

MEMORANDUM OF UNDERSTANDING BETWEEN
THE OFFICE OF THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 158

The San Mateo County Office of Education (“County Office”) and California School Employees Association and Its Chapter 158 (“CSEA”) (collectively the “Parties”) enter into this Memorandum of Understanding as it relates to the results and implementation of the “classification and compensation study” (the “Study”) completed by Gallagher.

- A. The 2023-2024 CSEA salary schedule (Attachment A) shall be increased and rebalanced in accordance with the terms of this MOU and as reflected in the draft 2024-2025 CSEA salary schedule (Attachment B).
- B. Based on the results of the Study, the parties agree as follows regarding job descriptions and job titles.
 1. Effective January 1, 2025, job descriptions shall be modified in accordance with the changes recommended by the Study as reflected in Attachment C.
 2. Effective January 1, 2025, the following classifications will have their titles revised, as follows:
 - a. From Paraeducator, Special Education - Hearing Impaired to Paraeducator - Hearing Impaired.
 - b. From Paraeducator, Special Education to Paraeducator - Special Education.
 - c. From Paraeducator, Court/Community Schools to Paraeducator – Court/Community Schools.
 - d. Itinerant Paraeducator (no change).
- C. Based on the results of the Study, the Parties agree as follows regarding changes to salary Range placements of bargaining unit job classifications.
 1. Effective January 1, 2025, the following classifications will move from **Range 9 to Range 15** as proposed in the Study in Appendix III (Attachment D)
 - a. Paraeducator - Hearing Impaired
 - b. Paraeducator - Special Education
 - c. Paraeducator - Court/Community Schools
 - d. Itinerant Paraeducator
 2. Effective January 1, 2025, the Youth Development and Safety Specialist classification will move from **Range 17 to Range 23** as proposed in the Study in Appendix III (Attachment D)
 3. Effective January 1, 2025, the Registered Behavior Technician classification will move from Range **20 to Range 23** as proposed in the Study in Appendix III (Attachment D).
 4. Employees in classifications that are moving Ranges will remain on the step that they are on in their current Range.
 5. For each of the above changes in ranges, the Parties’ understand that the Study’s proposed salary schedule is set out for 12-month employees who work 8 hours per day and thus the annual, monthly, and pay period amounts will be prorated based upon the work year and number of hours the classification works as compared to an 8 hour per day and 12-month position, e.g., if a


classification is a 6-hour per day position, their monthly salary will be 75% of the amount listed on the salary schedule.

6. The following classifications: Naturalist, Senior Nationalist, Health Care Specialist, and Training Placement Assistant shall remain at their existing range placements, however, the hourly rates for each of these Ranges have been increased in accordance with the recommendations in the Study - Appendix III (Attachment D). Additionally, the County Office agrees to provide a one-time off schedule payment of 3.5% of each bargaining unit employee's salary as set forth in the 2024-2025 salary schedule (for clarification purposes, the off-schedule payment will be prorated based upon an employee's full-time equivalency status). To be eligible to receive the off-schedule payment, the bargaining unit employee must be employed on the date this MOU is fully ratified. The County Office will notify CSEA of the timing of when the off-schedule payment will be made.

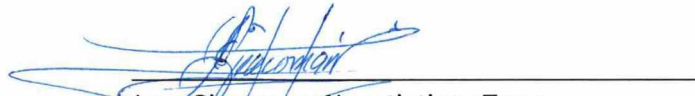
D. The Parties agree and understand that the increases (whether ongoing or one-time) set out in this MOU are the sole salary increases the County Office is providing for the 2024-2025 school year and completes the parties' obligations to engage in reopener negotiations with respect to Article 5 – Salary and Health Welfare Benefits and specifically anything salary/wage related (including Article 5.1) for the 2024-2025 school year. This MOU, however, does not impact CSEA's ability to reopen Article 5 – Salary and Health Welfare Benefits and specifically Article 5.3 with respect to health and welfare benefits for the 2024-2025 school year.

The undersigned parties represent that they have read and understand the terms of this Agreement and that they are authorized to execute this Agreement.

12/04/2024
Date


Don McNab, President
CSEA Chapter 158

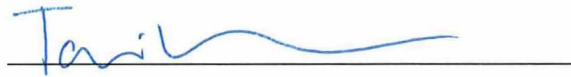
12/04/2024
Date


Jose Giacoman, Negotiations Team
CSEA Chapter 158

12/4/2024
Date


Mark Westerberg
CSEA Labor Relations Representative

12/04/2024
Date


Tami Moore
Associate Superintendent, Human Resources

Attached:

- Attachment A: Current 2023-2024 CSEA salary schedule
- Attachment B: Draft 2024-2025 CSEA Salary Schedule
- Attachment C: Current and modified job descriptions
- Attachment D: Gallagher Classification Study - Appendix III

Attachment A

Current 2023-2024 CSEA salary schedule

Hourly Salary Schedule for:
California School Employees Association, Chapter 158
 Fiscal Year: 2023/2024
 6%
 Effective: 7/1/2023

Job Title	Range	Hourly Rates					Longevity						
		A	B	C	D	E	7 years	10 years	14 years	17 years	20 years	24 years	28 years
Registered Behavior Technician	20	\$32.10	\$33.72	\$35.40	\$37.16	\$39.03	\$40.98	\$42.16	\$44.27	\$45.38	\$46.51	\$47.67	\$48.86
Youth Development and Safety Specialist	17	\$29.85	\$31.33	\$32.90	\$34.55	\$36.28	\$38.09	\$39.19	\$41.15	\$42.18	\$43.23	\$44.31	\$45.42
Training Placement Assistant	15	\$28.41	\$29.85	\$31.33	\$32.90	\$34.55	\$36.28	\$37.32	\$39.19	\$40.17	\$41.17	\$42.20	\$43.26
Health Care Specialist	13	\$27.07	\$28.41	\$29.85	\$31.33	\$32.90	\$34.55	\$35.54	\$37.32	\$38.25	\$39.21	\$40.19	\$41.19
Senior Naturalist	13	\$27.07	\$28.41	\$29.85	\$31.33	\$32.90	\$34.55	\$35.54	\$37.32	\$38.25	\$39.21	\$40.19	\$41.19
Naturalist	9	\$24.54	\$25.79	\$27.07	\$28.41	\$29.85	\$31.34	\$32.24	\$33.85	\$34.70	\$35.57	\$36.46	\$37.37
Itinerant Paraeducator	9	\$24.54	\$25.79	\$27.07	\$28.41	\$29.85	\$31.34	\$32.24	\$33.85	\$34.70	\$35.57	\$36.46	\$37.37
Paraeducator, Court/Community Schools	9	\$24.54	\$25.79	\$27.07	\$28.41	\$29.85	\$31.34	\$32.24	\$33.85	\$34.70	\$35.57	\$36.46	\$37.37
Paraeducator, Special Education	9	\$24.54	\$25.79	\$27.07	\$28.41	\$29.85	\$31.34	\$32.24	\$33.85	\$34.70	\$35.57	\$36.46	\$37.37
Special Education Paraeducator, Hearing Impaired	9	\$24.54	\$25.79	\$27.07	\$28.41	\$29.85	\$31.34	\$32.24	\$33.85	\$34.70	\$35.57	\$36.46	\$37.37

Nancy Magee

3-26-24

County Superintendent of Schools

Date

Longevity:

- 5.000% upon completion of 7 years of service
- 2.875% upon completion of 10 years of service
- 5.000% upon completion of 14 years of service
- 2.500% upon completion of 17 years of service
- 2.500% upon completion of 20 years of service
- 2.500% upon completion of 24 years of service
- 2.500% upon completion of 28 years of service

Attachment B

Draft 2024-2025 CSEA Salary Schedule

Hourly Salary Schedule for:
California School Employees Association, Chapter 158
 Fiscal Year: 2024/25
 Effective: 1/1/2025

Job Title	RANGE	Hourly Rates					Longevity						
		A	B	C	D	E	7 years	10 years	14 years	17 years	20 years	24 years	28 years
Registered Behavior Technician	23	\$37.37	\$39.24	\$41.20	\$43.26	\$45.42	\$47.69	\$49.07	\$51.52	\$52.81	\$54.13	\$55.48	\$56.87
Youth Development and Safety Specialist	23	\$37.37	\$39.24	\$41.20	\$43.26	\$45.42	\$47.69	\$49.07	\$51.52	\$52.81	\$54.13	\$55.48	\$56.87
Itinerant Paraeducator	15	\$30.67	\$32.20	\$33.81	\$35.50	\$37.28	\$39.14	\$40.27	\$42.28	\$43.34	\$44.42	\$45.53	\$46.67
Paraeducator - Court/Community Schools	15	\$30.67	\$32.20	\$33.81	\$35.50	\$37.28	\$39.14	\$40.27	\$42.28	\$43.34	\$44.42	\$45.53	\$46.67
Paraeducator - Special Education	15	\$30.67	\$32.20	\$33.81	\$35.50	\$37.28	\$39.14	\$40.27	\$42.28	\$43.34	\$44.42	\$45.53	\$46.67
Paraeducator - Hearing Impaired	15	\$30.67	\$32.20	\$33.81	\$35.50	\$37.28	\$39.14	\$40.27	\$42.28	\$43.34	\$44.42	\$45.53	\$46.67
Training Placement Assistant	15	\$30.67	\$32.20	\$33.81	\$35.50	\$37.28	\$39.14	\$40.27	\$42.28	\$43.34	\$44.42	\$45.53	\$46.67
Health Care Specialist	13	\$29.19	\$30.65	\$32.18	\$33.79	\$35.48	\$37.25	\$38.33	\$40.24	\$41.25	\$42.28	\$43.34	\$44.42
Senior Naturalist	13	\$29.19	\$30.65	\$32.18	\$33.79	\$35.48	\$37.25	\$38.33	\$40.24	\$41.25	\$42.28	\$43.34	\$44.42
Naturalist	9	\$26.45	\$27.77	\$29.16	\$30.62	\$32.15	\$33.76	\$34.73	\$36.46	\$37.38	\$38.31	\$39.27	\$40.25

 County Superintendent of Schools

 Date

Longevity:

5.000% 2.875% 5.000% 2.500% 2.500% 2.500% 2.500%

5.000% upon completion of 7 years of service
 2.875% upon completion of 10 years of service
 5.000% upon completion of 14 years of service
 2.500% upon completion of 17 years of service
 2.500% upon completion of 20 years of service
 2.500% upon completion of 24 years of service
 2.500% upon completion of 28 years of service

Attachment C

Current and modified job descriptions

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: HEALTH CARE SPECIALIST

BASIC FUNCTION:

Under the direction of the Manager, Outdoor Education, perform a variety of health care activities involved in administering first aid, dispensing medications and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of health care activities involved in administering first aid, dispensing medications and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program.

Screen and evaluate medical conditions of students; examine students and identify illnesses, injuries and medical emergencies; provide treatment and administer first aid and emergency medical care as necessary; coordinate response to emergency situations.

Dispense medications to students according to physician instructions; maintain medication logs and records; review student medical forms to verify completeness and identify student health care needs; implement services to assure health care needs are being met.

Counsel students concerning health care, personal and other issues as directed; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Monitor students with specialized health conditions and dietary needs; assure students receive adequate medical services to assure optimal health; advise students, parents and staff concerning special medical and dietary needs among students.

Prepare and maintain various records, reports and files related to students, treatment, accidents and assigned activities.

Utilize a variety of medical instruments and equipment such as an oxygen breathing apparatus and nebulizer.

Communicate with personnel, parents and outside agencies to exchange information and resolve issues or concerns.

Monitor and maintain adequate inventory levels of first aid and emergency medical supplies; order, receive and assure proper storage of supplies.

January 18, 2006

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

Maintain the health office and other work areas in a clean, orderly, sanitary and safe condition.

