OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, November 13, 2025

CLOSED SESSION
3:45 p.m.
Human Resources Conference Room, Building B

REGULAR MEETING
4:30 p.m.
Board Room, Building A

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 – Present

PERSONNEL COMMISSION:
Bob Ewing, Chair
Daniel P. Gooch, Vice-Chair
Lance Bidnick, Member

Regular Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: Ocean View School District - YouTube

OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

THURSDAY, NOVEMBER 13, 2025

CLOSED SESSION: 3:45 P.M.
HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B

OPEN SESSION: 4:30 P.M.
BOARD ROOM, BUILDING A

Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: Ocean View School District - YouTube

1. CALL TO ORDER **TIME**: _____**p.m.**

2. ROLL CALL

3. CLOSED SESSION

The public is invited to comment on the identified items listed under "Closed Session" prior to the adjournment to Closed Session. All public comments shall be limited to three minutes per person.

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Personnel matters: Executive Director, Human Resources performance evaluation
2. Strategic plans: Long term objectives

4. APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES: The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of October 9, 2025, for approval. **(ACTION)**
Moved: ___
Second: ___
Vote: ___

5. ADJOURNMENT OF CLOSED SESSION **TIME**: _____ **p.m.** **(ACTION)**
Moved: ___
Second: ___
Vote: ___

6. RECONVENE TO OPEN SESSION
CALL TO ORDER **TIME: _____ p.m.**

7. ROLL CALL

8. PLEDGE OF ALLEGIANCE

9. REPORT OUT OF CLOSED SESSION

COMMUNICATIONS

10. WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION: There are no written communications to the Personnel Commission at this time.

11. PUBLIC COMMENTS: Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity during "Second Public Comments" later in the meeting. All public comments shall be limited to three minutes per person.

APPROVAL OF MINUTES

12. APPROVAL OF REGULAR MEETING MINUTES: The Personnel Commission will receive the minutes of the October 9, 2025, Regular Personnel Commission meeting for approval. **(ACTION)**

Moved: ___
Second: ___
Vote: ___

CONSENT CALENDAR

13. The Personnel Commission will receive the following items on the Consent Calendar: **(ACTION)**

Moved: ___
Second: ___
Vote: ___

A. JOB DESCRIPTION REVIEWS/REVISIONS:
The Personnel Commission will receive the Executive Director's recommendation to review, discuss, and approve the proposed revisions to the following existing job description(s):

1. Director, Information Technology

B. ELIGIBILITY LISTS:
The Personnel Commission will receive the Executive Director's recommendation to ratify/approve the following eligibility lists. *(Eligibility lists provided to Commissioners only.)*

Ratify:	2025-35	Senior Purchasing Clerk
Ratify:	2025-36	Lead Evening Custodian
Ratify:	2025-37	Parent Liaison Instructional Assistant – Bilingual (Spanish)
Ratify:	2025-38	Bus Driver/Utility Worker
Ratify:	2025-39	Bus Driver/Utility Worker
Ratify:	2025-40	Early Learning Educator
Ratify:	2025-41	Early Learning Instructional Assistant
Ratify:	2025-42	Cook – 12 Months
Ratify:	2025-43	Cook – 11 Months
Ratify:	2025-44	Lead Food Service Worker

CONSENT CALENDAR CONTINUED:

Ratify: 2025-45 Custodian
Ratify: 2025-46 Noon Duty Supervisor

C. CLASSIFIED ACTIVITY LISTS:
The Personnel Commission will receive the Classified Personnel Activity Lists approved by the Board of Trustees at the Ocean View School District, Regular Board Meetings of:

- October 14, 2025
- October 28, 2025

D. CLASSIFIED RECRUITMENT UPDATE:
The Personnel Commission will receive the most current update of classified vacancies and recruitments.

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:
The Personnel Commission will receive the Executive Director's notifications of advance step placement that have been approved since the last meeting of the Personnel Commission.

