

**Covina-Valley Unified School District  
Personnel Commission  
Special Meeting**

**Agenda**

Covina-Valley Unified School District  
Personnel Services Department  
519 E. Badillo St.  
Covina, CA 91723  
4:45 p.m.

February 27, 2024

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the "Request to Speak" card and hand it to the clerk prior to the start of the meeting.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission's jurisdiction.

**Reasonable Accommodations for Individuals with a Disability**

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer \_\_\_\_\_ at \_\_\_\_\_ p.m.

Flag Salute

Roll Call:

Judith C. North, President	▪ _____
Elizabeth Reyes-Aceytuno, Vice President	▪ _____
David Bonilla, Member	_____
Michele Doll, Assistant Superintendent, Personnel Services	_____
Rod Zerbel, Director, Personnel Services	_____

## I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

## II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

2. **Public Comments on Agenda Items.** Any person wishing to speak to any item on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

## III - Director/Commission Member Comments

3. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

4. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

## IV – Action Items

5. **Revised Job Description.** Recommendation is made that the revised job description Instructional Aide Early Childhood, be placed on Range 135, \$3,442.59 - \$4,185.56 of the Classified Salary schedule . (Ref. A) **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

6. **Reclassification.** Recommendation is made that Instructional Aides working in the Transitional Kindergarten program, be reclassified to align with the position of Instructional Aide Early Childhood. (Ref. B) **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

7. **New Job Description.** Recommendation is made that the new job description Coordinator, Extended School Programs, be placed on Range 199X, \$8,133 - \$9,891 of the Classified Management Salary schedule. (Ref. C) **Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

**V – Closed Session**

8. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957)

**Discussion**

**VI - Adjournment**

9. **Adjournment.** \_\_\_\_\_ p.m.

**Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

**Revised Job Description**  
**Instructional Aide - Early Childhood**

Under immediate supervision, assist the site supervisor and classroom teacher in a variety of developmentally appropriate activities for children ages twelve months through six years old. Positions in this class are established principally to assist teachers in the care and supervision of children in the District's infant, preschool special education programs, and school site Transitional Kindergarten (TK) programs. It is distinguished from the Instructional Aide position in that the primary responsibility is to assist in the general care, supervision, and instruction for the whole child whereas Instructional Aides are primarily responsible to assist in formal instruction.

This position will be paid on the appropriate step of the classified salary schedule.

- 135 Range: \$3,442.59 - \$4,185.56

**Revised Job Description**  
**Personnel Commission: February 27, 2024**  
**Board Approval: January 8, 2024**

**Instructional Aide – Early Childhood**

**Definition**

Under immediate supervision, assist the site supervisor and classroom teacher in a variety of developmentally appropriate activities for children ages twelve months through six years old. Positions in this class are established principally to assist teachers in the care and supervision of children in the District's infant, preschool special education programs, and school site Transitional Kindergarten (TK) programs. It is distinguished from the Instructional Aide position in that the primary responsibility is to assist in the general care, supervision, and instruction for the whole child whereas Instructional Aides are primarily responsible to assist in formal instruction.

**Essential Duties and Responsibilities**

- Supervises the activities of individuals or groups of students.
- Assists in arranging rooms and other materials to accommodate the daily schedule.
- Supervises and implements teacher-directed instructional and developmental activities.
- Maintains a neat, orderly, safe, and attractive work environment.
- Prepares instructional materials as directed.
- Assists children with developmental self-help skills.
- Attends to the physical needs of the children such as diapering, feeding, toileting, and resting.
- Guides children in recreational and learning games and activities.
- Performs and assists the team with district-approved Behavioral Interventions when needed.
- Maintains informational records which may include health or behavior charting.
- Supervises or assists students to and from the school bus or other transportation, and in moving to and from activities.
- Assists teachers with the implementation of student's IFSP/IEP through instruction in a wide variety of activities, such as story time, playing games, art activities, singing, dance, outdoor recreation, and instruction.
- Attends a variety of meetings, workshops, and training courses as required.

**Required Qualifications**

- Current CPR and First Aid certification prior to starting the assignment and always maintain current.
- The equivalent of graduation from high school and either completion of at least two years of study (48-semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher.
- A valid California Driver's License or state issued identification.

### Preferred Qualifications

- Completion of coursework at an accredited institution of higher education in early childhood education or child development.
- Bilingual in any language including American Sign Language is highly desirable.