OTHER DUTIES:

Assist staff with resolving student discipline issues as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Health office practices, terminology, procedures and equipment.
Diagnostic methods for illnesses, injuries and medical emergencies.
Medical procedures associated with special health care needs.
First aid and CPR procedures.
Health and safety regulations.
General health care practices and procedures.
Clean and sterile treatment techniques.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Screen and evaluate medical conditions of students.
Examine students and identify illnesses, injuries and medical emergencies.
Provide treatment and administer first aid and emergency medical care as necessary.
Counsel students concerning health care, personal and other issues as directed.
Dispense medications to students according to physician instructions.
Learn policies and objectives of assigned programs and activities.
Operate a variety of medical equipment and instruments.
Maintain records and files.
Meet schedules and time lines.
Observe health and safety regulations.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in health science, nursing or related field and one year experience providing nursing or emergency medical services.

LICENSES AND OTHER REQUIREMENTS:

Valid California certification as an Emergency Medical Technician or Licensed Vocational Nurse.

Valid First Aid and CPR Certificate issued by an authorized agency.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen student health conditions.

Walking.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ITINERANT PARAEDUCATOR, SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist certificated teachers in caring for and reinforcing instruction to individual or small groups of special education students in classrooms or other learning environment; assist students with performing academic, daily living and special health care activities as assigned.

DISTINGUISHING CHARACTERISTICS

The Itinerant Paraeducator, Special Education classification requires a valid Class C California Driver's License.

The Paraeducator, Special Education classification does not require a valid Class C California Driver's License.

REPRESENTATIVE DUTIES:

Using a vehicle to conduct work.

ESSENTIAL DUTIES:

Assist certificated teachers in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials and provide input and suggestions to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor, eating, field trip and various other activities as assigned; monitor and report progress regarding student performance and behavior.

Assist students with performing and developing independent living and self-help skills as assigned; assist students with personal hygiene including dressing, washing and grooming; assist students with eating and activities; toilet students and change diapers and soiled clothing as needed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation and planning of lesson plans and instructional activities; assist with the implementation of behavior intervention strategies as directed.

Escort students to and from buses, classes and other locations as assigned; push student wheelchairs; lift students in and out of wheelchairs and other equipment; load and unload students on and off buses; accompany and assist students in mainstreamed classes and take notes as required.

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

Itinerant Paraeducator, Special Education

Assist students with physical therapy, positioning, developing motor skills and related exercises as required; utilize adaptive equipment; assist students with developing independent walking and mobility skills; interact with and assist students during play, exercise and recreation.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition as required; assist students with spelling and writing exercises and assignments.

Assist with the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

Provide medical assistance and health care to special education students as assigned; administer first aid and CPR according to established procedures as needed; assist students with tube feeding, seizures and other health care activities; dispense medications according to prescribed instructions.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments; record grades as required.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; wipe down and disinfect classroom equipment as required.

Maintain various records and files related to students, IEP's, attendance, health care activities and assigned duties as required.

Provide classroom support to the teacher by setting up work areas, decorations, equipment and displays, and distributing and collecting paper, supplies and materials.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs and assigned special education functions; assist students with developing communication skills as directed.

Operate a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers and assigned software; utilize medical instruments and equipment as required; assist students with using adaptive equipment.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between teachers, parents, staff and others as required; translate notes, letters and other materials as needed.

Assist students with the development of social, vocational and money-counting skills as directed; monitor and assist students at work sites.

Participate in the pick-up, preparation and serving of food to students as required; operate related equipment; wash dishes.

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

Itinerant Paraeducator, Special Education

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to children with special education needs.

Problems and concerns of students with special needs.

Safe practices in classroom activities.

Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Methods, techniques and procedures utilized in the care of severely handicapped children.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and filing techniques.

First aid and CPR procedures.

ABILITY TO:

Assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment.

Assist in the implementation of lesson plans and IEP's.

Assist children with developing and performing social, independent living, communicative, self-help and learning skills and activities.

Understand and relate to students with special needs.

Provide medical assistance and health care to special education students as assigned.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Demonstrate an understanding, patient and receptive attitude towards children with disabilities.

Monitor, observe and report student behavior and progress.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

Maintain records and files.

Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and (1) one year experience working with children with special education needs in an organized setting.

Current Job Description (Pre-Reclass Study)

Itinerant Paraeducator, Special Education

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Valid Class C California Driver's License.

Vehicle with valid insurance.

Using a vehicle to conduct work.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

Using a vehicle to conduct work.

PHYSICAL DEMANDS:

Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.

Vision sufficient to read printed materials and information displayed on computer monitors.

Auditory range sufficient to hear verbal communications within a classroom.

Speech sufficient to transmit verbal information.

Upper and lower body strength sufficient to lift and transfer students. Weighing up to 50 lbs. without assistance and students weighing 50+ lbs. with assistance. (Non-compliant students regardless of weight should be lifted and transported with assistance when practicable.)

Upper body and arm strength sufficient to push students in wheelchairs around campus and in the community, and push/pull bicycles, wagons, chairs and tables weighing up to 50 lbs.

Ambulatory ability sufficient to walk with students on campus and in the community for up to 60 continuous minutes, and ascend stairs, wheelchair ramps, and inclines around campus. (Some positions require chasing and restraining students who run from classrooms.)

Stamina sufficient to sit or stand for extended periods of time.

Flexibility sufficient to bend at the waist, kneel and crouch to assist students working at low desks or on the floor, and to reach or stretch to retrieve items from shelves when assisting students with gross motor skill development.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with bloodborne pathogens and communicable diseases.

Contact with dissatisfied or abusive individuals.

Approved by Personnel Commission:

October 17, 2018

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: NATURALIST

BASIC FUNCTION:

Under the direction of the Manager, Outdoor Education, provide supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; assist in the implementation of the Residential Outdoor Education instructional program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; assist in the development and implementation of age-appropriate activities involving science and nature-immersion; assist with the reinforcement of classroom instruction related to life science, ecology and natural history.

Assist in the implementation of the Residential Outdoor Education instructional program; schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts and various other learning activities; monitor, assess and adjust activities in response to instructional goals, weather conditions and the individual and group needs of students.

Monitor and oversee student drills, practices and assignments; assist students and staff in completing assignments and projects; explain various principles and information related to life science, ecology and natural history; monitor and report progress regarding student performance, skills and behavior.

Observe and control student behavior in accordance with approved policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate administrator; facilitate conflict resolution between individual and groups of students as needed.

Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist in the preparation and development of lesson plans according to established instructional standards; assist with the development of Program schedules.

Provide input concerning the development, implementation and evaluation of individual and group educational goals and objectives; implement and utilize a variety of instructional techniques for working with students and reinforcing classroom instruction.

Train and provide work direction and guidance to designated interns and volunteers; assign duties and

January 18, 2006

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

review work for compliance with established guidelines and procedures; provide feedback concerning job performance.

Lead groups during evening activities such as dances, night hikes and campfire skits; oversee the preparation and serving of meals for Residential Outdoor Education participants; lead staff training weeks and explain instructional activities and Program goals and objectives.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Prepare and disseminate a variety of announcements related to the Residential Outdoor Education program and related instructional activities, schedules and time lines.

Communicate with personnel, faculty, interns, students, various outside agencies and others to exchange information and resolve issues or concerns.

Operate a variety of equipment including audio-visual devices, computers and assigned software; drive a vehicle to conduct work.

Attend and participate in a variety of meetings as assigned.

Participate in variety of other assigned activities such as gardening, assisting with special projects and delivering school presentations.

Maintain various records related to assigned activities.

Serve as a representative for the California Regional Environmentalist Education Community Network as required.

Administer first aid and CPR according to established procedures as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices.

Safe practices in outdoor activities.

General terminology, principles, theories, practices and procedures related to life science, ecology and natural history.

Basic instructional methods and techniques.

Outdoor education procedures and appropriate student conduct.

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San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

General educational programs, standards, requirements and procedures related to outdoor education.
Operation of standard office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping techniques.
First aid and CPR procedures.

ABILITY TO:

Provide supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program.
Assist in the implementation of the Residential Outdoor Education instructional program.
Learn policies and objectives of assigned program and activities.
Schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts and various other learning activities.
Assist with reinforcing classroom instruction related to life science, ecology and natural history.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Assist in the preparation and development of lesson plans.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Operate standard office equipment including a computer and assigned software.
Observe health and safety regulations.
Maintain various records related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in life science, ecology, natural history or related field and one year experience working with students in an outdoor, camp or related setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

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Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

Naturalist - Continued

Page 4

Standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Walking on trails and during outdoor education instructional activities.

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Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, COURT/COMMUNITY SCHOOLS

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a teacher in reinforcing instruction to individual or small groups of court or community school students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; perform a variety of clerical duties in support of classroom and program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a teacher in reinforcing instruction to individual or small groups of students enrolled in court or community school programs; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; take student attendance as assigned; grade student tests and assignments and record grades as required.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans and development of educational goals and strategies; assist in administering and monitor students during tests as assigned.

Observe and control behavior of students in the classroom according to approved procedures; assure students remain on task; report progress regarding student performance and behavior; monitor students during library, lunch, outdoor, recreational, field trip, break and other activities as required.

Prepare and maintain a variety of records, reports and files related to students, tests, programs, grades, incidents, attendance and assigned activities.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and classroom equipment such as copiers, fax machines, typewriters,

January 18, 2006

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

laminators, overhead projectors, audio-visual devices, computers and assigned software.

Provide classroom support to the teacher by setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials; prepare and assemble instructional packets as assigned.

Monitor inventory levels of classroom and office supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned; stock supplies as needed.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between teachers, parents, staff and others as required; translate notes, letters and other materials as needed.

Participate in a variety of other assigned activities such as providing library services, circulating books, assisting with special events, requesting student documents and information, preparing awards and picking up and distributing student meals.

Assist students with the development of social skills as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices.

Problems and concerns of students with special needs.

Safe practices in classroom activities.

Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and filing techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom learning environment.

Reinforce instruction to individual or small groups of students enrolled in court or community school programs as directed by the teacher.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

January 18, 2006

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

Assist in the preparation of instructional materials and grade student tests and assignments.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer and assigned software.
Observe health and safety regulations.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

NOTE: Paraeducators hired prior to January 8, 2002 have until June 30, 2006 to complete the above requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Contact with dissatisfied or abusive students.

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; assist students with performing academic, daily living and special health care activities as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials and provide input and suggestions to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor, eating, field trip and various other activities as assigned; monitor and report progress regarding student performance and behavior.

Assist students with performing and developing independent living and self-help skills as assigned; assist students with personal hygiene including dressing, washing and grooming; assist students with eating and activities; toilet students and change diapers and soiled clothing as needed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation and planning of lesson plans and instructional activities; assist with the implementation of behavior intervention strategies as directed.

Escort students to and from buses, classes and other locations as assigned; push student wheelchairs; lift students in and out of wheelchairs and other equipment; load and unload students on and off buses; accompany and assist students in mainstreamed classes and take notes as required.

Assist students with physical therapy, positioning, developing motor skills and related exercises as required; utilize adaptive equipment; assist students with developing independent walking and mobility skills; interact with and assist students during play, exercise and recreation.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition as required; assist students with spelling and writing exercises and assignments.

Revised: September 15, 2010

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

Assist with the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

Provide medical assistance and health care to special education students as assigned; administer first aid and CPR according to established procedures as needed; assist students with tube feeding, seizures and other health care activities; dispense medications according to prescribed instructions.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments; record grades as required.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; wipe down and disinfect classroom equipment as required.

Maintain various records and files related to students, IEP's, attendance, health care activities and assigned duties as required.

Provide classroom support to the teacher by setting up work areas, decorations, equipment and displays, and distributing and collecting paper, supplies and materials.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs and assigned special education functions; assist students with developing communication skills as directed.

Operate a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers and assigned software; utilize medical instruments and equipment as required; assist students with using adaptive equipment.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between teachers, parents, staff and others as required; translate notes, letters and other materials as needed.