NEW COMMISSION BUSINESS

14. RECOMMENDATION TO RECLASSIFY INCUMBENT FROM EARLY LEARNING INSTRUCTIONAL ASSISTANT TO EARLY LEARNING INSTRUCTIONAL ASSISTANT - BILINGUAL: The Personnel Commission will receive the Director's recommendation to reclassify incumbent, Maria Sol Kennedy, from Early Learning Instructional Assistant to Early Learning Instructional Assistant – Bilingual. **(ACTION)**

Moved: ___
Second: ___
Vote: ___

OTHER COMMUNICATIONS

15. SECOND PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.

16. COMMISSIONER REPORTS

17. EXECUTIVE DIRECTOR AND STAFF REPORTS

18. ADJOURNMENT **TIME:_____p.m.** **(ACTION)**

Moved: ___
Second: ___
Vote: ___

The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agenda notices are posted 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and the full agenda is posted on the District website.

Agenda items must be submitted in writing to the Executive Director, Human Resources, no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

OCEAN VIEW SCHOOL DISTRICT
Regular Closed Session Personnel Commission Meeting Minutes
October 9, 2025

CALL TO ORDER The October 9, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 3:50 p.m.

ROLL CALL All Commissioners were present. Dr. Scott Jensen was also present.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the September 11, 2025, Regular Closed Session Meeting.

Seconded by Commissioner Ewing, and carried with a 2:0 vote. Commissioner Gooch abstained from the vote because he was absent from the September 11 meeting.

COMMISSION BUSINESS

INFORMATION/ ACTION ITEMS The Personnel Commission met regarding:

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

   1. Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the October 9, 2025, Closed Session Meeting at 4:28 p.m.

Seconded by Commissioner Gooch, and carried with a 3:0 vote.

_____
Executive Director, Human Resources
Secretary to the Personnel Commission

_____
Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
October 9, 2025

CALL TO ORDER Commissioner Ewing called the October 9, 2025, Regular Personnel Commission Meeting to order at 4:32 p.m.

ROLL CALL All Commissioners were present.

STAFF MEMBERS PRESENT Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Associate Personnel Analyst; Sally Berber, Personnel Technician; Janet Barajas, Administrative Assistant.

PLEDGE OF ALLEGIANCE Commissioner Gooch led the pledge of allegiance.

REPORT OUT OF CLOSED SESSION There was nothing to report out of closed session.

WRITTEN COMMUNICATIONS There were no written communications to the Personnel Commission.

FIRST PUBLIC COMMENTS There were no comments from the public.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the September 11, 2025, Regular Personnel Commission meeting.

Seconded by Commissioner Ewing and carried with a 2:0 vote, as Commissioner Gooch was absent from the September 11, 2025 meeting.

CONSENT CALENDAR The following items were received on the Consent Calendar.

A. Job Reviews and Revisions
There were no job descriptions requiring review or revision.

B. Recruitment and Testing – Eligibility Lists
- •2025-25 Noon Duty Supervisor
- •2025-26 Benefits, Workers Compensation, and Leaves Specialist
- •2025-27 Cook – 10 months
- •2025-28 Cook – 12 months
- •2025-29 Instructional Assistant – ABA
- •2025-30 Instructional Assistant – ABA
- •2025-31 Food Service Worker
- •2025-32 Noon Duty Supervisor
- •2025-33 Universal Instructional Assistant
- •2025-34 Universal Instructional Assistant

C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of September 9, 2025, and September 30, 2025.

CONSENT CALENDAR (CONTINUED)

D. Classified Recruitment Lists
The Personnel Commission received the most current update of classified vacancies and recruitments.

E. Advance Step Placement Notifications
The Personnel Commission received the Executive Director's notifications of advance step placements.

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Gooch and carried with a 3:0 vote.

2025 PTC-SC ANNUAL CONFERENCE

Dr. Jensen shared that there is an opportunity to attend this conference held by the Personnel Testing Council of Southern California. There will be approximately 100 attendees. Dr. Jensen and Lorena Aceves, Human Resources Administrator, will both be attending. The focus for this conference is ADA and workplace accommodations for employees returning to work from leaves of absence. Rachel Shaw, a nationally known speaker, will be presenting.

Motion by Commissioner Gooch to approve the attendance of Dr. Jensen and Ms. Aceves to the 2025 PTC-SC Annual Conference.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Bidnick had nothing to report. Commissioner Gooch had nothing to report but made some comments relating to the hiring event that was coming up. He requested some information and materials he could share with students at Long Beach State.

