or entering data with accuracy at an acceptable rate of speed; and, taking and transcribing accurate notes.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: organizational operations, policies and procedures; executive-level administrative support requirements, methods, practices and procedures; purposes, objectives, and procedures of the departments and programs within the MCOE; advanced administrative technical and writing skills required to draft business correspondence, editing and proof-reading reports; intermediate knowledge of spreadsheets; relevant software including word processing, database, spreadsheets; and, effective public relations techniques.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use 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 standardized methods. Ability is also required to work with a significant 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: working on multiple projects simultaneously; interacting with individuals in a variety of roles and agencies; composing and editing correspondence; being attentive to detail and accuracy; communicating clearly and concisely using tact and diplomacy; adapting to new methods and changing situations; working effectively with members of the executive team; meeting deadlines and schedules; and, working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling 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 with increasing levels of responsibility is required.

**Education:** High School plus job related coursework.

**Education (Preferred):** Bachelor's degree

**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**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Senior Executive Administrative Assistant to the Superintendent

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 Executive Administrative Assistant to the Superintendent is done for the purpose/s of performing executive administrative functions in support of the Superintendent's office; serving in a variety of confidential support roles; planning, coordinating and organizing assigned office activities, public relations, and flow of communications and information for and as assigned by the County Superintendent of Schools and Marin County Board of Education; preparing and reviewing a variety of written correspondence independently; and, responding to incoming inquiries from a variety of sources.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Collaborates with MCOE administrative support staff for the purpose of scheduling meetings with the Superintendent, collecting information, providing Superintendent approvals for travel requests and requisitions, and Board meeting planning.
- Communicates with staff at all levels of the organization for the purpose of conveying information and directives on behalf of the Superintendent.
- Communicates with involved parties and assists in the planning of Inter-District Support Appeals to the Marin County Board of Education (e.g. parents, representatives of district of residence, etc.) for the purpose of gathering information, explaining protocols, organizing relevant information for Board members, maintaining proper and accurate records, and providing the result of the Board's determination to parents.
- Compiles and provides up-to-date information and background data to Board members for the purpose of ensuring the Board is prepared for all official and unofficial proceedings.
- Compiles and maintains a variety of official and complex manual and electronic records and files (e.g. consultant contracts, meeting records and reports, financial activities, etc.) for the purpose of establishing and maintaining official records and confidential files, and providing current information and historical reference in accordance with established guidelines and legal requirements.
- Composes correspondence independently on a variety of matters including those of a confidential nature; drafts various letters, forms, reports, contracts, packets, statistical data, memoranda, newsletters, notices, and other materials as directed; prepares required local and State legal forms for the County office for the purpose of conveying information, maintaining records, or ensuring legal conformance.
- Coordinates Marin County Board of Education functions (e.g. Board member elections and appointments, meeting logistics and travel arrangements, budget preparation and monitoring, etc.) for the purpose of ensuring legal compliance and supporting Board members in the performance of Board duties.
- Develops and maintains the Marin County Office of Education annual calendar for the purpose of accurately recording the County's events schedule, maintaining and appropriately distributing the calendar.

- Monitors and coordinates Public Records Act requests received by the MCOE for the purpose of ensuring timely response and compliance with law.
- Participates in meetings, in-service trainings, and/or workshops at various locations for the purpose of gathering information and/or maintaining current knowledge.
- Performs special projects and prepares various forms and reports on behalf of the County Superintendent of Schools; attends to administrative details as assigned for the purpose of assisting the Superintendent.
- Performs administrative functions in support of the Superintendent and Superintendent's office as requested for the purpose of assisting with the coordination of significant projects, maintaining various schedules, coordinating travel and conference arrangements, interfacing with legal counsel, and producing mandatory reports.
- Responds to incoming inquiries from a variety of sources (e.g. media inquiries, questions from officials, public, etc.) for the purpose of resolving concerns or issues, composing replies independently or as instructed, and representing the Superintendent as directed.
- Serves in a variety of confidential support roles at a variety of locations (e.g. Superintendent's executive team, confidential advisor to the Superintendent, Board meeting preparation support to the Deputy Superintendent, etc.) for the purpose of providing support, maintaining confidential records, and acting as a source of information.
- Serves as a liaison to all the County's school districts on a variety legal requirements (e.g. annual organizational reports, trustee election procedures, parcel/bond tax protocols, etc.) for the purpose of providing guidance.
- Tracks Marin County Board of Education and county-wide school board member elections and appointments (e.g. filing deadlines, individual candidates, Board election outcomes, etc.) for the purpose of coordinating dissemination of information with Marin County election officials.

### **Other Functions**

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

### **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: displaying advanced oral and written communication skills; working with confidential data; using tact, patience and courtesy; operating computer and assigned software; typing or entering data with accuracy and an acceptable rate of speed; and, taking and accurately transcribing notes.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: organizational operations, policies and procedures; executive-level administrative support requirements, methods, practices and procedures; purposes, objectives, and procedures of the departments and programs within the Marin COE; advanced administrative writing skills required to draft business correspondence, editing and proof-reading reports; intermediate knowledge of spreadsheets; relevant software including word processing, database, spreadsheets; and, effective public relations techniques.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use 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 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: balancing work on multiple projects simultaneously;

adjusting to changing priorities; composing and editing correspondence; being attentive to detail and accuracy; communicating clearly and concisely using tact and diplomacy; meeting schedules and deadlines with minimal direction; adapting to changing situations; working effectively with members of the executive team; and, working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. 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: some 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 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

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

**Education:** High School plus job related coursework.

**Education (Preferred):** Bachelor's degree.

**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**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Human Resources Specialist