Assist students with the development of social, vocational and money-counting skills as directed; monitor and assist students at work sites.

Participate in the pick-up, preparation and serving of food to students as required; operate related equipment; wash dishes.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child guidance principles and practices related to children with special education needs.
- Problems and concerns of students with special needs.
- Safe practices in classroom activities.
- Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Methods, techniques and procedures utilized in the care of severely handicapped children.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and filing techniques.
- First aid and CPR procedures.

ABILITY TO:

- Assist a certificated teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment.
- Assist in the implementation of lesson plans and IEP's.
- Assist children with developing and performing social, independent living, communicative, self-help and learning skills and activities.
- Understand and relate to students with special needs.
- Provide medical assistance and health care to special education students as assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude towards children with disabilities.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer.
- Observe health and safety regulations.
- Maintain records and files.
- Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with children with special education needs in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Revised: September 15, 2010

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

PHYSICAL DEMANDS:

- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.
- Vision sufficient to read printed materials and information displayed on computer monitors.
- Auditory range sufficient to hear verbal communications within a classroom.
- Speech sufficient to transmit verbal information.
- Upper and lower body strength sufficient to lift and transfer students. Weighing up to 50 lbs. without assistance and students weighing 50+ lbs. with assistance. (Non-compliant students regardless of weight should be lifted and transported with assistance when practicable.)
- Upper body and arm strength sufficient to push students in wheelchairs around campus and in the community, and push/pull bicycles, wagons, chairs and tables weighing up to 50 lbs.
- Ambulatory ability sufficient to walk with students on campus and in the community for up to 60 continuous minutes, and ascend stairs, wheelchair ramps, and inclines around campus. (Some positions require chasing and restraining students who run from classrooms.)
- Stamina sufficient to sit or stand for extended periods of time.
- Flexibility sufficient to bend at the waist, kneel and crouch to assist students working at low desks or on the floor, and to reach or stretch to retrieve items from shelves when assisting students with gross motor skill development.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with bloodborne pathogens and communicable diseases.

Contact with dissatisfied or abusive individuals.

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, SPECIAL EDUCATION – HEARING IMPAIRED

BASIC FUNCTION:

Under the general supervision of a classroom teacher, assists deaf and hard-of-hearing students through the use of sign language or oral communication methods by presenting educational materials and exercises related to classroom instruction; facilitate communication among deaf and hear of hearing students and their hearing peers; assist students in a classroom or other learning environment with performing academic, daily living and special health care activities.

REPRESENTATIVE DUTIES:

Counsel and assist in the instruction of students in techniques to improve hearing or speech impairment, including sign language or lip-reading.

Assist students in learning patterns of speech by helping them produce sounds, words, and sentences.

Assist with monitoring classroom, outdoor, playground nutrition, and field trip activities to direct students into safe activities and encourage positive relationship skills.

Set up and arrange supplies and equipment for student use.

Monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials and provide input and suggestions to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures.

Observe and control behavior of students in the classroom according to established policies and procedures.

Assist students with performing and developing independent living and self-help skills as assigned; assist students with personal hygiene including dressing, washing and grooming; assist students with eating and activities; toilet students and change diapers and soiled clothing as needed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation and planning of lesson plans and instructional activities; assist with the implementation of behavior intervention strategies as directed.

Escort students to and from buses, classes and other locations as assigned; accompany and assist students in mainstreamed classes and take notes as required.

Assist with the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

August 20, 2008

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

Provide medical assistance and health care to special education students as assigned; administer first aid and CPR according to established procedures as needed.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; wipe down and disinfect classroom equipment as required.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments; record grades as required.

Maintain various records and files related to students, IEP's, attendance, health care activities and assigned duties as required.

Provide classroom support to the teacher by setting up work areas, decorations, equipment and displays, and distributing and collecting paper, supplies and materials.

Operate a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers and assigned software; utilize medical instruments and equipment as required; assist students with using adaptive equipment.

Assist students with the development of social, vocational and money-counting skills as directed; monitor and assist students at work sites.

Participate in the pick-up, preparation and serving of food to students as required; operate related equipment; wash dishes.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Communication systems used by deaf and hard-of-hearing people.

Basic academic subjects such as English, math, history, and science.

Unique needs of, and issues pertinent to, deaf and hard-of-hearing people.

Practical learning patterns and behavior of students.

Basic concepts of child development and behavior.

Classroom management.

Adaptive devices and resources available to deaf and hard-of-hearing persons.

Medical equipment used in an instructional setting.

First Aid and CPR.

SKILL TO:

Use Signed Exact English (SEE signing) to receive and express communication with students.

August 20, 2008

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

ABILITY TO:

Communicate fluently in the manner or oral communication system appropriate to the needs of the students.

Communicate concepts clearly to students using a variety of instructional techniques.

Assess and adjust to student language abilities and their preferred communication mode.

Motivate students to participate in learning activities.

Present classroom materials effectively.

Convey information promoting the awareness of the unique needs of, and issues pertinent to, deaf and hard-of-hearing persons.

Administer first aid or necessary physical assistance to ill or distressed students.

Perform routine clerical work.

Learn basic instructional assistance methods and techniques.

Provide direction in the matters of the assigned academic or vocational area.

Follow and carry out written and oral instructions provided by a teacher.

Maintain confidentiality about all personal information, assessment results, medical history, and other records concerning students and their families.

Interact positively with students, parents and school personnel.

Establish and maintain effective working relationships with students, parents, teachers, and administrators.

Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with children with special education needs in an organized setting is required.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Pass a SEE (Signed Exact English) examination.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

PHYSICAL DEMANDS:

- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.
- Vision sufficient to read printed materials and information displayed on computer monitors.
- Auditory range sufficient to hear verbal communications within a classroom.
- Speech sufficient to transmit verbal information.
- Upper and lower body strength sufficient to lift and transfer students (weighing 40-50 lbs).

August 20, 2008

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

without assistance, 51+ lbs. with assistance.)

- Upper body and arm strength sufficient to push students in wheelchairs around campus and in the community, and push/pull bicycles, wagons, chairs and tables weighing up to 50 lbs.
- Ambulatory ability sufficient to walk with students on campus and in the community for up to 60 continuous minutes, and ascend stairs, wheelchair ramps, and inclines around campus. (Some positions require chasing and restraining students who run from classrooms.)
- Stamina sufficient to sit or stand for extended periods of time.
- Flexibility sufficient to bend at the waist, kneel and crouch to assist students working at low desks or on the floor, and to reach or stretch to retrieve items from shelves when assisting students with gross motor skill development.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with bloodborne pathogens and communicable diseases.

Contact with dissatisfied or abusive individuals.

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: REGISTERED BEHAVIOR TECHNICIAN

BASIC FUNCTION:

Under the general supervision and direction of the ESD Behavior Specialist, the Behavior Technician provides specific and intensive support to San Mateo County special education students with comprehensive positive behavioral intervention plans and utilizing effective behavior management and intervention strategies; consults and collaborates with district and site staff; works 1:1 with students with serious behavioral needs for short term critical situations; delivers instruction; collects data as part of assessment process; participates as a member of the educational team, and participates in IEP meetings as appropriate; maintains appropriate documentation, records and reports; supports students through transition into new education settings; helps implement multiple components of the student's individual program. This is a 10-month position.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

Assists and monitors students with individualized programs in behavioral areas;

Assists with the collection of data on behaviors as needed for the development and implementation of the behavior intervention plan;

Assist with individualized and functional assessment procedures;

Uses behavior modification principles to reinforce performance and teach replacement behaviors;

Implement various positive reinforcement intervention (e.g., token economy, DRA, DRO);

Participates bi-weekly in Board Certified Behavior Analyst supervision and training meetings;

May make home or community visits with students as necessary;

Implement behavior analytic principles of behavior to increase skill acquisition (e.g., discrete trial, discrimination training, shaping procedures, prompt and prompt fading procedures);

Serves as a role model; model appropriate behavior; encourages and supports children;

Communicates with children, parents and others to resolve issues and answer questions;

Promotes the well-being of children by following health and safety practices and procedures;

Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

Ability to assist students and receiving staff with transition into mainstream settings;

Assists students with the development of increased independence

Implement continuous, discontinuous and permanent product data recording procedures;

Converses with and establishes rapport with students;

Record student information, including entering data in data collection system(s) and updating behavior graphs;

Participates in conferences and planning sessions with the teacher;

Attends required in-service training sessions or workshops, including Safety-Care training;

Works with other students included in activities as necessary;

Performs duties that require lifting, stooping and bending;

Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of Applied Behavior Analysis (ABA);

General developmental stages, needs, and characteristics of school-aged children, particularly pertaining to pupils with special learning needs;

Behavior management strategies and techniques relating to pupils experiencing behavioral difficulties;

Instructional methods and techniques;

Physical, emotional and behavioral problems of students with disabilities; First aid, good health and safety practices;

Conflict resolution techniques;

The basic methods of physical fitness.

ABILITY TO:

Learn and provide required behavioral interventions and assist district staff in learning the implementation of the behavior plan;

Work with students having special needs and/or aggressive behaviors;

Implement positive behavioral intervention plans;

Model appropriate behavioral techniques;

Maintain student dignity within behavioral escalations;

Take extensive data and perform a variety of related clerical tasks;

Assist in teaching children who have special learning needs;

Supervise children in the classroom and out of doors;

Earn and maintain the confidence and trust of students;

Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

Maintain emotional control under difficult situations;
Adapt to changing work demands;
Work and communicate effectively with students, parents and other staff members;
Establish and maintain harmonious relations with co-workers;
Follow written and oral instructions;
Work independently;
Participate in physical activities, to stand for long periods of time, to lift, stoop, bend, climb, push, and pull; physical mobility and stamina to participate in activities that may be strenuous;
Learn to operate computers and other school equipment;
Maintain confidentiality.

ESSENTIAL FUNCTIONS:

(May be performed with or without reasonable accommodation.)

Speak, read, and understand sufficiently to successfully receive/provide information to/from students, supervisors, co-workers, the public, etc.;

Operate basic equipment such as the telephone, copier, computer, calculator, etc., except where incidental to the position;

Knowledge of Excel and Google Suite;

Sufficient strength and agility to perform physical tasks required by the position;

Perform all duties listed on the job description.

MINIMUM REQUIREMENTS:

Any combination of education and/or experience equivalent:

High school diploma or equivalent, BA degree or equivalent in an academic or related subject desirable;

Two (2) years' experience working with special education students (with complex and/or severe behavioral problems preferred); or any combination of training and experience that would indicate possession of the above required skills and abilities;

Possess or obtain within six (6) months of employment a passing score on the Behavior Analyst Certification Board (BACB) and Registered Behavior Technician (RBT) exam;

Possess or obtain within six (6) months of employment Safety-Care Certification;

Possess or obtain within six (6) months of employment First Aid/CPR Certification;

Possess or obtain upon employment, a valid California Driver License;

Provide proof of automobile insurability;

Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance.

WORKING CONDITIONS:

SUPERVISION RECEIVED:

Employees work under the guidance of a Board-Certified Behavior Analyst and receive both detailed instruction and general instruction regarding practices and procedures on most duties.

Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

Employees are expected to use judgment and initiative in performing duties and when working with students with severe medical and physical disabilities or behavioral challenges.

ENVIRONMENT:

Contact with others primarily includes students and County Office staff, parents and other school district staff;

Classroom environment in single or multiple classrooms;

Driving a vehicle to conduct work as assigned by the position.

PHYSICAL ABILITIES:

Seeing to monitor students and read a variety of materials;

Hearing and speaking to exchange information;

Speaking so that others may understand at normal levels and on the telephone;

Dexterity of hands and fingers to operate a computer keyboard and other equipment;

Sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

HAZARDS:

Subject to blood-borne pathogens and bodily fluids;

Driving a vehicle during adverse weather conditions

REQUIRED TESTING:

Merit System pre-employment proficiency exam

Personnel Commission Approval:

Revised: July 13, 2022

June 9, 2021

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR NATURALIST

BASIC FUNCTION:

Under the direction of the Manager, Outdoor Education, oversee and participate in providing supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; participate in the implementation of the Residential Outdoor Education instructional program; train and provide work direction and guidance to assigned staff, interns and volunteers.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in providing supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; develop and implement age-appropriate activities involving science and nature-immersion; participate in the reinforcement of classroom instruction related to life science, ecology and natural history.

