

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

Agenda

Hanes Professional Development Center
220 W. Puente St.
Covina, CA 91723
4:45 p.m.

May 13, 2025

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:

Elizabeth Reyes-Aceytuno, President _____

David Bonilla, Vice President _____

Sonia Frasquillo, Member _____

Michele Doll, Assistant Superintendent, Personnel Services _____

Brock Jacobsen, 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 _____

2. **Approval of Minutes.** Minutes of the regular meeting of April 15, 2025, are submitted for approval. **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.

3. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any items **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

4. **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

5. **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**

6. **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 – Conference Items

7. **Revised Job Description.** The revised job description for Instructional Aide Classroom - Bilingual, is presented for information. **Info**

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 Classroom - Bilingual

Under the direction of the site administrator, assists the classroom teacher or other certificated staff in performing instructional duties and supervising students. This position supports the academic, physical, social, and emotional growth of students by contributing to the instructional program.



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

New Job Description

Instructional Aide Classroom – Bilingual

Definition

Under the direction of the site administrator, assists the classroom teacher or other certificated staff in performing instructional duties and supervising students. This position supports the academic, physical, social, and emotional growth of students by contributing to the instructional program.

Special Note

This position requires proficiency in a language other than English, in which case the incumbent may be required to:

- Assist the teacher to transition students from **English to** a designated language **to English** by speaking, reading, and writing.
- Translate for the teacher, reinforcing the teacher's lesson plan and assisting the student to speak, read, and write.
- Translate for non-English speaking parents at parent-teacher conferences.
- Assist with administering a variety of tests in a designated language.

Essential Duties and Responsibilities

- Support instructional activities of individuals or groups of students as assigned.
- Supervise the activities of individuals or groups of students.
- Implement teacher-directed lessons in a designated language and English.
- Maintain routine informational records.
- Assist in arranging rooms and other materials to accommodate the daily schedule.
- Prepare instructional materials as directed.
- Supervise or assist students in getting to and from the school bus or other transportation and moving to and from activities.
- Guide students in recreational and learning games and activities.
- Prepare labels, charts, and displays as instructed.
- Assist in maintaining a neat and orderly environment.
- Attend a variety of meetings, workshops, and training courses as required.

Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and maintain current at all times.
- 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 degree or higher.
- Pass the District bilingual assessment in a designated language.

- Bilingual in a designated language.
- A valid California Driver's License or state-issued identification.

Preferred Qualifications

- Completion of coursework at an accredited institution of higher education in child development, education.
- Experience leading youth activities in school, home, church, or community.

Ability to

- Read, write, and communicate proficiently in both English and a designated language.
- Learn school policies, methods, and practices generally used with students in a classroom setting.
- Nurture a culturally sensitive environment where students can develop to their full potential.
- Project a professional and friendly manner and disposition.
- Use good judgment in a variety of circumstances and situations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative, effective, safe working relationships with students and adults.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 139
- School Year