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for November 13, 2025.

DIRECTOR AND STAFF REPORTS

Dr. Jensen reminded everyone about the upcoming hiring event taking place on Saturday, October 18, 2025, and mentioned that right now this is the primary focus of the department staff. He thanked the whole Human Resources for their tireless work. He also wished everyone a happy Halloween.

Michelle Eifert thanked Assistant Superintendent, Keith Farrow and Administrative Assistant, Cindy Pulfer for finding a new location at the District Office for the storage of Personnel Commission archives. Archives consist of all terminated personnel files and must always be retained. The former location in Building C had run out of room for additional files. The archives were also stored in carboard boxes that had begun to fall apart. Mr. Farrow and Ms. Pulfer coordinated with Melissa Desjardin, Buyer, to purchase all new rotating file cabinets to store the archives. Ms. Eifert thanked Ms. Desjardin for her assistance, as well, as she researched file cabinets, came over to measure the file cabinets currently used in the Human Resources/Personnel Commission office, and placed the order. Storing the archives in this way will make it much easier and more convenient to find and retrieve archive files when necessary.

ADJOURNMENT Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:41 p.m.

_____
Executive Director, Human Resources
Secretary to the Personnel Commission

_____
Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Executive Director, Human Resources

DATE: November 13, 2025

SUBJECT: **Agenda Item No. 13-A.1: Proposed Changes to Job Description for Director, Information Technology**

Background Information

This item requests approval of a comprehensive revision of the Director-level technology job description. The current specification was last updated in 2015. The proposed draft expands the role to include instructional technology leadership, classroom device programs and MDM, audiovisual/media and virtual meeting platforms, enterprise systems and integrations, cybersecurity and incident response, data governance/BI, E-Rate stewardship, and vendor/license governance. The draft also requires demonstrated operational fluency across both Apple and Windows ecosystems, elevates minimum qualifications to a recommended 5–7 years progressive IT leadership, and incorporates service-management and compliance best practices.

Financial Impact

The current salary placement for this classification is M71 on the Classified Management Salary Schedule. There are no recommended changes to this salary placement.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission discuss, review, and approve the proposed changes and revisions to the job description for Director, Information Technology.

Director, Information ~~Services~~ Technology

JOB SUMMARY:

Under the administrative direction of the Deputy/ Assistant Superintendent, Administrative Services, the Director of Information ~~Services~~ Technology plans, organizes, and directs all functions of the District's Information ~~Services~~ Technology Department. The position provides strategic leadership and oversight of technology infrastructure, systems administration, cybersecurity, data governance, and instructional technology integration. The Director ensures reliable, secure, and innovative technology services that enhance student learning, operational efficiency, and district communication.

CLASS CHARACTERISTICS:

This is a single-incumbent classified management position responsible for establishing and executing the District's technology vision and long-range plans. The Director provides leadership in the acquisition, implementation, and maintenance of computer systems, network infrastructure, telecommunication systems, and instructional technology. The incumbent supervises technical staff, coordinates vendor partnerships, manages complex projects, and ensures alignment of technology initiatives with District goals.

REPRESENTATIVE DUTIES: *(E denotes an essential function of the job.)*

(E) Develop and implement a comprehensive technology master plan aligned with District goals and instructional priorities.

(E) Lead a culture of innovation, continuous improvement, and responsible technology use across the District.

(E) Advise Cabinet and site leaders on technology trends, emerging tools, and strategies that improve operational and instructional performance.

(E) Plan, prepare, and manage the Information ~~Services~~ Technology budget, ensuring fiscal accountability and cost-effective procurement practices.

(E) Direct the design, operation, and maintenance of District network and tele-communication systems, including local and wide area networks, cloud services, and wireless connectivity.

(E) Oversee administration of servers, data storage, device management, and user authentication systems.

(E) Maintain disaster recovery and business continuity plans, ensuring minimal disruption to operations.

(E) Oversee Districtwide audio-visual and media platforms (classroom AV, recording/streaming).

(E) Manage data integrity and interoperability across enterprise systems, including student information, business, and human resources platforms.

(E) Ensure effective Help Desk operations and technology support for all district and site users.