Serve as the site director in the absence of the administrator; assist with the administration of the Residential Outdoor Education program; participate in the development of Program schedules; assist in the development, implementation and evaluation of Program, individual and group educational goals and objectives; assist in assuring activities comply with established policies and procedures.

Schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts and various other learning activities; monitor, assess and adjust activities in response to instructional goals, weather conditions and the individual and group needs of students.

Train and provide work direction and guidance to designated personnel, interns and volunteers; oversee the Cabin Leader program; assign duties and review work for compliance with established guidelines and procedures; provide input concerning evaluations as requested.

Participate in the implementation of the Residential Outdoor Education instructional program; participate in the preparation and development of lesson plans according to established instructional standards; assist with assuring Residential Outdoor Education activities comply with established curriculum requirements.

Monitor and oversee student drills, practices and assignments; assist students in completing assignments and projects; explain various principles, theories, terminology and information related to life science, ecology and natural history; monitor and report progress regarding student performance, skills and behavior.

Serve as a liaison and coordinate Residential Outdoor Education communications, learning activities, services and information between staff, administrators, interns, volunteers, students, parents and others; resolve related Program issues and conflicts in a proper and timely manner.

Current Job Description (Pre-Reclass Study)

Observe and control student behavior in accordance with approved policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate administrator; oversee and facilitate conflict resolution between individual and groups of students as needed.

Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Visit classrooms and schools to promote the Residential Outdoor Education program; arrange visitations and presentations; prepare and deliver oral presentations concerning Program goals, objectives, standards, requirements, field trips and instructional activities.

Provide technical support and assistance to County Office personnel, volunteers, interns, parents, students and others concerning Residential Outdoor Education activities; respond to inquiries and provide technical information concerning Program services, practices, policies and procedures.

Develop, implement and conduct training activities for Program interns, volunteers and personnel; explain instructional activities and Program goals and objectives; provide assistance during field trips and other instructional activities as needed.

Implement and utilize a variety of instructional techniques for working with students and reinforcing classroom instruction.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Prepare and disseminate a variety of announcements related to the Residential Outdoor Education program and related instructional activities, schedules and time lines.

Communicate with personnel, administrators, faculty, interns, students, school districts, various outside agencies and others to exchange information and resolve issues or concerns.

Operate a variety of equipment including audio-visual devices, fax machines, copiers, computers and assigned software; drive a vehicle to conduct work.

Administer first aid and CPR according to established procedures as needed; assure proper and timely resolution of student health issues; assist in coordinating response to emergency situations as directed.

Maintain various records related to assigned activities.

Attend and participate in a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, principles, theories, practices and procedures related to life science, ecology and natural history.

Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

General curriculum standards, requirements, interpretation and application in outdoor education.
Student guidance principles and practices.

Safe practices in outdoor activities.

Instructional methods and techniques related to outdoor education.

Outdoor education procedures and appropriate student conduct.

Educational programs, standards, requirements and procedures related to outdoor education.

Operation of standard office equipment including a computer and assigned software.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Public speaking techniques.

First aid and CPR procedures.

ABILITY TO:

Oversee and participate in providing supervision, field trips and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program.

Participate in the implementation of the Residential Outdoor Education program.

Train and provide work direction and guidance to assigned staff, interns and volunteers.

Serve as the Site Director in the absence of the administrator.

Assist in the development, implementation and evaluation of Program, individual and group educational goals and objectives.

Develop, implement and conduct in-services and training activities.

Participate in the preparation and development of lesson plans.

Schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts and various other learning activities.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Operate standard office equipment including a computer and assigned software.

Observe health and safety regulations.

Maintain various records related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a natural science-related field and two years of experience working with students in an outdoor camp or related setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

Current Job Description (Pre-Reclass Study)

Current Job Description (Pre-Reclass Study)

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Walking on trails and during field trips.

Approved by Personnel Commission:

January 18, 2006

Current Job Description (Pre-Reclass Study)

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: TRAINING PLACEMENT ASSISTANT

BASIC FUNCTION:

Under the direction of a Manager, Educational Services, provide designated special education students with job site and employment training, coaching and guidance in the enhancement of vocational skills; visit job sites to oversee and monitor progress of student vocational activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide designated special education students with job site and employment training, coaching and guidance in the enhancement of vocational skills; monitor, assess and adjust training activities in response to student progress, performance and behavior.

Visit job sites to oversee student vocational activities; monitor and assess student progress at work sites; assess student needs and abilities and provide appropriate job training strategies; confer with employers concerning student performance and progress.

Demonstrate a variety of vocational functions, tasks and activities for students; explain vocational practices, techniques, procedures, tools, equipment and terminology; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; explain and assure student understanding of vocational assignments and instructions.

Serve as a liaison between the County Office, students, employers, outside agencies and others regarding employment and vocational training services; report and confer with employers, faculty, staff and others concerning student progress, performance and behavior.

Implement vocational and job site learning activities; assure student understanding of job site sanitation requirements, clothing standards, safety practices and behavior guidelines; advise and confer with students regarding work ethics, uniforms, grooming and other vocational concerns.

Operate a variety of office equipment such as copiers, fax machine, typewriters and computers as required; utilize and assist students in operating a variety of job site equipment; drive a vehicle to conduct work.

Prepare and maintain various records and reports related to student progress, incidents, behavior, IEP's, mileage and assigned activities; establish and maintain student files; prepare and process time sheets and student evaluation, mileage and various other forms.

Communicate with County Office personnel, faculty, local agencies and various outside organizations to exchange information and resolve issues or concerns; receive and respond to a variety of correspondence.

January 18, 2006

San Mateo County Office of Education

Current Job Description (Pre-Reclass Study)

Participate in a variety of other assigned activities such as preparing student intake packets, administering and scoring vocational assessment tests, developing job sites, assisting with inventory, conducting follow-up surveys and assisting with various job clubs as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, procedures and techniques involved in providing job site and employment training, coaching and guidance.

Student guidance principles and practices related to students with special education needs.

Basic instructional methods and techniques.

Employment and training needs of special education students.

Job site procedures and appropriate student conduct.

Problems and concerns of students with special needs.

Policies and objectives of assigned programs and activities.

Principles, practices and procedures of vocational training programs.

Operation of standard office and job site equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Provide designated special education students with job site and employment training, coaching and guidance in the enhancement of vocational skills.

Visit job sites to oversee and monitor progress of student vocational activities.

Monitor, assess and adjust training activities in response to student progress, performance and behavior.

Assess student needs and abilities and provide appropriate job training strategies.

Explain and demonstrate a variety of vocational functions, tasks and activities.

Operate standard office and job site equipment.

Understand and relate to students with special needs.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Observe health and safety regulations.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with special education students in a vocational or instructional environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and job site equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials and monitor student progress.

Hearing and speaking to exchange information.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

HEALTH CARE SPECIALIST

DEFINITION

Under direction, performs a variety of health care activities involved in administering first aid, dispensing medications, and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager of Outdoor Education. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional health care duties in support of Outdoor Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of health care activities involved in administering first aid, dispensing medications, and providing medical treatment and emergency care services to students enrolled in the Outdoor Education program.
- Dispenses medications to students according to physician instructions; maintains medication logs and records; reviews student medical forms to verify completeness and identify student health care needs; implements services to assure health care needs are being met.
- Screens and evaluates medical conditions of students; examines students and identifies illnesses, injuries, and medical emergencies; provides treatment and administers first aid and emergency medical care as necessary; coordinates response to emergency situations.
- Counsels students concerning health care, personal, and other issues as directed; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Monitors students with specialized health conditions and dietary needs; ensures students receive adequate medical services for optimal health; advises students, parents, and staff concerning special medical and dietary needs among students.
- Follows and maintains the COVID 19 response plan; tests, records, and submits results according to established guidelines; maintains testing inventory and records.
- Prepares and maintains various records, reports, and files related to students, treatment, accidents, and assigned activities.
- Utilizes a variety of medical instruments and equipment such as an oxygen breathing apparatus and nebulizer.
- Communicates with personnel, parents, and outside agencies to exchange information and resolve issues or concerns.

Revised Job Description (Post-Reclass Study)

- Monitors and maintains adequate inventory levels of first aid and emergency medical supplies; orders, receives, and ensures proper storage of supplies.
- Maintains the health office and other work areas in a clean, orderly, sanitary, and safe condition.
- Observes and complies with all County and mandates safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree from an accredited college with major coursework in health science, nursing, or a closely related field.

Experience:

- One year of progressively responsible experience providing nursing or emergency medical services.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid California certification as an Emergency Medical Technician or Licensed Vocational Nurse, to be maintained throughout employment.
- Possession of a valid First Aid and CPR Certificate issued by an authorized agency, to be maintained throughout employment.

Knowledge of:

- Principles and practices of health care, including knowledge of first aid and emergency interventions.
- Public health matters such as epidemiology, communicable diseases, psychological trends, and other health issues.
- Practices and procedures involved in the establishment and implementation of treatment and therapeutic plans for common illnesses, injuries, and mental health crises.
- Basic first aid, cardiopulmonary resuscitation (CPR), and health assessment techniques.
- Purposes, uses, and operating characteristics of a variety of equipment and supplies used in the provision of medical care, treatment, and related services.
- Principles and methods of patient counseling and training.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, parents, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide health assessments and care to evaluate the physical and mental health needs of patients.

Revised Job Description (Post-Reclass Study)

Revised Job Description (Post-Reclass Study)

- Implement treatment or therapeutic plans as appropriate, following policies and procedures.
- Administer first aid, CPR, and routine and emergency treatment procedures.
- Administer physician prescribed medication and treatment.
- Understand technical and medical terminology.
- Recognize adverse signs and symptoms and react swiftly in emergency situations.
- Operate medical equipment.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

ITINERANT PARAEDUCATOR

DEFINITION

Under general supervision, assists certificated teachers in caring for and reinforcing instruction to individual or small groups of special education students in classrooms or other learning environments; assists students with performing academic, daily living, and special health care activities; assists in implementing student Individualized Education Plans (IEPs); observes, monitors, and records student performance and behavior; performs administrative functions in support of classroom activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of Special Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Paraeducator-Hearing Impaired in that the latter's focus is on assisting deaf and hard-of-hearing students. This class is distinguished from the Paraeducator-Court/Community Schools in that the latter is assigned only to Court and Community Schools. This class is distinguished from the Paraeducator-Special Education by the latter's static assignment to a school site or student group.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists certificated teachers in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitors and oversees student drills, practices, and assignments in various subjects; confers with the teacher concerning lesson plans and materials and provides input and suggestions to meet student needs.
- Assists students in completing classroom assignments, homework, and projects in various subject areas; ensures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Observes and controls behavior of students in the classroom according to established policies and procedures; monitors students during outdoor, eating, field trips, and various other activities; monitors and reports progress regarding student performance and behavior.
- Assists with the implementation of Individual Education Plans (IEP's) and related goals and objectives; assists students with meeting IEP goals and objectives.
- Assists students with performing and developing independent living and self-help skills; assists students with personal hygiene including dressing, washing, and grooming; assists students with eating and activities; toilets students and changes diapers and soiled clothing as needed.