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 Human Resources Specialist is done for the purpose/s of supporting the Human Resources department; assisting with the department's budget; processing, monitoring, and administering a variety of human resources transactions; developing written recruiting materials; implementing employee transfer process; monitoring fingerprint clearance and subsequent arrest notifications; coordinating and scheduling meetings; and, onboarding new employees, including enrollment and administration of employee medical benefits.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with the Personnel Commission meetings (e.g. meeting setup, report preparation, required meeting documents, etc.) for the purpose of ensuring availability of items and materials necessary to effectively conduct meeting.
- Coordinates and schedules meetings (e.g. interviewees, new hires during onboarding, staff, etc.) for the purpose of gathering and/or distributing information.
- Creates and prepares annual budget reports, tracks and monitors spending against budget and account lines, and coordinates benefit activities with payroll for the purpose of ensuring materials and supplies are within budget and providing records to the business office, and ensuring proper deductions are made to employee pay.
- Develops a variety of written recruiting materials (e.g. communications, invitations, employee benefits details, etc.) for the purpose of documenting activities, providing written reference, and/or conveying Job Fair information.
- Implements the employee transfer process for certificated and classified positions for the purpose of ensuring relevant collective bargaining agreement requirements are met.
- Maintains provider and vendor relations; serves as the Marin County Office of Education's liaison with insurance carriers, vendors, temp agencies, and other outside organizations for the purpose of obtaining rate and service information from providers to support decisions about services, medical coverage, cost, and plan changes.
- Monitors a variety of fingerprint clearance and subsequent arrest notifications (e.g. employees, volunteers, county-wide substitute teachers, independent contractors, etc.) for the purpose of maintaining legal compliance with relevant laws and communicating status changes as needed.
- Monitors, reviews, and records employee status changes and contractual and legal rights (e.g. probation, reinstatement, use and exhaustion of leave benefits, access and changes to medical benefits, etc.) for the purpose of ensuring efficient processing of information and adhering to legal and/or administrative requirements.

- Participates in a variety of meetings, trainings, and interviews (e.g. monthly meetings, onboarding new hires, benefits changes during open enrollment, Job Fairs, etc.) for the purpose of conveying and/or gathering information to perform functions.
- Prepares and maintains records for continuing employees and substitutes (e.g. salary, seniority dates, leaves, medical benefits, employee record information, etc.) for the purpose of providing documentation and information as needed; ensuring accuracy of information; and, maintaining compliance with established guidelines.
- Prepares and processes a variety of forms (e.g. purchase orders, invoices, personnel action forms, medical enrollment forms, COBRA materials, etc.) for the purpose of ensuring accurate, timely, and efficient processing of documentation in compliance with MCOE requirements.
- Prepares department documents and reports (e.g. correspondence, member lists, medical benefits rates forms, etc.) for the purpose of providing written documentation and/or conveying information to appropriate personnel.
- Processes data for new hires and substitutes for the purpose of ensuring proper forms and data are on file and candidates are cleared for work.
- Responds to written and verbal inquiries from employees and/or external sources (e.g. leaves, salary schedules, medical benefits, payroll, etc.) for the purpose of providing information and/or referring to appropriate personnel.
- Supports staff inquiries regarding employment status, salaries, effective use of medical benefit provisions and alternatives, including employer/employee cost distribution for the purpose of providing accurate information in compliance with established legal practices and administrative processes.
- Updates data tables in the human resource information system to reflect current medical benefit rates and plans for the purpose of conveying information to appropriate personnel.

### **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: planning and managing projects; decision making; preparing and maintaining accurate records; operating standard office equipment; and, utilizing pertinent software applications.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: office practices and procedures; principles of budget development; English and grammar usage; personnel practices as applied within a public school environment; interpreting contract language; and, relevant codes, regulations, and laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar 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: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and, adapting to changing priorities.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; 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 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Community college and/or vocational school degree with study in job-related area with an emphasis in human resources or related field is required.

**Equivalency:** Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience 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**

Custodian of Records Fingerprint Clearance  
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

### Office Assistant - Warehouse

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 - Warehouse is done for the purpose/s of providing support to warehouse operations; ensuring schools receive timely deliveries; arranging set-up for meeting and conference rooms; and supporting the operation of Marin County Office of Education.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with a variety of general building needs (e.g. moving equipment, restock paper supplies, restock breakroom supplies, report maintenance needs, etc.) for the purpose of ensuring daily operational needs are met.
- Loads and unloads delivery vehicles for the purpose of ensuring items and supplies are properly secured and delivered to designated sites.
- Maintains an organized work environment (e.g. equipment/tools, mail room/work areas, etc.) for the purpose of ensuring the availability of items for the safe, timely, and efficient completion of work assignments.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Monitors postage meter and bulk mailing balances and stamp inventory for the purpose of ensuring sufficient funds and availability of adequate supplies.
- Performs daily operational procedures (e.g. raise/lower flag, unlock/lock doors, disarms/sets alarm, etc.) for the purpose of ensuring building is ready and secure for daily operation.
- Prepares meeting rooms (e.g. seating, equipment, etc.) for the purpose of ensuring areas are ready to host scheduled event.
- Processes and transports mail (e.g. bulk mail, special deliveries, site-to-site mailings, etc.) for the purpose of ensuring proper postage is affixed, expenses are allocated to appropriate departments, and postal regulations are followed.
- Transports a variety of items for the purpose of delivering materials to the appropriate parties.

#### **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: using

materials-handling equipment; and, adhering to safety practices.

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: safe work practices and procedures; including the use, storage, and care of cleaning materials and disinfectants, safe handling and disposal of contaminated materials, HAZMAT disposal; and proper lifting and moving of heavy objects.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; communicating with persons of diverse backgrounds; operating vehicles safely; and working as part of a team.

**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: occasional lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** .