### Ability to

- Learn school policies, methods, and practices generally used with students in a classroom setting.
- Nurture a culturally sensitive environment where children can develop to their full potential.
- Project a warm and friendly manner and disposition.
- Use good judgment in a variety of circumstances and situations.
- Communicate effectively.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with children and adults.
- Communicate fluently in English and demonstrate proficiency in reading, writing, and speaking of another language when identified as a requirement.
- Provide specialized health care when identified as a requirement.

### Salary

This position will be paid according to the classified salary schedule.

- 10 months
- Range 135, \$3,442.59-\$4,185.56

**Reclassification**  
**Instructional Aide - Early Childhood**

On January 8, 2024, the Board of Education approved the revised job description for Instructional Aide - Early Childhood to include the Transitional Kindergarten program. As part of the process, the current employees working in the Transitional Kindergarten program must be reclassified.

Recommendation is made that Instructional Aides working in the Transitional Kindergarten program, be reclassified to align with the position of Instructional Aide Early Childhood.

(Ref B.)

**New Job Description**  
**Coordinator, Extended School Programs**

Under the direction of the Principal of Covina-Valley Children's Center, the Coordinator of Extended School Programs will administer, supervise, and coordinate school-based before and after-school programs, year-round education intersession programs, and summer programs. The Coordinator will be responsible for overall program planning, implementation, reporting, and evaluation of extended school programs. Responsibilities include coordinating community partnerships, training, supervising, and evaluating all assigned personnel, as well as budget planning, program compliance, and oversight.

This position will be paid on the appropriate step of the classified management salary schedule.

- 199X Range: \$8,133 - \$9,891
- 8 hours, 12 months



## **New Job Description**

**Personnel Commission Approval: February 27, 2024**

**Board Approval: March 11, 2024**

### **Coordinator, Extended School Programs**

#### **Definition:**

Under the direction of the Principal of Covina-Valley Children's Center, the Coordinator of Extended School Programs will administer, supervise, and coordinate school-based before and after-school programs, year-round education intersession programs, and summer programs. The Coordinator will be responsible for overall program planning, implementation, reporting, and evaluation of extended school programs. Responsibilities include coordinating community partnerships, training, supervising, and evaluating all assigned personnel, as well as budget planning, program compliance, and oversight.

#### **Essential Duties and Responsibilities:**

- Establishes and oversees implementation, operation, and supervision of extended school programs.
- Evaluate all assigned site personnel as needed.
- Provides leadership for a positive financial management control operation for all state-subsidized, grant-funded, and self-supporting programs.
- Officially supervises the preparation and submission of all necessary financial and other reports required for appropriate Federal, State, and local government agencies.
- Directs the development and maintenance of systems and procedures to ensure accurate and efficient paperwork documentation and collection of funds as required by law.
- Works to develop innovative afterschool TK-8 grade programs that support instruction in the classroom as well as encourage critical thinking, collaboration, creativity, and communication skills.
- Oversee planning, development, writing, and implementation of state and federal grants for extended school programs.
- Plan and promote public relations and program publicity activities.
- Oversee purchases of inventory and equipment.
- Adheres to the policies of the Board of Education, the laws, and regulations of California Administrative and Education Codes, and other applicable laws and regulations.
- Serves as the liaison between extended school programs, community partners, and the District.
- Work a split shift as required.
- Performs other related duties as assigned.

#### **Required Qualifications:**

- Bachelor's Degree

- 3-5 years experience in working with key school and district personnel and educational partners.
- Experience in a leadership position. within the educational setting.

**Preferred Qualifications:**

- Bilingual (Spanish).
- Current First Aid/CPR
- Valid California Driver's License

**Knowledge of:**

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health, nutrition, and safety.
- In group facilitation, conflict management, training, and public speaking.
- Methods of observing, evaluating, and recording child behavior.
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of childcare programs.
- Basic supervision, including performance evaluation.

**Ability to:**

- Communicate effectively both orally and in writing.
- Communicate effectively with children and parents.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan, develop, and implement supplemental educational activities for children.
- Plan and organize work.
- Train and provide work direction to others.
- Develop schedules, maintain records, and prepare reports.
- Work confidentially with discretion.

**Salary**

This position will be paid on the appropriate step of the classified management salary schedule.

- 199X Range: \$8,133 - \$9,891
- 8 hours, 12 months