Revised Job Description (Post-Reclass Study)

- Escorts students to and from buses, classes, and other locations; pushes student wheelchairs, lifts students in and out of wheelchairs and other equipment, loads and unloads students on and off buses, accompanies and assists students in mainstreamed classes and takes notes as required.
- Assists students with physical therapy, positioning, developing motor skills, and related exercises; utilizes adaptive equipment, assists students with developing independent walking and mobility skills, interacts with and assists students during play, exercise, and recreation.
- Reads books to students and observes their reading abilities; assists students with letter and word pronunciation and recognition; assists students with spelling and writing exercises and assignments.
- Provides medical assistance and health care to special education students as required; administers first aid and CPR according to established procedures; assists students with tube feeding, seizures, and other health care activities; dispenses medications according to prescribed instructions.
- Ensures the health and safety of students by following health and safety practices and procedures; maintains classroom and other assigned areas in a safe, orderly, and clean manner; wipes down and disinfects classroom equipment as needed.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials; grades student tests and assignments and records grades.
- Maintains various records and files related to students, IEP's, attendance, health care activities, and assigned duties.
- Communicates with Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs and assigned special education functions; assists students with developing communication skills as directed.
- Operates a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers, and assigned software; utilizes medical instruments and equipment and assists students with using adaptive equipment.
- Assists students with the development of social, vocational, and money-counting skills as directed; monitors and assists students at work sites.
- Observes and complies with all County and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in special education; and
- One (1) year of progressively responsible experience working with children, preferably in a special education setting.

Licenses and Certifications:

- Requires possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid First Aid and CPR Certificate issued by an authorized agency, to be maintained throughout employment.

Knowledge of:

- Methods and practices of student guidance, especially as they relate to implementation of IEPs and students with learning, emotional, physical, cognitive, and/or behavioral conditions.

Revised Job Description (Post-Reclass Study)

Revised Job Description (Post-Reclass Study)

- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Classroom procedures and appropriate student conduct.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Support and engage students in positive learning in a classroom or other learning environment.
- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Use behavior change techniques and methods to decrease disruptive and problematic behavior while encouraging positive social learning.
- Reinforce instruction to individual or small groups of students with learning, emotional, physical, cognitive, and/or behavioral conditions as directed by the teacher.
- Learn, interpret, and apply individual goal-oriented student instructional plans.
- Learn, interpret, and apply Office rules, regulations, policies, and procedures.
- Supervise and manage student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently

Revised Job Description (Post-Reclass Study)

Revised Job Description (Post-Reclass Study)

bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects and wheelchairs up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.

Revised Job Description (Post-Reclass Study)

NATURALIST

DEFINITION

Under general supervision, provides nature-based instructional activities to students enrolled in the Outdoor Educational program; leads student activities, provides mentorship to student cabin leaders, and ensures safety of students; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of Outdoor Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides supervision, field trips, and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program; assists in the development and implementation of age-appropriate activities involving science and nature-immersion; assists with the reinforcement of classroom instruction related to life science, ecology, and natural history.
- Assists in the implementation of the Residential Outdoor Education instructional program; schedules, monitors, and leads students in field trips, games, recreational functions, nature walks, crafts, and various other learning activities; monitors, assesses, and adjusts activities in response to instructional goals, weather conditions, and the individual and group needs of students.
- Monitors and oversees student drills, practices, and assignments; assists students and staff in completing assignments and projects; explains various principles and information related to life science, ecology, and natural history; monitors and reports progress regarding student performance, skills, and behavior.
- Observes and controls student behavior in accordance with approved policies and procedures; resolves student discipline issues and refers major discipline problems to the appropriate administrator; facilitates conflict resolution between individuals and groups of students as needed.
- Provides individualized and small group instruction and tutoring to ensure learning activities adapt with the needs of individual students; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Assists in the preparation and development of lesson plans according to established instructional standards; assists with the development of Program schedules.
- Provides input concerning the development, implementation, and evaluation of individual and group educational goals and objectives; implements and utilizes a variety of instructional techniques for

Revised Job Description (Post-Reclass Study)

- working with students and reinforcing classroom instruction.
- Trains and provides work direction and guidance to designated interns and volunteers; assigns duties and reviews work for compliance with established guidelines and procedures; provides feedback concerning job performance.
- Leads groups during evening activities such as dances, night hikes, and campfire skits; oversees the preparation and serving of meals for Residential Outdoor Education participants; leads staff training weeks and explains instructional activities, Program goals, and objectives.
- Ensures the health and safety of students by following health and safety practices and procedures; maintains learning environment in a safe, orderly, and clean manner; administers first aid and CPR according to established procedures as needed.
- Communicates with personnel, faculty, interns, students, various outside agencies, and others to exchange information and resolve issues or concerns; prepares and disseminates a variety of announcements related to the Residential Outdoor Education program and related instructional activities, schedules, and timelines.
- Operates a variety of equipment including audio-visual devices, computers, and assigned software; drives a vehicle to conduct work.
- Participates in variety of other assigned activities such as gardening, assisting with special projects, and delivering school presentations.
- Maintains various records related to assigned activities.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an associate degree from an accredited college with major coursework in life science, ecology, natural history, or a closely related field; and
- One (1) year of progressively responsible experience working with students in an outdoor, camp, or related setting.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid first aid and CPR certificate issued by an authorized agency, to be maintained throughout employment.

Knowledge of:

- Terminology, practices, and procedures related to life science, ecology, and natural history.
- Methods, practices, and techniques of improving student learning through structured lesson plans, teaching techniques, and instructional materials.
- Best practices for outdoor and/or classroom teaching, and instruction.
- Outdoor education programs, procedures, and appropriate student conduct.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

Revised Job Description (Post-Reclass Study)

Revised Job Description (Post-Reclass Study)

- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide supervision, field trips, and a variety of nature-based instructional activities to students enrolled in the Residential Outdoor Education program.
- Assist in the implementation of the Residential Outdoor Education instructional program.
- Schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts, and various other learning activities.
- Assist with reinforcing classroom instruction related to life science, ecology, and natural history.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Assist in the preparation and development of lesson plans.
- Supervise and manage student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to outdoor education, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various County sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Revised Job Description (Post-Reclass Study)

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

PARAEDUCATOR – COURT/COMMUNITY SCHOOLS

DEFINITION

Under general supervision, assists certificated teachers in reinforcing instruction to individual or small groups of court or community school students in classroom environments; assists students with performing academic and daily living activities; assists in implementing student Individualized Education Plans (IEPs); observes, monitors, and records student performance and behavior; performs administrative functions in support of classroom activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of Special Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Itinerant Paraeducator in that the latter is a mobile assignment. This class is distinguished from the Paraeducator-Hearing Impaired in that the latter's focus is on assisting deaf and hard-of-hearing students. This class is distinguished from the Paraeducator-Special Education in that the latter is assigned to students requiring special health care needs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists certificated teachers in reinforcing instruction to individual or small groups of court or community school students in a classroom or other learning environment; monitors and oversees student drills, practices, and assignments in various subjects; confers with the teacher concerning lesson plans and materials and provides input and suggestions to meet student needs.
- Assists students in completing classroom assignments, homework, and projects in various subject areas including English as a Second Language; ensures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Observes and controls behavior of students in the classroom according to established policies and procedures; monitors students during outdoor, eating, field trips, and various other activities; monitors and reports progress regarding student performance and behavior.
- Assists with the implementation of Individual Education Plans (IEP's) and related goals and objectives; assists students with meeting IEP goals and objectives.
- Ensures the health and safety of students by following health and safety practices and procedures; maintains classroom and other assigned areas in a safe, orderly, and clean manner; wipes down and disinfects classroom equipment as needed.

Revised Job Description (Post-Reclass Study)

- Monitors and assists students in the classroom and other school and community settings by answering questions and providing emotional support, patience, friendly attitude, and general guidance; assists in conflict resolution; facilitates and supports social interactions and fosters development of positive relationships between students.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials; grades student tests and assignments and records grades.
- Maintains various records and files related to students, IEP's, attendance, and assigned duties.
- Communicates with Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs; assists students with developing communication skills as directed.
- Operates a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers, and assigned software.
- Participates in a variety of other assigned activities such as providing library services, circulating books, assisting with special events, requesting student documents and information, preparing awards, and picking up and distributing student meals, where applicable.
- Observes and complies with all County and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in special education; and
- One (1) year of progressively responsible experience working with children, preferably in an educational setting.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Methods and practices of student guidance, especially as they relate to implementation of IEPs and students with learning, emotional, physical, cognitive, and/or behavioral conditions.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Classroom procedures and appropriate student conduct.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

Revised Job Description (Post-Reclass Study)

of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Support and engage students in positive learning in a classroom or other learning environment.
- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Use behavior change techniques and methods to decrease disruptive and problematic behavior while encouraging positive social learning.
- Reinforce instruction to individual or small groups of students with learning, emotional, physical, cognitive, and/or behavioral conditions as directed by the teacher.
- Learn, interpret, and apply individual goal-oriented student instructional plans.
- Learn, interpret, and apply Office rules, regulations, policies, and procedures.
- Supervise and manage student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.

PARAEDUCATOR – HEARING IMPAIRED

DEFINITION

Under general supervision, assists certificated teachers in caring for and reinforcing instruction to individual or small groups of deaf and hard-of-hearing students in classrooms or other learning environments; assists students with performing academic activities; assists in implementing student Individualized Education Plans (IEPs); observes, monitors, and records student performance and behavior; performs administrative functions in support of classroom activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of Special Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Itinerant Paraeducator in that the latter is a mobile assignment. This class is distinguished from the Paraeducator-Special Education in that the latter's focus is on assisting students requiring special health care that does not include hearing impairment. This class is distinguished from the Paraeducator-Court/Community Schools in that the latter is assigned only to Court and Community Schools.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists certificated teachers in caring for and reinforcing instruction to individual or small groups of deaf and hard-of-hearing students in a classroom or other learning environment; monitors and oversees student drills, practices, and assignments in various subjects; confers with the teacher concerning lesson plans and materials and provides input and suggestions to meet student needs.
- Assists students in completing classroom assignments, homework, and projects in various subject areas; ensures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Counsels and assists students in techniques to improve communication via sign language and/or lip-reading.
- Observes and controls behavior of students in the classroom according to established policies and procedures; monitors students during outdoor, eating, field trips, and various other activities; monitors and reports progress regarding student performance and behavior.
- Assists with the implementation of Individual Education Plans (IEP's) and related goals and objectives; assists students with meeting IEP goals and objectives.
- Assists students with performing and developing independent living and self-help skills; assists students with personal hygiene including dressing, washing, and grooming; assists students with eating

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- and activities; toilets students and changes diapers and soiled clothing as needed.
- Escorts students to and from buses, classes, and other locations; accompanies and assists students in mainstreamed classes and takes notes as required.
- Provides medical assistance and health care to special education students as required; administers first aid and CPR according to established procedures.
- Ensures the health and safety of students by following health and safety practices and procedures; maintains classroom and other assigned areas in a safe, orderly, and clean manner; wipes down and disinfects classroom equipment as needed.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials; grades student tests and assignments and records grades.
- Maintains various records and files related to students, IEP's, attendance, health care activities, and assigned duties.
- Communicates with Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs and assigned special education functions; assists students with developing communication skills as directed.
- Operates a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers, and assigned software; utilizes medical instruments and equipment and assists students with using adaptive equipment.
- Assists students with the development of social, vocational, and money-counting skills as directed; monitors and assists students at work sites.
- Observes and complies with all County and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in special education, sign language, or a closely related field.

Experience:

- One (1) year of progressively responsible experience working with children, preferably in a special education setting.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid First Aid and CPR Certificate issued by an authorized agency, to be maintained throughout employment.

Knowledge of:

- Communication systems used by deaf and hard-of hearing individuals.
- Methods and practices of student guidance, especially as they relate to implementation of IEPs and students with learning, emotional, physical, cognitive, and/or behavioral conditions.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling,

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- language, writing, and reading.
- Classroom procedures and appropriate student conduct.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Communicate fluently in the communication system appropriate to the needs of the students.
- Communicate concepts clearly to students using a variety of instructional techniques.
- Support and engage students in positive learning in a classroom or other learning environment.
- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Use behavior change techniques and methods to decrease disruptive and problematic behavior while encouraging positive social learning.
- Reinforce instruction to individual or small groups of students with learning, emotional, physical, cognitive, and/or behavioral conditions as directed by the teacher.
- Learn, interpret, and apply individual goal-oriented student instructional plans.
- Learn, interpret, and apply County Office rules, regulations, policies, and procedures.
- Supervise and manage student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

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ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.