**Education:** No specific education level is required.

**Education (Preferred):** High school diploma or equivalent

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
DMV Pull Notice Enrollment

**Continuing Educ. / Training**

Mandated Reporter Training

**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

### Custodian/Groundskeeper

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 Custodian/Groundskeeper is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Cleans assigned facilities and/or grounds at multiple sites (e.g. classrooms, offices, restrooms, multipurpose rooms, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Conducts routine maintenance and minor repairs to equipment, fixtures, and furniture for the purpose of maintaining a safe and effective operating condition.
- Ensures meeting room and special event setup/break down for a variety of events (e.g. graduations, open houses, board meetings, hosted events for internal and external user groups, etc.) for the purpose of providing support for campus activities, special events, and guest needs.
- Maintains playground equipment for the purpose of ensuring the availability of equipment in safe operating condition in compliance with established guidelines.
- Maintains job related groundskeeping equipment for the purpose of ensuring the availability of equipment in a safe operating condition.
- Maintains solid waste, recycling, composting, and sorting stations for the purpose of adhering to local regulations and supporting and maximizing green waste efforts.
- Performs deep cleaning during summer maintenance and/or during holiday/school recess closures, as needed (e.g. strip/wax floors, move furniture, paint, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Prepares athletic fields, as assigned, (e.g. chalks fields, paints striping, etc.) for the purpose of providing adequate and safe areas for athletic events.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment, and/or directing to appropriate personnel.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site maintenance activities.
- Transports a variety of items for the purpose of delivering materials to the appropriate parties.

### **Other Functions**

- Participates in unit meetings, in-service trainings, and workshops for the purpose of gathering information required to perform job 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 equipment used in industrial maintenance/groundskeeping including electrical cleaning equipment, groundskeeping power tools, common tools, etc.; performing minor repairs and troubleshooting; practicing safe lifting/moving procedures; and, adhering to safety practices.

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: methods of janitorial and sanitation cleaning; safe practices for use and storage of cleaning materials and disinfectants; methods and safe practices of recycling, composting, and groundskeeping; identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal; methods and practices of building security; safe work practices and procedures, including the use, storage, and care of cleaning materials and disinfectants, and proper lifting/moving of heavy objects; and, practices of least toxic exposure in the management of pests and weeds.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related 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; meeting deadlines and schedules; working as part of a team; dealing with frequent interruptions; displaying mechanical aptitude; and, organizing tasks.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising 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 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: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, 15% 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 is desired.

**Education:** No specific education level is required.  
**Education (Preferred):** High school diploma or equivalent

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

DMV Pull Notice Enrollment  
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

### Maintenance Technician

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 Technician is done for the purpose/s of providing custodial services and less complex maintenance tasks at assigned site; ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations and light maintenance; and assisting in preparing facilities for classroom activities and campus events.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Performs summer maintenance, as needed (e.g. strip/wax floors, move furniture, deep cleaning, etc.) for the purpose of completing and/or facilitating maintenance projects.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkways, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Provides assistance to students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution and safeguarding county property.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss, and/or potential liability.
- Supports a variety of general building needs, replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial/maintenance activities.

#### **Other Functions**

- Participates in unit meetings, in-service trainings, and workshops for the purpose of gathering information required to perform job 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 equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and, adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of janitorial and sanitation cleaning; safe practices for use and storage of cleaning materials and disinfectants; methods and safe practices of recycling, composting, and groundskeeping; identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal; methods and practices of building security; safe work practices and procedures, including the use, storage, and care of cleaning materials and disinfectants, and proper lifting/moving of heavy objects; and, practices of least toxic exposure in the management of pests and weeds.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using 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 a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types 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; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. 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, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, 15% 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 is desired.

**Education:** No specific education level is required.

**Education (Preferred):** High School diploma or equivalent

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training

### **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**

### **Revised Date**

### **Salary Grade**



## Job Description

Marin County Office of Education

### Senior Maintenance Technician

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 Maintenance Technician is done for the purpose/s of providing maintenance services; opening and maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; providing skilled trade operations; and ensuring tools and materials are available at job site.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Builds or assembles a variety of items (e.g. partitions, furniture, cabinets, classroom or playground equipment, etc.) for the purpose of modifying and/or adapting facilities to accommodate specific needs.
- Coordinates with assigned lead, and/or supervisor, and other trades for the purpose of completing projects and work orders efficiently.
- Installs system component parts, classroom and office equipment, and facility components (e.g. plumbing, electrical, etc.) for the purpose of providing a safe and effective environment.
- Maintains vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition.
- Performs a variety of maintenance duties (e.g. setup meeting rooms, painting, janitorial, landscaping, waste/hazardous material handling, etc.) for the purpose of completing projects in a safe and efficient manner.
- Prepares site for daily operations (e.g. opening gates/doors, raising flags, turning on lights and heaters/air conditioning, etc.) for the purpose of ensuring facilities are operational, hazard free, and inviting.
- Prepares written and electronic materials (e.g. work order logs, repair status, inventory, preventative maintenance logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs and maintains a variety of building system components (e.g. plumbing, electrical, lighting, heating/ventilation, roof/gutters, doors/windows/locks, fences, playground equipment, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete required installations and/or repairs.
- Responds to emergencies during and after hours for the purpose of resolving immediate safety concerns and safeguarding county property.
- Supports solid waste, recycling, composting programs for the purpose of supporting and maximizing green waste efforts.

- Transports a variety of items, tools, equipment, and supplies (e.g. furniture, mail/package delivery, donation pick-ups, student meals, etc.) for the purpose of ensuring accurate deliveries and the availability of materials required at job site.