(E) Maintain working proficiency in both Apple and PC hardware and operating systems, including device imaging, deployment, and mobile device management tools.

(E) Develop, implement, and monitor a comprehensive cybersecurity program to protect digital assets and sensitive data.

(E) Ensure compliance with federal and state regulations governing data privacy and digital security.

(E) Conduct ongoing risk assessments, audits, and staff training on safe and ethical technology use.

(E) Collaborate with Educational Services to integrate technology into classroom instruction, assessment, and digital learning.

(E) Support teachers and administrators in using instructional technology to improve teaching effectiveness and student engagement.

(E) Oversee districtwide 1:1 learning programs, mobile device management, classroom technology standards, and related professional development.

(E) Promote equitable access to digital tools and foster digital citizenship among students and staff.

(E) Supervise, evaluate, and develop assigned staff; establish work priorities and professional development goals.

(E) Lead cross-departmental collaboration to align technology operations with instructional and business objectives.

(E) Serve as liaison to external vendors, agencies, and regional partners to coordinate technology services and share best practices.

(E) Represent the District on technology-related committees and interagency working groups.

Perform other related duties as assigned to ensure the efficient and effective operation of the Information Services Department.

SUPERVISION:

Administrative direction is received from the Deputy/Assistant Superintendent, Administrative Services. Supervises and evaluates all staff assigned to the Information ~~Services~~ Technology Department and oversees vendors and consultants providing technology support services.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of information technology management and long-range planning.
- Network, cloud, and telecommunications architecture and administration.
- Data privacy, cybersecurity, and ethical technology standards.
- Presentation-sharing and streaming applications (Teams/Meet/Zoom or equivalents) for hybrid instruction, Board/parent livestreams, and events.
- Apple and iOS ecosystems (hardware, macOS, iPadOS, and device management platforms).
- PC hardware and Microsoft Windows operating systems, including deployment and management tools such as Intune or equivalent.
- Google cloud-based applications and productivity tools, including Google Drive, Docs, Sheets, Forms, and related Workspace for Education platforms used for collaboration, file management, and instructional integration.
- Fundamental understanding of artificial intelligence concepts and large language models (LLMs), including their applications in educational technology, data analysis, automation, and ethical considerations for use in K–12 environments.
- General office software applications, including Microsoft 365 and Google Workspace for Education.
- Educational management and data systems, such as student information systems (e.g., Aeries or equivalent), assessment and learning platforms, financial and human resource systems, and data reporting tools.

- Laws, codes, regulations, and policies related to public education and technology operations.
- Budget planning, project management, and procurement processes.
- Leadership principles, supervision, and team development.

Ability to:

- Plan, organize, and direct District-wide information and instructional technology services.
- Lead, motivate, and develop staff through effective management and collaboration.
- Communicate clearly and concisely to technical and non-technical audiences.
- Analyze complex situations, identify solutions, and make sound decisions.
- Implement and evaluate emerging technologies that support district objectives and goals.
- Establish and maintain cooperative working relationships with all stakeholders.

EMPLOYMENT STANDARDS:

Education:

- Bachelor's degree in Computer Science, Information Systems, Educational Technology, or a closely related field is required.
- Coursework should include systems management, data analysis, cybersecurity principles, and strategic technology planning.
- Master's degree in a related field is desirable.

Experience:

- Five (5) years of increasingly responsible experience in technology leadership, including enterprise systems, network operations, or instructional technology within a public education setting.
- Supervisory experience managing professional or technical staff.
- Demonstrated success in implementing District-wide technology initiatives preferred.

LICENSES REQUIRED:

- Valid California Driver's License and insurability under the District's vehicle insurance policy.
- Fingerprinting and background clearance are required prior to employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Frequently sits or stands for extended periods; occasional walking, bending, or reaching.
- Safely lifts and carries objects up to 50 pounds and occasionally over 50 pounds with assistance.
- Uses hands and fingers repetitively for operating computers and equipment.
- Visual acuity to read detailed data and technical specifications; hearing and speech sufficient for clear communication.
- Duties are performed primarily in an office environment with periodic school site visits and occasional evening or weekend work for system maintenance or emergency response.
- Work involves frequent interruptions, high volumes, and tight deadlines.
- May drive a vehicle between District sites.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Established 5/23/96
Revised 12/9/04, 3/13/08
Job Description Review and Revisions Effective: 11/12/15
Job Description Review and Revisions Effective: 11/13/25