PARAEDUCATOR – SPECIAL EDUCATION

DEFINITION

Under general supervision, assists certificated teachers in caring for and reinforcing instruction to individual or small groups of special education students in classrooms or other learning environments; assists students with performing academic, daily living, and special health care activities; assists in implementing student Individualized Education Plans (IEPs); observes, monitors, and records student performance and behavior; performs administrative functions in support of classroom activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of Special Education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Itinerant Paraeducator in that the latter is a mobile assignment. This class is distinguished from the Paraeducator-Hearing Impaired in that the latter's focus is on assisting deaf and hard-of-hearing students. This class is distinguished from the Paraeducator-Court/Community Schools in that the latter is assigned only to Court and Community Schools.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists certificated teachers in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment; monitors and oversees student drills, practices, and assignments in various subjects; confers with the teacher concerning lesson plans and materials and provides input and suggestions to meet student needs.
- Assists students in completing classroom assignments, homework, and projects in various subject areas; ensures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Observes and controls behavior of students in the classroom according to established policies and procedures; monitors students during outdoor, eating, field trips, and various other activities; monitors and reports progress regarding student performance and behavior.
- Assists with the implementation of Individual Education Plans (IEP's) and related goals and objectives; assists students with meeting IEP goals and objectives.
- Assists students with performing and developing independent living and self-help skills; assists students with personal hygiene including dressing, washing, and grooming; assists students with eating and activities; toilets students and changes diapers and soiled clothing as needed.

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- Escorts students to and from buses, classes, and other locations; pushes student wheelchairs, lifts students in and out of wheelchairs and other equipment, loads and unloads students on and off buses, accompanies and assists students in mainstreamed classes and takes notes as required.
- Assists students with physical therapy, positioning, developing motor skills, and related exercises; utilizes adaptive equipment, assists students with developing independent walking and mobility skills, interacts with and assists students during play, exercise, and recreation.
- Assists Speech Therapists, Physical Therapists, Occupational Therapists, and Adapted Physical Education teachers as requested.
- Reads books to students and observes their reading abilities; assists students with letter and word pronunciation and recognition; assists students with spelling and writing exercises and assignments.
- Provides medical assistance and health care to special education students as required; administers first aid and CPR according to established procedures; assists students with tube feeding, seizures, and other health care activities; dispenses medications according to prescribed instructions.
- Ensures the health and safety of students by following health and safety practices and procedures; maintains classroom and other assigned areas in a safe, orderly, and clean manner; wipes down and disinfects classroom equipment as needed.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials; grades student tests and assignments and records grades.
- Maintains various records and files related to students, IEP's, attendance, health care activities, and assigned duties.
- Communicates with Office staff and various outside agencies to exchange information and resolve issues or concerns related to student needs and assigned special education functions; assists students with developing communication skills as directed.
- Operates a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers, and assigned software; utilizes medical instruments and equipment and assists students with using adaptive equipment.
- Assists students with the development of social, vocational, and money-counting skills as directed; monitors and assists students at work sites.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in special education; and
- One (1) year of progressively responsible experience working with children, preferably in a special education setting.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid First Aid and CPR Certificate issued by an authorized agency, to be maintained throughout employment.

Knowledge of:

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- Methods and practices of student guidance, especially as they relate to implementation of IEPs and students with learning, emotional, physical, cognitive, and/or behavioral conditions.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Classroom procedures and appropriate student conduct.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Support and engage students in positive learning in a classroom or other learning environment.
- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Use behavior change techniques and methods to decrease disruptive and problematic behavior while encouraging positive social learning.
- Reinforce instruction to individual or small groups of students with learning, emotional, physical, cognitive, and/or behavioral conditions as directed by the teacher.
- Learn, interpret, and apply individual goal-oriented student instructional plans.
- Learn, interpret, and apply Office rules, regulations, policies, and procedures.
- Supervise and manage student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or

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calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects and wheelchairs up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.

REGISTERED BEHAVIOR TECHNICIAN

DEFINITION

Under general supervision, provides specific and intensive support to special education students with comprehensive positive behavioral intervention plans utilizing effective behavior management and intervention strategies; collaborates with district and site staff and with staff, works one on one with students to address behavioral needs and/or short term critical situations; delivers instruction and collects data; participates as a member of the educational team and participates in the Individualized Education Plans (IEPs) as appropriate; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for performing technical duties in support of special education. Positions at this level exercise judgment and initiative in their assigned tasks, receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors students with individualized programs in behavioral areas and uses behavior modification principles to reinforce performance and teach replacement behaviors.
- Tracks behaviors of students to determine effectiveness of behavior intervention; collects data for the development and implementation of behavior intervention plans and implements various positive reinforcement interventions.
- Implements behavior analytic principles to increase skill acquisition (e.g., discrete trial, discrimination training, shaping procedures, prompt, and prompt fading procedures); serves as a role model and models appropriate behavior; encourages and supports children.
- Communicates with children, parents, and others to resolve issues and answer questions; converses with and establishes rapport with students.
- Monitors student to determine need for assistance with assignments or lessons; assists students with worksheets, assignments, and projects as required.
- Assists students with the development of increased independence and the transition into mainstream educational settings.
- Implements continuous, discontinuous, and permanent product data recording procedures; records student information, including entering data in data collection system(s), and updating behavior graphs.
- Participates in conferences and planning sessions with the teacher; participates in bi-weekly Board-Certified Behavior Analyst supervision and training meetings; attends required in-service training sessions or workshops, including Safety-Care training.
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing,

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- duplicating, and filing instructional materials.
- Provides medical assistance and health care to special education students as required; administers first aid and CPR according to established procedures.
- Makes home or community visits with students as necessary.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in behavioral health; and
- Two (2) years of progressively responsible experience working with special education students.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months, a passing score on the Registered Behavior Technician (RBT) exam.
- Possession of, or successful acquisition within six (6) months, a valid Safety-Care Certification, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months, a valid First Aid/CPR Certification, to be maintained throughout employment.

Knowledge of:

- Principles and practices of Applied Behavior Analysis (ABA).
- Developmental stages, needs, and characteristics of school-aged children, particularly related to special learning needs.
- Behavior management strategies and techniques.
- Observational skills, data collection techniques, and record keeping.
- Safety principles and practices, including basic first aid.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- County and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Implement positive behavioral intervention plans.
- Model appropriate behavioral techniques.

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- Recognize individual student learning needs and adapt to facilitate learning.
- Observe and record extensive data and perform a variety of related clerical tasks.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a classroom classification including standing in work areas and walking between work areas required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office or classroom environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees are required to operate a vehicle to perform assigned work.

SENIOR NATURALIST

DEFINITION

Under general direction, oversees and participates in the supervision, field trips, and nature-based instructional activities to students enrolled in the Residential Outdoor Education program; participates in the implementation of program goals and activities; trains, coordinates, and provides direction to program staff, interns, and student volunteers; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Naturalist series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing of the outdoor education program. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads the staff and student volunteers providing supervision, field trips, and nature-based instructional activities to students enrolled in the Residential Outdoor Education program; develops and implements age-appropriate activities involving science and nature-immersion; participates in the reinforcement of classroom instruction related to life science, ecology, and natural history.
- Serves as the site director in the absence of the administrator; assists with administration of the Residential Outdoor Education program; develops Program schedules, implements, and evaluates Program, individual, and group educational goals, and objectives; and maintains compliance with established policies and procedures.
- Trains and provides work direction and guidance to designated personnel, interns, and volunteers; oversees the Cabin Leader program; assigns duties and reviews work for compliance with established guidelines and procedures; provides input concerning evaluations as requested.
- Participates in the implementation of the Residential Outdoor Education instructional program; participates in the preparation and development of lesson plans according to established instructional standards; assists with ensuring Residential Outdoor Education activities comply with established curriculum requirements.
- Gathers and monitors feedback from students and volunteers about program activities and needs; disseminates information as needed to the appropriate parties.

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- Serves as a liaison and coordinates Residential Outdoor Education communications, learning activities, services, and information between staff, administrators, interns, volunteers, students, parents, and others; resolves related Program issues and conflicts in a proper and timely manner.
- Observes and controls student behavior in accordance with approved policies and procedures; resolves student discipline issues and refers major discipline problems to the appropriate administrator; oversees and facilitates conflict resolution between individual and groups of students as needed.
- Visits classrooms and schools to promote the Residential Outdoor Education program; arranges visitations and presentations; prepares and delivers oral presentations concerning Program goals, objectives, standards, requirements, field trips, and instructional activities.
- Provides technical support and assistance to County Office personnel, volunteers, interns, parents, students, and others concerning Residential Outdoor Education activities; responds to inquiries and provide technical information concerning Program services, practices, policies, and procedures.
- Develops, implements, and conducts training activities for Program interns, volunteers, and personnel; explains instructional activities and Program goals and objectives; provides assistance during field trips and other instructional activities as needed.
- Implements and utilizes a variety of instructional techniques for working with students and reinforcing classroom instruction.
- Ensures the health and safety of students by following health and safety practices and procedures; maintains learning environment in a safe, orderly, and clean manner.
- Communicates with personnel, administrators, faculty, interns, students, school districts, various outside agencies, and others to exchange information and resolve issues or concerns; prepares and disseminates a variety of announcements related to the Residential Outdoor Education program and related instructional activities, schedules, and timelines.
- Administers first aid and CPR according to established procedures as needed; ensures proper and timely resolution of student health issues; assists in coordinating response to emergency situations as directed.
- Creates and maintains appropriate records and files; compiles and updates records and data electronically in accordance with federal, state, and county guidelines for reporting purposes; checks and ensures accuracy of data.
- Generates reports and statistics pertaining to assigned program area(s).
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in a natural science-related field, education, or a closely related field relevant to the program area; and
- Two (2) years of increasingly responsible experience working with students in an outdoor camp setting, program implementation, education, or school services specific to the program area of assignment.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of valid First Aid and CPR certificates to be maintained throughout employment.

Knowledge of:

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- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Terminology, principles, theories, practices, and procedures related to life science, ecology, and natural history.
- General curriculum standards, requirements, interpretation, and application in outdoor education.
- Occupational hazards, safety equipment, and practices related to the work, including safe practices in outdoor activities.
- Outdoor education educational programs, standards, requirements, procedures, and appropriate student conduct.
- Principles and practices of program implementation, review, and evaluation.
- Methods of preparing, processing, and maintaining records, reports, forms, and other documents and correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- SMCOE and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SMCOE staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, prepare, and conduct coaching and training classes for a variety of program participants, staff, interns, and volunteers.
- Serve as the site director in the absence of the administrator.
- Observe and implement health and safety regulations and respond effectively in the event of an emergency.
- Participate in the preparation and development of lesson plans.
- Schedule, monitor and lead students in field trips, games, recreational functions, groups, nature walks, crafts, and various other learning activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Revised Job Description (Post-Reclass Study)

Revised Job Description (Post-Reclass Study)

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

TRAINING PLACEMENT ASSISTANT

DEFINITION

Under general supervision, provides designated special education students with job site and vocational training, coaching, and guidance in the enhancement of occupational skills; accompanies students to job sites to oversee, monitor, and guide the development of student employment activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing training duties in support of special education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides designated special education students with job site and employment training, coaching, and guidance in the enhancement of vocational skills; monitors, assesses and adjusts training activities in response to student progress, performance, and behavior.
- Visits job sites to oversee student vocational activities; monitors and assesses student progress at work sites; assesses student needs and abilities and provides appropriate job training strategies; confers with employers concerning student performance and progress.
- Demonstrates a variety of vocational functions, tasks, and activities for students; explains vocational practices, techniques, procedures, tools, equipment, and terminology; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance; explains and ensures student understanding of vocational assignments and instructions.
- Serves as a liaison between the Office, students, employers, outside agencies and others regarding employment and vocational training services; reports and confers with employers, faculty, staff, and others concerning student progress, performance, and behavior.
- Implements vocational and job site learning activities; ensures student understanding of job site sanitation requirements, clothing standards, safety practices and behavior guidelines; advises and confers with students regarding work ethics, uniforms, grooming, and other vocational concerns.
- Operates a variety of office equipment such as copiers, fax machine, typewriters and computers as required; utilizes and assists students in operating a variety of job site equipment; drives a vehicle to conduct work.
- Prepares and maintains various records and reports related to student progress, incidents, behavior, IEPs, and assigned activities; establishes and maintains student files; prepares and processes time sheets

Revised Job Description (Post-Reclass Study)

- and student evaluation, mileage, and a variety of other forms.
- Communicates with Office personnel, faculty, local agencies, and various outside organizations to exchange information and resolve issues or concerns; receives and responds to a variety of correspondence.
- Participates in a variety of other assigned activities such as preparing student intake packets, administering, and scoring vocational assessment tests, developing job sites, assisting with inventory, conducting follow-up surveys, and assisting with various job clubs as directed.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade.