### **Other Functions**

- Participates in unit meetings, in-service trainings, and workshops for the purpose of gathering information required to perform job 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 equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; 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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials, and tools used in carpentry, electrical, plumbing, groundskeeping, recycling/composting, and custodial trades; machine maintenance and repairs; building security; and safety practices and procedures, and care of cleaning materials, and disinfectants; identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal; least toxic practices in the management of pests and weeds; furniture installation specifications for earthquake safety; proper lifting techniques.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types 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; developing and maintaining effective working relationships; displaying mechanical aptitude; organizing/prioritizing tasks; dealing with frequent interruptions; working under time constraints; and maybe required some Saturday work is required for special events or vendor projects; available on-call; organizing tasks; working as part of a team; working extended hours; lifting 25-60 pounds; balancing on a ladder; Vision abilities required include close vision, color vision, and ability to adjust focus at a level sufficient for the performance of assigned duties.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising 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 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: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, 80% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Trade school or apprenticeship training.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training

**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

### Information Systems Support Technician

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 Support Technician is done for the purpose/s of maintaining computers, peripherals, network equipment, and software applications; supporting administrators, program staff, and teachers in the use, set up, and integration of computers and technology; troubleshooting computer workstation and server user issues; upgrading computers, peripherals, network equipment, and software applications; performing computer and electronic equipment repairs; and, procuring equipment, supplies, and materials.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Facilitates the repair of computer and electronic equipment for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Maintains and upgrades computers, peripherals, network equipment, and software applications (e.g. installing, testing, configuring, etc.) for the purpose of ensuring secure and effective county and site technology operations and meeting user needs.
- 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 reference, historical record, and/or conveying information.
- Procures equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Supports administrators, program staff, and teachers in the use, set up, and integration of computers and technology (e.g. video streaming/conference, webcasting, etc.) for the purpose of providing operational information regarding procedures, processes, and safety.
- Transports a variety of equipment and supplies (e.g. network devices, computers, telecommunication devices, etc.) for the purpose of providing materials at job site or transporting for repairs.
- Troubleshoots computer workstation and server user issues (e.g. application software, connectivity, peripheral malfunctions, etc.) for the purpose of providing immediate assistance to users for issue resolution.

#### **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 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; facilitating the repair of computer and video equipment; diagnosing equipment malfunctions; and, estimating required resources.

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: current generation operating systems and network protocols; and, current and emerging technology.

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 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 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: displaying mechanical aptitude; adapting to changing work priorities; establishing and maintaining effective working relationships; communicating with diverse groups; being attentive to detail; working under time constraints; dealing with frequent interruptions; meeting deadlines and schedules; and working as part of a team.

**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 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: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience is required.

**Education:** High School plus job related coursework.

**Education (Preferred):** Associates degree or other certification in computer science, information systems, engineering, or related field

**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**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Information Systems Specialist

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 Specialist is done for the purpose/s of developing and implementing new applications, software, and system components; creating functional system/software specifications; analyzing applications, systems, and user technology requirements; maintaining data inventory of computer software and hardware; monitoring and maintaining existing software, hardware, network and/or virtual systems (if assigned); oversees assigned work activities and/or projects; and troubleshoots new and existing application software, data bases, and network systems.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Analyzes applications, systems, and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user requested specialized programs, data and systems.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmer analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project effectiveness.
- Creates functional system/software specifications from information gathered at user meetings and/or interviews with internal and non-district staff (e.g. guidance for coding/input, user manuals, training guides, etc.) for the purpose of documenting/interpreting user requests, identifying data sources and creating working plan.
- Implements applications, software, and system components (e.g. monitoring project plans and schedules, documenting applications, etc.) for the purpose of addressing organizational needs, enhancing existing systems and/or providing operational capabilities to users.
- Maintains data inventory of computer software and hardware (e.g. IP addresses, maintenance records, computers/equipment, etc.) for the purpose of budgeting and tracking of purchased/leased equipment, contracts, and software agreements, ensuring ongoing availability.
- Monitors and maintains existing software, hardware, and network for the purpose of providing support to existing systems and ensuring the ongoing availability of data needed to meet mandated requirements.
- Participates in individual/group professional development, meetings, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Researches computer hardware and software applications, and emerging technologies (e.g. security issues, software updates, integration issues, telecommunication/IP, etc.) for the purpose of remaining knowledgeable on current trends, preparing for future technology changes, and recommending acquisitions.
- Responds to inquiries from a variety of sources (e.g. staff, outside vendors, service providers, etc.) for the purpose of providing technical assistance, advice, and support.

- Trains selected personnel (e.g. team members, end users, etc.) for the purpose of ensuring sufficient ability to use new and/or existing processes, programs, and equipment.
- Troubleshoots new and existing application software, data bases, and network systems (e.g. testing, monitoring, etc.) for the purpose of resolving issues and ensuring product matches defined requirements and expected functionality.

**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 software applications; repairing computer and video equipment; conducting meetings; diagnosing equipment malfunctions; estimating required resources; and, analyzing data.

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: design and operation of computer networks and current generation operating systems; desktop and network security hardware, software, and procedures; Internet protocols, applications, and related technology; current and emerging technology; and, methods of instruction and training.

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 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 types of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing and maintaining effective working relationships; communicating with diverse groups; being attentive to detail; working under time constraints; dealing with frequent interruptions; meeting deadlines and schedules; and, working as part of a team.

**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 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: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience is required in Technology services support with consecutive years of providing support.

**Education:** High School plus job related coursework.

**Education (Preferred):** Associates degree or other certification in computer science, information systems, engineering, or related fields

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**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