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 13, 2025

SUBJECT: **Agenda Item No. 13-B: ELIGIBILITY LISTS**

Background Information

The following eligibility lists are for ratification or approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data The information below is to provide the Commissioners, District administration, and staff with data on classified recruitment and testing statistics. *(Confidential eligibility lists provided to Commissioners only.)*

Ratify:	2025-35	Senior Purchasing Clerk
Ratify:	2025-36	Lead Evening Custodian
Ratify:	2025-37	Parent Liaison Instructional Assistant – Bilingual (Spanish)
Ratify:	2025-38	Bus Driver/Utility Worker
Ratify:	2025-39	Bus Driver/Utility Worker
Ratify:	2025-40	Early Learning Educator
Ratify:	2025-41	Early Learning Instructional Assistant
Ratify:	2025-42	Cook – 12 months
Ratify:	2025-43	Cook – 11 months
Ratify:	2025-44	Lead Food Service Worker
Ratify:	2025-45	Custodian
Ratify:	2025-46	Noon Duty Supervisor

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-35 through 2025-46.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-35	Senior Purchasing Clerk	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	14 2 9/29/25 4 0 1 2	4	5	Open and Promotional
2025-36	Lead Evening Custodian	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify	5 0 10/14/25 0 0	4	5	Promotional
2025-37	Parent Liaison Instructional Assistant – Bilingual (Spanish)	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Bilingual Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/Withdrew Did Not Qualify	6 0 9/26/25 2 0 10/9/25 0 1 10/9/25 0 0	3	3	Open and Promotional
2025-38	Bus Driver/Utility Worker	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Performance Test Date No Show/ Withdrew Did Not Qualify	3 0 9/25/25 1 0 10/1/25 0 0	2	2	Open and Promotional
2025-39	Bus Driver/Utility Worker	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Performance Test Date No Show/ Withdrew Did Not Qualify	5 0 Multiple 0 0 8/12/25 0 3	2	2	Open and Promotional
2025-40	Early Learning Educator	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	5 2 Degree Waiver 0 0 6/16/25 0 1	2	2	Open, Promotional, and Merge
2025-41	Early Learning Instructional Assistant	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	9 6 Degree Waiver 0 0 NA NA NA	1	4	Open, Promotional, and Merge

ELIGIBILITY LISTS
Page 3

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-42	Cook – 12 months	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	5 0 10/18/25 10/29/25 0 0 NA NA NA	5	6	Open, Promotional, and Merge
2025-43	Cook – 11 months	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	3 1 10/18/25 10/29/25 1 0 NA NA NA	1	1	Open and Promotional
2025-44	Lead Food Service Worker	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	1 0 10/29/25 0 0 NA NA NA	1	1	Open and Promotional
2025-45	Custodian	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify	26 3 10/29/25 12 0	10	15	Open, Promotional, and Merge
2025-46	Noon Duty Supervisor	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify	10 0 10/18/25 10/31/25 2 0	3	27	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 13, 2025

SUBJECT: **Agenda Item No. 13-C: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of October 14, 2025, (Exhibit A), and October 28, 2025, (Exhibit B).

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity Lists of October 14, 2025, and October 28, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 14, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	SITE	SALARY	RANGE /STEP	EFFECTIVE DATE
Cheek, Scarlett	Universal Instructional Assistant	Lake/Star View	$19.444 hourly**	22.1	09/03/2025
Ditto, Brittany	Instructional Assistant – ABA	Harbour View	$22.561 hourly	28.1	09/25/2025
Dortch, Jennifer	Universal Instructional Assistant	Harbour View	$19.444 hourly**	22.1	09/29/2025
Flood, Jameson	Universal Instructional Assistant	Westmont	$19.444 hourly**	22.1	09/16/2025
Gomez, Jazmin	Cook	Central Kitchen	$20.433 hourly	24.1	09/23/2025
Kelsey, Valerie	Clerical Specialist	District Office	$4,208.31 monthly	31.1	09/08/2025
Marcos, Mark	Universal Instructional Assistant	Hope View	$19.444 hourly**	22.1	09/11/2025
Ortiz, Makenzie	Universal Instructional Assistant	Village View	$19.444 hourly**	22.1	09/23/2025
Parr, Victoria	Universal Instructional Assistant	Oak View	$19.444 hourly**	22.1	09/16/2025
Stanfield, Drew	Custodian	Westmont	$22.561 hourly	28.1	09/25/2025