Experience:

- Two (2) years of increasingly responsible experience working with special education students in an instructional or vocational environment.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Practices, procedures, and techniques of providing job site and employment training, coaching, and guidance.
- Principles and practices of working with special education students.
- Basic instructional methods and techniques.
- Employment and training needs of special education students.
- Job site procedures and appropriate student conduct.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- SMCOOE and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide training, coaching, and guidance in the enhancement of vocational skills.
- Visit job sites and oversee and monitor progress of student employment activities.
- Monitor, assess, and adjust training activities in response to student progress, performance, and behavior.
- Assess student needs and abilities and provide appropriate training strategies.

Revised Job Description (Post-Reclass Study)

Revised Job Description (Post-Reclass Study)

- Explain and demonstrate a variety of vocational functions, tasks, and activities.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

Attachment D

Gallagher Classification Study - Appendix III

Appendix III

Proposed Salary Range Schedule



Insurance | Risk Management | Consulting

San Mateo County Office of Education Proposed Salary Plan September 2024

FACTORS	
Range 6, Step 5, Annual	lowest current salary
\$62,088.00	
Step Increase	
5.00%	
Range Increase	
2.50%	
Pay Periods per Year	
26	
Hours per Year	
2,080	

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	45,147	47,405	49,775	52,264	54,877	3,762	3,950	4,148	4,355	4,573	1,736.43	1,823.25	1,914.42	2,010.14	2,110.64	21.71	22.79	23.93	25.13	26.38
2	46,276	48,590	51,019	53,570	56,249	3,856	4,049	4,252	4,464	4,687	1,779.84	1,868.84	1,962.28	2,060.39	2,163.41	22.25	23.36	24.53	25.75	27.04
3	47,433	49,804	52,295	54,909	57,655	3,953	4,150	4,358	4,576	4,805	1,824.34	1,915.56	2,011.33	2,111.90	2,217.50	22.80	23.94	25.14	26.40	27.72
4	48,619	51,050	53,602	56,282	59,096	4,052	4,254	4,467	4,690	4,925	1,869.95	1,963.44	2,061.62	2,164.70	2,272.93	23.37	24.54	25.77	27.06	28.41
5	49,834	52,326	54,942	57,689	60,574	4,153	4,360	4,579	4,807	5,048	1,916.70	2,012.53	2,113.16	2,218.82	2,329.76	23.96	25.16	26.41	27.74	29.12
6	51,080	53,634	56,316	59,131	62,088	4,257	4,469	4,693	4,928	5,174	1,964.61	2,062.84	2,165.99	2,274.29	2,388.00	24.56	25.79	27.07	28.43	29.85
7	52,357	54,935	57,724	60,610	63,640	4,363	4,581	4,810	5,051	5,303	2,013.73	2,114.42	2,220.14	2,331.14	2,447.70	25.17	26.43	27.75	29.14	30.60
8	53,666	56,349	59,167	62,125	65,231	4,472	4,696	4,931	5,177	5,436	2,064.07	2,167.28	2,275.64	2,389.42	2,508.89	25.80	27.09	28.45	29.87	31.36
9	55,008	57,758	60,646	63,678	66,862	4,584	4,813	5,054	5,307	5,572	2,115.67	2,221.46	2,332.53	2,449.16	2,571.61	26.45	27.77	29.16	30.61	32.15
10	56,383	59,202	62,162	65,270	68,534	4,699	4,933	5,180	5,439	5,711	2,168.57	2,276.99	2,390.84	2,510.39	2,635.91	27.11	28.46	29.89	31.38	32.95
11	57,792	60,682	63,716	66,902	70,247	4,816	5,057	5,310	5,575	5,854	2,222.78	2,333.92	2,450.61	2,573.15	2,701.80	27.78	29.17	30.63	32.16	33.77
12	59,237	62,199	65,309	68,574	72,003	4,936	5,183	5,442	5,715	6,000	2,278.35	2,392.27	2,511.88	2,637.47	2,769.35	28.48	29.90	31.40	32.97	34.62
13	60,718	63,754	66,942	70,289	73,803	5,060	5,313	5,578	5,857	6,150	2,335.31	2,452.07	2,574.68	2,703.41	2,838.58	29.19	30.65	32.18	33.79	35.48
14	62,236	65,348	68,615	72,046	75,648	5,186	5,446	5,718	6,004	6,304	2,393.69	2,513.38	2,639.04	2,771.00	2,909.55	29.92	31.42	32.99	34.64	36.37
15	63,792	66,981	70,331	73,847	77,539	5,316	5,582	5,861	6,154	6,462	2,453.53	2,576.21	2,705.02	2,840.27	2,982.28	30.67	32.20	33.81	35.50	37.28
16	65,387	68,656	72,089	75,693	79,478	5,449	5,721	6,007	6,308	6,623	2,514.87	2,640.61	2,772.65	2,911.28	3,056.84	31.44	33.01	34.66	36.39	38.21
17	67,021	70,372	73,891	77,586	81,465	5,585	5,864	6,158	6,465	6,789	2,577.74	2,706.63	2,841.96	2,984.06	3,133.26	32.22	33.83	35.52	37.30	39.17
18	68,697	72,132	75,738	79,525	83,501	5,725	6,011	6,312	6,627	6,958	2,642.19	2,774.30	2,913.01	3,058.66	3,211.59	33.03	34.68	36.41	38.23	40.14
19	70,414	73,935	77,632	81,513	85,589	5,868	6,161	6,469	6,793	7,132	2,708.24	2,843.65	2,985.84	3,135.13	3,291.88	33.85	35.55	37.32	39.19	41.15
20	72,175	75,783	79,573	83,551	87,729	6,015	6,315	6,631	6,963	7,311	2,775.95	2,914.74	3,060.48	3,213.51	3,374.18	34.70	36.43	38.26	40.17	42.18
21	73,979	77,678	81,562	85,640	89,922	6,165	6,473	6,797	7,137	7,493	2,845.35	2,987.61	3,136.99	3,293.84	3,458.54	35.57	37.35	39.21	41.17	43.23
22	75,828	79,620	83,601	87,781	92,170	6,319	6,635	6,967	7,315	7,681	2,916.48	3,062.30	3,215.42	3,376.19	3,545.00	36.46	38.28	40.19	42.20	44.31
23	77,724	81,610	85,691	89,975	94,474	6,477	6,801	7,141	7,498	7,873	2,989.39	3,138.86	3,295.80	3,460.59	3,633.62	37.37	39.24	41.20	43.26	45.42
24	79,667	83,610	87,833	92,225	96,836	6,639	6,971	7,319	7,685	8,070	3,064.13	3,217.33	3,378.20	3,547.11	3,724.47	38.30	40.22	42.23	44.34	46.56
25	81,659	85,742	90,029	94,530	99,257	6,805	7,145	7,502	7,878	8,271	3,140.73	3,297.77	3,462.65	3,635.79	3,817.58	39.26	41.22	43.28	45.45	47.72
26	83,700	87,885	92,280	96,894	101,738	6,975	7,324	7,690	8,074	8,478	3,219.25	3,380.21	3,549.22	3,726.68	3,913.02	40.24	42.25	44.37	46.58	48.91
27	85,793	90,083	94,587	99,316	104,282	7,149	7,507	7,882	8,276	8,690	3,299.73	3,464.72	3,637.95	3,819.85	4,010.84	41.25	43.31	45.47	47.75	50.14
28	87,938	92,335	96,951	101,799	106,889	7,328	7,695	8,079	8,483	8,907	3,382.22	3,551.33	3,728.90	3,915.35	4,111.11	42.28	44.39	46.61	48.94	51.39
29	90,136	94,643	99,375	104,344	109,561	7,511	7,887	8,281	8,695	9,130	3,466.78	3,640.12	3,822.12	4,013.23	4,213.89	43.33	45.50	47.78	50.17	52.67
30	92,390	97,009	101,860	106,953	112,300	7,699	8,084	8,488	8,913	9,358	3,553.45	3,731.12	3,917.68	4,113.56	4,319.24	44.42	46.64	48.97	51.42	53.99
31	94,699	99,434	104,406	109,626	115,108	7,892	8,286	8,701	9,136	9,592	3,642.28	3,824.40	4,015.62	4,216.40	4,427.22	45.53	47.80	50.20	52.70	55.34
32	97,067	101,920	107,016	112,367	117,985	8,089	8,493	8,918	9,364	9,832	3,733.34	3,920.01	4,116.01	4,321.81	4,537.90	46.67	49.00	51.45	54.02	56.72
33	99,494	104,468	109,692	115,176	120,935	8,291	8,706	9,141	9,598	10,078	3,826.67	4,018.01	4,218.91	4,429.85	4,651.35	47.83	50.23	52.74	55.37	58.14
34	101,981	107,080	112,434	118,056	123,958	8,498	8,923	9,369	9,838	10,330	3,922.34	4,118.46	4,324.38	4,540.60	4,767.63	49.03	51.48	54.05	56.76	59.60
35	104,530	109,757	115,245	121,007	127,057	8,711	9,146	9,604	10,084	10,588	4,020.40	4,221.42	4,432.49	4,654.12	4,886.82	50.25	52.77	55.41	58.18	61.09
36	107,144	112,501	118,126	124,032	130,234	8,929	9,375	9,844	10,336	10,853	4,120.91	4,326.96	4,543.30	4,770.47	5,008.99	51.51	54.09	56.79	59.63	62.61
37	109,822	115,313	121,079	127,133	133,490	9,152	9,609	10,090	10,594	11,124	4,223.93	4,435.13	4,656.89	4,889.73	5,134.22	52.80	55.44	58.21	61.12	64.18
38	112,568	118,196	124,106	130,311	136,827	9,381	9,850	10,342	10,859	11,402	4,329.53	4,546.01	4,773.31	5,011.97	5,262.57	54.12	56.83	59.67	62.65	65.78
39	115,382	121,151	127,209	133,569	140,248	9,615	10,096	10,601	11,131	11,687	4,437.77	4,659.66	4,892.64	5,137.27	5,394.14	55.47	58.25	61.16	64.22	67.43
40	118,267	124,180	130,389	136,908	143,754	9,856	10,348	10,866	11,409	11,979	4,548.71	4,776.15	5,014.96	5,265.70	5,528.99	56.86	59.70	62.69	65.82	69.11
41	121,223	127,284	133,649	140,331	147,348	10,102	10,607	11,137	11,694	12,279	4,662.43	4,895.55	5,140.33	5,397.35	5,667.21	58.28	61.19	64.25	67.47	70.84
42	124,254	130,466	136,990	143,839	151,031	10,354	10,872	11,416	11,987	12,586	4,778.99	5,017.94	5,268.84	5,532.28	5,808.89	59.74	62.72	65.86	69.15	72.61