### Licensed Vocational Nurse

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 Licensed Vocational Nurse is done for the purpose/s of assessing the health needs of students and implementing individual health care plans as directed by a physician; monitoring student health care plans incorporating parent/guardian and/or physician input; ensuring legally compliant health care practices relevant to student health, care for ill/medically complex, and/or injured students; serving as a health care resource to staff; conducting mandated health screenings; and identifying health issues for referral to appropriate parties for treatment and/or proper follow-up.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Accompanies students throughout the day (e.g. classroom, lunch, recess, etc.) for the purpose of supporting students with toileting/changing, lifting/transferring, tube feeding, health needs, physical needs, and/or medication and ensuring student is monitored and needs are met according to healthcare plans and IEPs.
- Administers first aid, medication, and specialized medical treatments (e.g. tube feedings, oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically complex, and/or injured students.
- Assesses situations involving students' safety and other health related issues for the purpose of identifying issues, rectifying immediate needs, referring for proper treatment, and complying with legal requirements.
- Collaborates with a variety of entities (e.g. classroom staff, parents/guardians, health care providers, managers, etc.) for the purpose of promoting and/or securing student health services; advising parties of changes in student health status, recommending further medical intervention, providing health related information and/or ensuring compliance with legal requirements.
- Develops individual student care plans with support from Credentialed School Nurse (CSN) for the purpose of addressing students' health needs; providing direction to site personnel, and/or implementing directions provided by parents and/or physicians.
- Implements and monitors health care plans for students with health related issues for the purpose of meeting the needs of students with chronic health issues and/or providing for accommodation requirements.
- Maintains and organizes student confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information in compliance with legal requirements and professional standards.
- Participates in a variety of meetings, workshops, seminars, and interdisciplinary teams for the purpose of maintaining/improving skills and knowledge; gathering, conveying, and/or sharing student health needs information, service delivery, and/or educational programs.

- Provides training on a variety of health related subjects (e.g. CPR, medication management, hygiene, student care, etc.) for the purpose of acting as a healthcare resource to students and school personnel.
- Reports health and safety issues and contagious diseases to assigned administrator, appropriate agencies, and Credentialed School Nurse (CSN) for the purpose of maintaining students personal safety and dignity, a positive learning environment, and complying with regulatory requirements and established guidelines.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

### **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 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: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in a clinical setting; operating standard office equipment including using pertinent, common software applications (word processing, spreadsheets, etc.); keyboarding effectively; and preparing and maintaining complete and accurate records.

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: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; 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 defined methods. Ability is also required to work with a significant 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: adapting to changing work priorities; communicating with diverse groups; initiating contact with emergency responders; accompanying student(s) for emergency care; maintaining confidentiality; working as part of a team; and, working with detailed student health/safety information/data.

#### **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 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, (e.g. up to 60 pounds, etc.) frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

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

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

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Mandated Reporter Training Certificate

**Certificates and Licenses**

CPR/First Aid Certificate  
Vocational Nursing License

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



### Deaf & Hard of Hearing Service Technician

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 Deaf & Hard of Hearing Service Technician is done for the purpose/s of maintaining and troubleshooting deaf and hard of hearing (DHH) devices/equipment inventory and documentation; gathering and submitting documentation for deaf and hard of hearing student equipment for Marin County Office of Education (MCOE) and districts within Marin County; coordinating with teachers and teachers of the deaf and hard of hearing students; delivering or retrieving deaf and hard of hearing equipment to/from students; gathering and processing appropriate student information; performing regular hearing equipment maintenance and/or submitting equipment for repairs; supporting the DHH teacher; and, training new Paraeducators/teachers and students.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Collects school schedules from sites for the purpose of scheduling online sessions.
- Coordinates with teachers and teachers of the deaf and hard of hearing students for the purpose of setting up/picking up student assistive equipment.
- Delivers or retrieves deaf and hard of hearing equipment to/from students for the purpose of ensuring availability, maintenance of equipment, and maintaining documentation of inventory.
- Drives to and from school sites on a regular basis for the purpose of student services and equipment needs.
- Gathers appropriate information for students newly identified as a deaf and hard of hearing student for the purpose of supporting the referral process, linking the program administrator and/or teacher with students' information, and processing required paperwork.
- Gathers and submits documentation for deaf and hard of hearing student equipment for MCOE and districts within Marin County as instructed for the purpose of ensuring availability of equipment for students and teachers and maintaining an inventory of related supplies and equipment.
- Maintains and troubleshoots deaf and hard of hearing devices/equipment inventory, and documentation for the purpose of ensuring the availability and functionality of required items and documenting accounts and annual utilization.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs regular hearing equipment maintenance and/or submitting equipment for repairs for the purpose of providing clean and operable equipment for hearing impaired students.
- Supports the DHH teacher (e.g. prepares items for lessons, makes copies, takes attendance, etc.) for the purpose of ensuring the orderly operations of the classroom.

- Supports obtaining and maintaining Hearing Aid Technology equipment (e.g. quotes, warranties, repairs, etc.) for the purpose of ensuring the availability of equipment for students and teachers.
- Supports the organization of inventory of Hearing Aid Technology (HAT) for MCOE and districts for the purpose of ensuring the availability of equipment for students and teachers.
- Trains new Paraeducators/Teachers and students for the purpose of ensuring proper utilization and care of Deaf and Hard of Hearing equipment, promoting student independence, and conveying information relevant to related regulations and practices.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Works under the direction of a teacher, with outside agencies for the purpose of obtaining updated student medical information.

### **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: operating and maintaining equipment used for deaf and hard of hearing students; operating standard office equipment; performing standard clerical procedures; utilizing pertinent software; and, displaying empathy and patience.

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 multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: office methods and practices; concepts of grammar and punctuation; age appropriate activities/behaviors; and deaf and hard of hearing instruments and techniques.