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE /STEP	EFFECTIVE DATE
Combe, Rony	Food Service Worker	Substitute	$17.617 hourly	18.1	09/23/2025
Galvis Ramirez, Brian	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	09/22/2025
Kemp-Angier, Alexis	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	09/22/2025
Metry, Marina	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	09/02/2025
Zarate, Clayton	School Health Technician	Substitute	$23.689 hourly	26.3	09/30/2025

APPROVE LATERAL TRANSFER

In accordance with Merit System Rules 8.2.1.A:

NAME	POSITION TRANSFERRED INTO	SITE	SALARY	RANGE /STEP	EFFECTIVE DATE
Huebel, Amber	Instructional Assistant – Severely Disabled	College View	$26.822 hourly	27.5	08/27/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 14, 2025

APPROVE ADVANCE STEP PLACEMENT
In accordance with Merit System Rule 7.2.1:

NAME	POSITION	SITE	SALARY	RANGE /STEP	EFFECTIVE DATE
Botsheka, Nya	Instructional Assistant – ABA	College View	$24.892 hourly	28.3	08/27/2025
Chacon, Caoimhe	Instructional Assistant – ABA	Star View	$26.155 hourly	28.4	08/27/2025
Davis, Bryan	Instructional Assistant – ABA	Mesa View	$22.561 hourly	28.1	09/16/2025
Fedele, Sabrina	Instructional Assistant – ABA	Harbour View	$26.155 hourly	28.4	08/27/2025
Joya, Amanda	Instructional Assistant – ABA	Circle View	$26.155 hourly	28.4	08/27/2025
Lizarraga, Grey	Child Care Supervisor	District Office	$7,113.44 monthly	M51.2	08/26/2025
Martinez, Brittney	Early Learning Educator	College View Preschool	$4,421.42 monthly	33.2	08/25/2025
Vargas, Armando	Instructional Assistant – ABA	Vista View	$23.689 hourly	28.2	08/27/2025

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8:

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Foreman, Amy	Lead Food Service Worker	Star View	Retirement	09/15/2008	10/03/2025
Kromm, Austin	Custodian	Facilities	Resignation	05/12/2025	09/24/2025
Larson, Rick	Director, Information Technology	District Office	Retirement	06/05/1995	12/30/2025
Pulfer, Cynthia	Administrative Assistant	District Office	Retirement	12/07/1998	12/30/2025
Tepesano, Alyssa	Child Care Attendant	Star View	Resignation	09/15/2021	07/07/2025

*This is a single step, entry level, or trainee position.
**Universal Instructional Assistants may be eligible for an additional $6.50/hour.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 28, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	SITE	SALARY	RANGE /STEP	EFFECTIVE DATE
Akles, Amanda	Instructional Assistant – ABA	Mesa View	$22.561 hourly	28.1	09/16/2025
Armijo, Loretta	Universal Instructional Assistant	Circle View	$19.444 hourly**	22.1	10/02/2025
Bang, Jasmine	Food Service Worker	Lake View	$17.617 hourly	18.1	10/08/2025
Bolton, Sarah	Universal Instructional Assistant	Harbour View	$19.444 hourly**	22.1	10/02/2025
Camacho, Kate	Universal Instructional Assistant	College View	$19.444 hourly**	22.1	10/02/2025
Coryell, Sarah	Noon Duty Supervisor	Mesa View	$17.170 hourly	1.1*	10/02/2025
Davila, Rosa	Food Service Worker	Vista View	$17.617 hourly	18.1	10/08/2025
DeWit, Raneece	Instructional Assistant – ABA	Hope View	$22.561 hourly	28.1	09/29/2025
Escobedo, Maria	Instructional Assistant – ABA	Westmont Preschool	$22.561 hourly	28.1	10/07/2025
Goldman, Tiffany	Noon Duty Supervisor	Harbour View	$17.170 hourly	1.1*	10/02/2025
Holland, Sheila	Noon Duty Supervisor	Mesa View	$17.170 hourly	1.1*	10/02/2025
Lopez, Jailine	Benefits, Workers Compensation, and Leaves Specialist	District Office	$5129.63 monthly	39.1	10/20/2025
Rasem, Heba	Instructional Assistant – ABA	College View	$22.561 hourly	28.1	09/29/2025
Reyes Hernandez, Brenda	Noon Duty Supervisor	Oak View	$17.170 hourly	1.1*	10/02/2025
Shuster, Kenna	Universal Instructional Assistant	Golden View	$19.444 hourly**	22.1	09/30/2025
Vazquez, Denise	School Health Technician	Harbour View	$21.467 hourly	26.1	09/29/2025
Vibbard, Tabetha	Noon Duty Supervisor	College View	$17.170 hourly	1.1*	10/02/2025
Walpole, Luke	Universal Instructional Assistant	Harbour View	$19.444 hourly**	22.1	10/02/2025
Yosef, Hanan	Instructional Assistant – ABA	Oak View	$22.561 hourly	28.1	09/29/2025