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San Mateo County Office of Education Proposed Salary Plan September 2024

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
43	127,360	133,728	140,415	147,435	154,807	10,613	11,144	11,701	12,286	12,901	4,898.47	5,143.39	5,400.56	5,670.59	5,954.12	61.23	64.29	67.51	70.88	74.43
44	130,544	137,071	143,925	151,121	158,677	10,879	11,423	11,994	12,593	13,223	5,020.93	5,271.97	5,535.57	5,812.35	6,102.97	62.76	65.90	69.19	72.65	76.29
45	133,808	140,498	147,523	154,899	162,644	11,151	11,708	12,294	12,908	13,554	5,146.45	5,403.77	5,673.96	5,957.66	6,255.54	64.33	67.55	70.92	74.47	78.19
46	137,153	144,011	151,211	158,772	166,710	11,429	12,001	12,601	13,231	13,893	5,275.11	5,538.87	5,815.81	6,106.60	6,411.93	65.94	69.24	72.70	76.33	80.15
47	140,582	147,611	154,991	162,741	170,878	11,715	12,301	12,916	13,562	14,240	5,406.99	5,677.34	5,961.21	6,259.27	6,572.23	67.59	70.97	74.52	78.24	82.15
48	144,096	151,301	158,866	166,809	175,150	12,008	12,608	13,239	13,901	14,596	5,542.17	5,819.27	6,110.24	6,415.75	6,736.54	69.28	72.74	76.38	80.20	84.21
49	147,699	155,084	162,838	170,980	179,529	12,308	12,924	13,570	14,248	14,961	5,680.72	5,964.76	6,262.99	6,576.14	6,904.95	71.01	74.56	78.29	82.20	86.31
50	151,391	158,961	166,909	175,254	184,017	12,616	13,247	13,909	14,605	15,335	5,822.74	6,113.87	6,419.57	6,740.55	7,077.57	72.78	76.42	80.24	84.26	88.47
51	155,176	162,935	171,081	179,636	188,617	12,931	13,578	14,257	14,970	15,718	5,968.31	6,266.72	6,580.06	6,909.06	7,254.51	74.60	78.33	82.25	86.36	90.68
52	159,055	167,008	175,359	184,126	193,333	13,255	13,917	14,613	15,344	16,111	6,117.51	6,423.39	6,744.56	7,081.79	7,435.88	76.47	80.29	84.31	88.52	92.95
53	163,032	171,183	179,742	188,730	198,166	13,586	14,265	14,979	15,727	16,514	6,270.45	6,583.97	6,913.17	7,258.83	7,621.77	78.38	82.30	86.41	90.74	95.27
54	167,108	175,463	184,236	193,448	203,120	13,926	14,622	15,353	16,121	16,927	6,427.21	6,748.57	7,086.00	7,440.30	7,812.32	80.34	84.36	88.58	93.00	97.65
55	171,285	179,849	188,842	198,284	208,198	14,274	14,987	15,737	16,524	17,350	6,587.89	6,917.29	7,263.15	7,626.31	8,007.62	82.35	86.47	90.79	95.33	100.10
56	175,567	184,346	193,563	203,241	213,403	14,631	15,362	16,130	16,927	17,784	6,752.59	7,090.22	7,444.73	7,816.97	8,207.82	84.41	88.63	93.06	97.71	102.60
57	179,957	188,954	198,402	208,322	218,738	14,996	15,746	16,534	17,360	18,228	6,921.40	7,267.48	7,630.85	8,012.39	8,413.01	86.52	90.84	95.39	100.15	105.16
58	184,455	193,678	203,362	213,530	224,207	15,371	16,140	16,947	17,794	18,684	7,094.44	7,449.16	7,821.62	8,212.70	8,623.34	88.68	93.11	97.77	102.66	107.79
59	189,067	198,520	208,446	218,868	229,812	15,756	16,543	17,371	18,239	19,151	7,271.80	7,635.39	8,017.16	8,418.02	8,838.92	90.90	95.44	100.21	105.23	110.49
60	193,793	203,483	213,657	224,340	235,557	16,149	16,957	17,805	18,695	19,630	7,453.60	7,826.28	8,217.59	8,628.47	9,059.89	93.17	97.83	102.72	107.86	113.25
61	198,638	208,570	218,999	229,949	241,446	16,553	17,381	18,250	19,162	20,121	7,639.94	8,021.93	8,423.03	8,844.18	9,286.39	95.50	100.27	105.29	110.55	116.08
62	203,604	213,785	224,474	235,697	247,482	16,967	17,815	18,706	19,641	20,624	7,830.93	8,222.48	8,633.61	9,065.29	9,518.55	97.89	102.78	107.92	113.32	118.98
63	208,694	219,129	230,086	241,590	253,669	17,391	18,261	19,174	20,132	21,139	8,026.71	8,428.04	8,849.45	9,291.92	9,756.51	100.33	105.35	110.62	116.15	121.96
64	213,912	224,607	235,838	247,630	260,011	17,826	18,717	19,653	20,636	21,668	8,227.38	8,638.74	9,070.68	9,524.22	10,000.43	102.84	107.98	113.38	119.05	125.01
65	219,260	230,223	241,734	253,820	266,511	18,272	19,185	20,144	21,152	22,209	8,433.06	8,854.71	9,297.45	9,762.32	10,250.44	105.41	110.68	116.22	122.03	128.13
66	224,741	235,978	247,777	260,166	273,174	18,728	19,665	20,648	21,680	22,765	8,643.89	9,076.08	9,529.88	10,006.38	10,506.70	108.05	113.45	119.12	125.08	131.33
67	230,360	241,878	253,971	266,670	280,003	19,197	20,156	21,164	22,222	23,334	8,859.98	9,302.98	9,768.13	10,256.54	10,769.37	110.75	116.29	122.10	128.21	134.62
68	236,119	247,924	260,321	273,337	287,004	19,677	20,660	21,693	22,778	23,917	9,081.48	9,535.56	10,012.34	10,512.95	11,038.60	113.52	119.19	125.15	131.41	137.98
69	242,022	254,123	266,829	280,170	294,179	20,168	21,177	22,236	23,348	24,515	9,308.52	9,773.95	10,262.64	10,775.78	11,314.56	116.36	122.17	128.28	134.70	141.43
70	248,072	260,476	273,499	287,174	301,533	20,673	21,706	22,792	23,941	25,128	9,541.23	10,018.29	10,519.21	11,045.17	11,597.43	119.27	125.23	131.49	138.06	144.97
71	254,274	266,988	280,337	294,354	309,071	21,189	22,249	23,361	24,529	25,756	9,779.76	10,268.75	10,782.19	11,321.30	11,887.36	122.25	128.36	134.78	141.52	148.59
72	260,631	273,662	287,345	301,713	316,798	21,719	22,805	23,945	25,143	26,400	10,024.26	10,525.47	11,051.74	11,604.33	12,184.55	125.30	131.57	138.15	145.05	152.31
73	267,146	280,504	294,529	324,718	322,262	22,262	23,375	24,544	25,771	27,060	10,274.86	10,788.61	11,328.04	11,894.44	12,489.16	128.44	134.86	141.60	148.68	156.11
74	273,825	287,516	301,892	316,987	332,836	22,819	23,960	25,158	26,416	27,736	10,531.74	11,058.32	11,611.24	12,191.80	12,801.39	131.65	138.23	145.14	152.40	160.02
75	280,671	294,704	309,440	324,912	341,157	23,389	24,559	25,787	27,076	28,430	10,795.03	11,334.78	11,901.52	12,496.60	13,121.43	134.94	141.68	148.77	156.21	164.02
76	287,688	302,072	317,176	333,034	349,686	23,974	25,173	26,431	27,753	29,141	11,064.91	11,618.15	12,199.06	12,809.01	13,449.46	138.31	145.23	152.49	160.11	168.12
77	294,880	309,624	325,105	341,360	358,428	24,573	25,802	27,092	28,447	29,869	11,341.53	11,908.60	12,504.03	13,129.24	13,785.70	141.77	148.86	156.30	164.12	172.32
78	302,252	317,364	333,233	349,894	367,389	25,188	26,447	27,769	29,158	30,616	11,625.07	12,206.32	12,816.64	13,457.47	14,130.34	145.31	152.58	160.21	168.22	176.63
79	309,808	325,298	341,563	358,642	376,574	25,817	27,108	28,464	29,887	31,381	11,915.69	12,511.48	13,137.05	13,793.90	14,483.60	148.95	156.39	164.21	172.42	181.04
80	317,553	333,431	350,102	367,608	385,988	26,463	27,786	29,175	30,634	32,166	12,213.59	12,824.26	13,465.48	14,138.75	14,845.69	152.67	160.30	168.32	176.73	185.57
81	325,492	341,767	358,855	376,798	395,638	27,124	28,481	29,905	31,400	32,970	12,518.92	13,144.87	13,802.11	14,492.22	15,216.83	156.49	164.31	172.53	181.15	190.21
82	333,629	350,311	367,826	386,218	405,529	27,802	29,193	30,652	32,185	33,794	12,831.90	13,473.49	14,147.17	14,854.53	15,597.25	160.40	168.42	176.84	185.68	194.97
83	341,970	359,069	377,022	395,873	415,667	28,498	29,922	31,419	32,989	34,639	13,152.70	13,810.33	14,500.85	15,225.89	15,987.18	164.41	172.63	181.26	190.32	199.84
84	350,519	368,045	386,448	405,770	426,058	29,210	30,670	32,204	33,814	35,505	13,481.51	14,155.59	14,863.37	15,606.54	16,386.86	168.52	176.94	185.79	195.08	204.84
85	359,282	377,246	396,109	415,914	436,710	29,940	31,437	33,009	34,660	36,392	13,818.55	14,509.48	15,234.95	15,996.70	16,796.53	172.73	181.37	190.44	199.96	209.96
86	368,264	386,678	406,011	426,312	447,628	30,689	32,223	33,834	35,526	37,302	14,164.01	14,872.22	15,615.83	16,396.62	17,216.45	177.05	185.90	195.20	204.96	215.21
87	377,471	396,345	416,162	436,970	458,818	31,456	33,029	34,680	36,414	38,235	14,518.11	15,244.02	16,006.22	16,806.53	17,646.86	181.48	190.55	200.08	210.08	220.59
88	386,908	406,253	426,566	447,894	470,289	32,242	33,854	35,547	37,325	39,191	14,881.07	15,625.12	16,406.38	17,226.70	18,088.03	186.01	195.31	205.08	215.33	226.10
89	396,580	416,409	437,230	459,091	482,046	33,048	34,701	36,436	38,258	40,171	15,253.09	16,015.75	16,816.54	17,657.36	18,540.23	190.66	200.20	210.21	220.72	231.75
90	406,495	426,820	448,161	470,569	494,097	33,875	35,608	37,347	39,214	41,175	15,634.42	16,416.14	17,236.95	18,098.80	19,003.74	195.43	205.20	215.46	226.23	237.55
91	416,657	437,490	459,365	482,																



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**San Mateo County Office of Education
Proposed Salary Plan
September 2024**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
98	495,275	520,038	546,040	573,342	602,009	41,273	43,337	45,503	47,779	50,167	19,049.02	20,001.48	21,001.55	22,051.63	23,154.21	238.11	250.02	262.52	275.65	289.43
99	507,657	533,039	559,691	587,676	617,060	42,305	44,420	46,641	48,973	51,422	19,525.25	20,501.51	21,526.59	22,602.92	23,733.06	244.07	256.27	269.08	282.54	296.66
100	520,348	546,365	573,684	602,368	632,486	43,362	45,530	47,807	50,197	52,707	20,013.38	21,014.05	22,064.75	23,167.99	24,326.39	250.17	262.68	275.81	289.60	304.08