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 work with others in a 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 others; work with similar types 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; meeting deadlines and schedules; establishing and maintaining effective working relationships; adapting to changing work priorities; and, maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising 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 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, 25% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**Required Testing**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

**Revised Date**



### School to Career Technician - Workability / TPP

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 School to Career Technician - Workability / TPP is done for the purpose/s of assisting students in utilizing career and workforce preparation and exploration resources; developing cooperative relationships with local businesses and industry partners; managing college and career-related events; collaborating with assigned Program Manager; facilitating student workshops; and overseeing student assessments.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists students in utilizing career and workforce preparation and exploration resources (e.g. researching potential occupations, assessment tools, counseling opportunities, etc.) for the purpose of ensuring students' understanding and full utilization of available resources.
- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff in implementation of IEP's and/or Individual Transition Plans (ITP's), if assigned, as necessary for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and functional skills adapted to individuals with disabilities.
- Collaborates with assigned Program Manager and other MCOE departments (e.g. identifying student needs, performing accurate data entry, submitting appropriate documentation, etc.) for the purpose of ensuring program continuity, accurate documentation, and meeting identified students needs.
- Coordinates career development field trips to various work locations throughout the county for the purpose of providing exposure to a variety of career options.
- Develops cooperative relationships with local businesses and industry partners (e.g. establishing or utilizing internship programs, building speakers/presenters base, developing student job shadowing opportunities, etc.) for the purpose of creating learning and employment opportunities for students.
- Implements work-based soft skills learning workshops (e.g. time management, professional communication, work ethic, etc.) for the purpose of developing students' soft skills and readiness for the workforce.
- Networks with education community partners offering programs to students (e.g. inter-/internships, job shadowing, mentorships, etc.) for the purpose of maintaining partnerships, fostering collaboration, building capacity and consistency in programs, and furthering integration into schools.
- Organizes and publicizes college and career-related events for the purpose of sharing information and providing student opportunities to learn about preparing for higher education and career training.
- Participates in a variety of meetings, workshops, and conferences throughout the county for the purpose of collaborating with industry partners, maintaining current knowledge of College Career Indicators, and providing information to staff, students, and/or parents.

- Prepares and presents and/or conducts student workshops, presentations, instructional materials, and student assessments at a variety of locations (e.g. career fairs, networking events, job readiness assessment, etc.) for the purpose of providing students with information regarding available career services offered, career options, and post high school opportunities.
- Proctors industry certification tests for the purpose of verifying and recording student information, reviewing testing instructions, monitoring time, maintaining orderly and quiet testing environment, and ensuring adherence to testing protocols.
- Provides supportive relationship with students (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; foster learning; and ensuring students' success in school.
- Reinforces instruction and positive behavioral supports (e.g. motor and perceptual skills; oral, reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students in vocational, independent living, work training programs, and assisting students in self-managing behavior.
- Researches educational and/or career opportunities for the purpose of providing students with educational and/or career opportunities/information and new or emerging career paths.
- Surveys business and industry partners for the purpose of determining knowledge, skills, and abilities needed for employment in various work environments.

### **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: interpersonal skills using tact, patience and courtesy; operating a variety of office equipment including computers, projectors, and assigned software; designing, developing, and conducting presentations; and preparing and maintaining accurate records, reports, and files.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current research, policy and regulations related to School to Career programs and college and career counseling; public speaking techniques; applicable laws, codes, regulations, policies and procedures; grammar, spelling and punctuation; current data entry processes and technologies; and community resources.

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 job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting schedules and timelines; collaborating successfully with diverse groups; communicating effectively both orally and in writing; establishing and maintaining cooperative and effective working relationships; analyzing situations accurately and adopting an effective course of action; working independently with minimal supervision; dealing with frequent interruptions; maintaining confidentiality; meeting deadlines and schedules; and working as part of a team.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; 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 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, 40% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**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**

Non Exempt

**Approval Date**

**Salary Grade**

**Revised Date**



## Job Description

Marin County Office of Education

### Paraeducator - Special Education / Alternative Education

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 Paraeducator - Special Education / Alternative Education is done for the purpose/s of providing support and supervision in a variety of student activities; supporting the students' learning goals and objectives; assisting in the supervision, care, and instruction of special or alternative education students in a regular or self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; assisting students with various functional adaptive training and instructional equipment; and, interacting with individual students or small groups in class activities at the direction of the classroom teacher.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Adheres to required safety and health techniques and universal health precautions, if assigned, as instructed/trained, relevant to employee/student safety and student health care plans (e.g. toileting, catheterization, suctioning, medication administration; routine custodial duties as needed, etc.) for the purpose of providing safe and appropriate care for students as assigned.
- Assists in developmental programming, if assigned, for the purpose of supporting students with language, gross and fine motor skills, and cognitive, social, emotional, and self-help skills.
- Assists students with various functional adaptive training and instructional equipment, if assigned (e.g. dressing, eating, grooming, computers, tablets, assistive devices, etc.) for the purpose of supporting students' acquisition of personal skills and access and use of instructional aids.
- Assists substitute teacher for the purpose of providing program continuity in absence of regularly assigned certificated teacher.
- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff in implementation of IEP's, if assigned, as necessary for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and functional skills adapted to individuals with disabilities.
- Assists students with complex medical diagnoses or physical disabilities with health care needs as instructed/trained (e.g. toileting/changing, lifting/transferring, tube feeding, medication administration, etc.) for the purpose of maintaining students' personal hygiene and health consistent with student health care plans.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. medical charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.
- Interacts with individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.

- Provides support and supervision in a variety of activities (e.g. mainstreaming, student arrivals/departures, field trips, recess, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teacher and acquiring and/or conveying information relative to job functions.
- Reinforces instruction and positive behavioral supports (e.g. motor and perceptual skills; oral, reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students in vocational, independent living, work training programs, and assisting students in self-managing behavior.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.

### **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; operating standard office equipment including utilizing 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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

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 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; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising 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 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, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 20% walking, 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**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

## Paraeducator - Alternative Education

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 Paraeducator - Alternative Education is done for the purpose/s of providing support and supervision in a variety of activities; supporting students' learning goals and objectives; assisting in the supervision, care, and instruction of alternative education students in a regular or self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; and, interacting with individual students or small groups in class activities at the direction of the classroom teacher.

This job reports to Assigned Supervisor

### **Essential Functions**

- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and other skills.
- Briefs and assists substitute teacher for the purpose of providing program continuity in absence of the regularly assigned certificated teacher.
- Coaches individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.
- Implements de-escalation techniques with students and/or visitors for the purpose of maintaining a safe and orderly school environment.
- Provides support and supervision in a variety of activities (e.g. student arrivals/departures, field trips, recess, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teacher and acquiring and/or conveying information relative to job functions.
- Reinforces instruction and positive behavioral supports (e.g. reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.