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE /STEP	EFFECTIVE DATE
Agaiby, Mira	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	10/08/2025
Baker, Madison	Early Learning Instructional Assistant	Substitute	$19.931 hourly	23.1	10/08/2025
Camarena, Mia	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	10/01/2025
Delgleize, Brooke	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	10/01/2025
Doyle, Stephanie	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	09/26/2025
Garcia, Katie	Food Service Worker	Substitute	$17.617 hourly	18.1	10/08/2025
Garcia, Leonel	Bus Driver Trainee	Trainee	$17.170 hourly	1.1*	09/08/2025
Gruber, Leo	Instructional Assistant – ABA	Substitute	$24.892 hourly	28.3	10/01/2025
Gruber, Leo	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	10/01/2025
Hardin, Andrew	Maintenance Worker	Substitute	$25.508 hourly	33.1	10/08/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 28, 2025

APPROVE SUBSTITUTE EMPLOYMENT - CONTINUED
In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE /STEP	EFFECTIVE DATE
Hapke, Kathleen	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	10/01/2025
Larkin, Anthony	Bus Driver Trainee	Trainee	$17.170 hourly	1.1*	09/08/2025
LaVigne, Leah	Instructional Assistant – Severely Disabled	Substitute	$22.001 hourly	27.1	10/08/2025
Lichtenberger, Maria	Early Learning Educator	Substitute	$26.822 hourly	33.2	08/01/2025
Lozano, Yadira	School Library Specialist	Substitute	$22.000 hourly	27.1	09/23/2025
Miller, Kathleen	Food Service Worker	Substitute	$21.467 hourly	18.5	09/05/2025
Miller, Kathleen	Lead Food Service Worker	Substitute	$23.115 hourly	21.5	09/05/2025
Pittenger, Nicholas	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	10/08/2025
Powers, Melissa	Early Learning Educator	Substitute	$26.822 hourly	33.2	09/03/2025
Rodriguez, Alba	Instructional Assistant – ABA	Substitute	$23.689 hourly	28.2	10/01/2025
Rodriguez, Alba	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	10/01/2025
Sheldon, Suzanne	Universal Instructional Assistant	Substitute	$24.399 hourly***	22.5	08/22/2025
Stapp, Nancy	School Library Specialist	Substitute	$22.000 hourly	27.1	09/23/2025
Taliaferro, Michelle	School Library Specialist	Substitute	$22.001 hourly	27.1	09/23/2025
Taliaferro, Michelle	School Office Manager	Substitute	$27.488 hourly	36.1	09/23/2025
Turanitza, Shelly	Instructional Assistant – Severely Disabled	Substitute	$22.001 hourly	27.1	10/08/2025
Valles, Oscar	Maintenance Worker	Substitute	$28.164 hourly	33.3	08/18/2025
Wadsworth, Tracie	School Library Specialist	Substitute	$22.000 hourly	27.1	09/23/2025
Zapata, Matthew	Instructional Assistant – ABA	Substitute	$23.689 hourly	28.2	10/01/2025
Zapata, Matthew	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	10/01/2025