### **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; operating standard office equipment including utilizing 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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

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 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; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising 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 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, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 30% walking, 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**Required Testing**

Pre-Employment Proficiency Test  
Complete Driver Training

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

Mandated Reporter Training Certificate  
Medical Clearance

**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

### Paraeducator - Student Transportation

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 Paraeducator - Student Transportation is done for the purpose/s of transporting students over scheduled routes to/from home and school and/or special excursions; ensuring vehicle is in safe operating condition; ensuring safety of students during transport, loading and unloading vans; support and supervision in a variety of student activities; supporting the students' learning goals and objectives; assisting in the supervision, care, and instruction of students in a regular or self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; and, interacting with individual students or small groups in class activities at the direction of the classroom teacher.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and other skills.
- Briefs and assists substitute teacher for the purpose of providing program continuity in absence of regularly assigned certificated teacher.
- Drives MCOE vans for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Enforces and reinforces appropriate behavior of students and other passengers for the purpose of reinforcing policies and maintaining passenger safety.
- Ensures assigned van is clean and fueled for the purpose of maintaining vehicle in a safe operating condition.
- Escorts students and other passengers to and from the vehicle for the purpose of providing safe loading and unloading from van during normal transport and emergency situations.
- Evaluates and reports incidents, complaints accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Interacts with individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.
- Maintains and/or creates instructional materials and/or assists with manual and electronic files/records (e.g. charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.

- Performs pre-trip and post-trip inspections (e.g. fuel levels, tire pressure, light functionality, exterior condition, brake functionality, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Practices de-escalation techniques with students and/or visitors for the purpose of maintaining a safe and orderly school environment.
- Prepares reports (e.g. logs, inspection records, passenger misconduct, etc.) for the purpose of conveying information and complying with established guidelines.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teacher and acquiring and/or conveying information relative to job functions.
- Provides support and supervision in a variety of activities (e.g. student arrivals/departures, field trips, recess, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Reinforces instruction and positive behavioral supports (e.g. reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.

### **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: safe operating of vehicles for student transportation, adhering to safety practices; operating standard office equipment including utilizing 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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

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 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; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising 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 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, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent

stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**Required Testing**

Pre-Employment Proficiency Test  
Complete Driver Training

**Continuing Educ. / Training**

Mandated Reporter Training Certificate  
Medical Clearance

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
CPR/First Aid Certificate

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance  
Drug Test Clearance  
DMV Pull Notice Enrollment  
Medical Clearance  
Satisfactory Driving Record

**FLSA Status**

Not Rated

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### School to Career Liaison

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 School to Career Liaison is done for the purpose/s of providing guidance to students transitioning into a career or college; conducting student workshops, presentations, and student assessments; coordinating employer on-campus site visits; developing work-based learning programs; researching educational and/or career opportunities; soliciting post-secondary institutions and other organizations for information and materials; and conducting outreach efforts students, staff, families, industry partners, and the community.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists students in participating in internships, career days/fairs, job shadows, and other career exploration and work-based learning activities for the purpose of guiding post-secondary planning related to career interests.
- Conducts outreach efforts to students, staff, families, industry partners, and the community for the purpose of promoting work-based learning opportunities and college and career readiness programs.
- Conducts student workshops, presentations, and student assessments at a variety of locations (e.g. career/vocational interests and abilities, readiness skills, etc.) for the purpose of providing students with the School to Career and Marin County ROP services, ROP and CTE Career Technical Education classes, and/or post high school opportunities.
- Coordinates on-campus site visits by employers for the purpose of ensuring availability of materials and enhancing students' access to post graduation educational and vocational opportunities.
- Develops and maintains partnerships with local employers and business hosts (e.g. School to Career internships, career shadow days, company tours, etc.) for the purpose of promoting and supporting students' exploration of local career opportunities.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. student applications, web-based resources, business contacts, etc.) for the purpose of maintaining documentation, gathering program effectiveness assessment data, ensuring the availability of materials for internal use and distribution as required.
- Participates in a variety of meetings, workshops, and committees at a variety of locations for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares a variety of documents, reports, and materials (e.g. promotional flyers, invitations, event programs, etc.) for the purpose of communicating information and recommendations to students, parents, and staff.
- Provides learning opportunities for students transitioning into a career or college for the purpose of exposing students to available career/college choices.

- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.
- Solicits information and/or materials from post secondary institutions and other organizations (e.g. trade/technical schools, two or four year colleges, apprenticeship programs, etc.) for the purpose of supporting students and developing post-secondary plans related to career 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 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: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate data input and records; and planning and managing projects.

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: concepts of grammar and punctuation; vocations; and college entry requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use 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 similar types of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; developing working relationship with students; and, working 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 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 60% sitting, 30% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High School plus job related coursework.

**Education (Preferred):** Bachelor's degree

**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**  
Non Exempt

**Approval Date**

**Salary Grade**

**Revised Date**



# MARIN COUNTY

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## OFFICE OF EDUCATION

1111 Las Gallinas Avenue  
P.O. Box 4925  
San Rafael, CA 94913-4925

JOHN A. CARROLL  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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TO: Marin County Office of Education  
Personnel Commission

From: John Carroll,  
Marin County Superintendent of Schools

Subject: Recommendation to approve the allocation of new position on the Classified Service Management and Confidential (NON-EXEMPT) Salary Schedule

Recognizing the pending Personnel Commission approval of a new classification title: Senior Executive Administrative Assistant to the Superintendent, an analysis of the Marin County Office of Education's Classified Management and Confidential (NON-EXEMPT) Salary Structure has been completed. The analysis included examining the relationship with other positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparison to equivalent positions with substantively similar job duties and job titles in 10 comparable Local Educational Agencies.

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve the allocation of the position of Senior Executive Administrative Assistant to the Superintendent on the Classified Management and Confidential (NON-EXEMPT) Salary Structure as follows:

Labor Grade 14    Senior Executive Administrative Assistant to the Superintendent    Salary Range 50

Please see full salary schedule below.

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
MANAGEMENT AND CONFIDENTIAL EMPLOYEES (NON-EXEMPT)  
FY 2024-2025  
EFFECTIVE JULY 1, 2024**

LABOR GRADE	POSITION TITLE	SALARY RANGE #	RATE TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
7	(VACANT)	36	Hourly	29.15	30.61	32.14	33.74	35.43
8	(VACANT)	38	Hourly	30.61	32.14	33.74	35.43	37.20
9	ADMINISTRATIVE SECRETARY	40	Hourly	32.14	33.74	35.43	37.20	39.06
10	SENIOR ADMINISTRATIVE SECRETARY	42	Hourly	33.74	35.43	37.20	39.06	41.01
11	EXECUTIVE SECRETARY	44	Hourly	35.43	37.20	39.06	41.01	43.07
12	(VACANT)	46	Hourly	37.20	39.06	41.01	43.07	45.22
13	SUPERINTENDENT'S SECRETARY/ ADMINISTRATIVE ASSISTANT	48	Hourly	39.06	41.01	43.07	45.22	47.48
14	Senior Executive Administrative Assistant to the Superintendent	50	Hourly	41.01	43.07	45.22	47.48	49.85
15	RESOURCES ANALYST HUMAN RESOURCES ANALYST	52	Hourly	43.07	45.22	47.48	49.85	52.35

5% SHIFT DIFFERENTIAL APPLIED TO ALL PERMANENT FULL TIME POSITIONS WHEN NORMAL WORKDAY COMMENCES AFTER 3:00 P.M.  
5% BILINGUAL PREMIUM APPLIED TO EMPLOYEES WHO ARE ROUTINELY AND CONSISTENTLY ASSIGNED TO POSITIONS REQUIRING COMMUNICATIONS SKILLS IN LANGUAGES OTHER THAN ENGLISH AND SIGN LANGUAGES  
5% CONFIDENTIAL PREMIUM APPLIED TO RANK AND FILE EMPLOYEES WHO ARE ROUTINELY AND CONSISTENTLY ASSIGNED TO SENSITIVE POSITIONS REQUIRING TRUST AND DISCRETION

## **Marin County Office of Education Merit Rules**

### **3.300 ALLOCATION OF CLASSES (POSITION TITLES) TO SALARY SCHEDULES**

#### **3.300.1 Factors in Allocation of Classes (Position Titles) for Salary Determination**

The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, the following factors:

##### **A. External Factors**

1. Wages and salaries paid for similar work in private industry in the recruitment area.
2. Wages and salaries paid by other governmental agencies which may be in competition in the labor market within the local geographical area.

##### **B. Internal Factors**

1. The principle of like pay for like work within the classified service.
2. Appropriate differentials between related classes (position titles) to reflect differences in duties and responsibilities, as established in the classification plan (see Position Description and Job Factor Analysis Plan).

##### **C. Salary Schedule for the Classified Service (Education Code Section 45268)**

1. The Commission shall recommend to the Superintendent/Board salary schedules for the classified service. The Superintendent/Board may approve, amend, or reject these recommendations. No amendment shall be adopted until the Commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.

STATUS OF OPEN CLASSIFIED POSITIONS – June 20, 2025 – July 25, 2025

<b>POSITION</b>	<b># OF OPENINGS</b>	<b>POSTING DATE</b>	<b>CLOSING DATE</b>	<b>POSITION STATUS (EXAMINATION/SCREENING/1<sup>ST</sup> INTERVIEW/2<sup>ND</sup> INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)</b>
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: 7/2/25 FINAL INTERVIEW: 7/2/25 <b>HIRED: HEATHER WHELAN</b> <b>HIRED: ANTHONY RAMOS</b> <b>HIRED: EVELYN EMERICK</b>
Ranch Conference Manager	1(FTE)	6/23/25	8/3/25	INTERVIEW: TBD
Ranch Cook	1(FTE)	7/18/25	Until Filled	INTERVIEW: TBD
Ranch Helper	1(FTE)	1/17/25	Until Filled	INTERVIEW: 5/28/25 FINAL INTERVIEW: 6/6/25 <b>HIRED: GENESIS MARSHALL</b>
Senior Administrative Secretary	.5(FTE)	7/10/25	Until Filled	INTERVIEW: TBD

<b>CURRENT LEAVES AS OF 7/25/2025</b>	<b>RESCINDS (ACCEPTED)</b>	<b>RETIREMENTS/SEPARATIONS</b>
2 Administrative Secretary 1 Occupational Therapist 4 Paraeducator 2 Special Projects Manager		<u>Retirements:</u> Karen Snow – Paraeducator, 8yrs of service <u>Separations:</u> 3

# New Hires

*June 20, 2025 – July 25, 2025*

## Classified New Hires & Promotions

### Evelyn Emerick – Paraeducator – Special Education

- Evelyn joins us as a Paraeducator in the Special Education department.
  - Has a BA in Fine Arts.
  - Plays the violin and loves Japanese food.

### Genesis Marshall – Ranch Helper – Walker Creek Ranch

- Genesis joins us as a Ranch Helper at Walker Creek Ranch.
  - Has 5 years kitchen experience.
  - Favorite season is Fall for the weather and Halloween.

### Anthony Ramos – Paraeducator – Special Education

- Anthony joins us as a Paraeducator in the Special Education department.
  - Has a BA in Fine Arts.
  - Has a Real Estate License.

### Heather Whelan – Paraeducator – Special Education

- Heather joins us as a Paraeducator in our Special Education department.
  - Has a BA in Psychology and a certificate in Baking and Pastry.
  - Has 15 years of managerial experience.