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8:

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Bolton, Sarah	Universal Instructional Assistant	Harbour View	Resignation	10/02/2025	10/06/2025
Cheek, Scarlett	Universal Instructional Assistant	Star View	Resignation	09/03/2025	10/17/2025
Cedeno, Michelle	Instructional Assistant – ABA	Hope View	Resignation	08/27/2025	10/15/2025
Phan, Hanna	Child Care Program Facilitator	Hope View	Resignation	09/17/2021	10/13/2025
Tognetti, Nathan	Instructional Assistant – ABA	Hope View	Resignation	08/27/2025	09/25/2025

*This is a single step, entry level, or trainee position.
**Universal Instructional Assistants may be eligible for an additional $6.50/hour.
***Includes longevity.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 13, 2025

SUBJECT: **Agenda Item No. 13-D: CLASSIFIED PERSONNEL VACANCY AND RECRUITMENT LIST**

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	In Person Oral Exam Date	Remote Oral Exam Spark Hire Assigned to Candidate	Spark Hire Link Assigned to Panel for Review	Final Interview
ALC Attendant	1	6/30/2025 - 12/30/2025	Every other Wednesday				
Child Care Program Facilitator	1	8/19/2025 - 2/19/2026					
Cook 12-months	1	8/19/2025 - 8/29/2025	9/5/2025				10/17/2025 11/3/2025
Cook 11-months	1	8/19/2025 - 8/29/2025	9/5/2025	10/24/2025			10/17/2025 11/3/2025
Head Custodian	1 On Hold	9/22/2025 - 10/10/2025	10/15/2025				
Early Learning - IA	1	10/15/2025 - 4/15/2025	Every other Wednesday	11/17/2021			
Department Secretary	1	10/22/2025 - 11/11/205	11/14/2025	Week of November 17th			11/21/2025
Human Resources Technician	1	10/20/2025 - 11/7/2025	11/7/2025 - 11/10/2025 Remote				
Lead Food Service Worker	1	9/23/2025 - 10/22/2025	10/29/2025				11/3/2025
Noon Duty Supervisor	4	5/7/2025 - 5/7/2026	9/26/2025	10/9/2025			
Parent Liaison - IA Bilingual	2	8/7/2025 - 2/7/2026	9/26/2025				10/24/2025
Sprinkler Mechanic	1	10/16/2025 - 4/16/2026	Every other Wednesday				
Total	15						

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Vacancy and Recruitment List.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 13, 2025

SUBJECT: **Agenda Item No.13-E: ADVANCE STEP PLACEMENT NOTIFICATIONS**

Background Information

Below are advance step placements that have been authorized by the Executive Director since the last meeting of the Personnel Commission.

Employee	Classification	Step	Justification
Gisele Ortas	Instructional Assistant – ABA	2	More than one year of experience working with children with special needs. AA degree and BA degree in Psychology.
Henna Rahmani	Instructional Assistant – ABA	2	Over ten years of experience working with children of various ages and needs including those with disabilities and special education.
Oscar Satillan	Instructional Assistant – ABA	2	Hands on experience working directly with school aged children. BA degree in Applied Human Physiology.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the above notifications of Advance Step Placement.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D., Executive Director of Human Resources

DATE: November 13, 2025

SUBJECT: **Agenda Item No.14: Recommendation to Reclassify Incumbent from Early Learning Instructional Assistant to Early Learning Instructional Assistant – Bilingual**

Background Information

On September 14, 2025, Ms. Maria Sol Kennedy, Early Learning Instructional Assistant, and Elaine Burney, Coordinator, Teaching and Learning, submitted a Position Description Questionnaire and requested a reclassification study of Ms. Kennedy's position. Ms. Kennedy and Mrs. Burney recommended that the position be reclassified to the existing classification of Early Learning Instructional Assistant – Bilingual.

A review of the position description questionnaire was conducted. At the conclusion of the study, it was determined that Ms. Kennedy was utilizing her bilingual skills in such a capacity as to warrant reclassification to Early Learning Instructional Assistant – Bilingual.

Ms. Kennedy has been in her current position of Early Learning Instructional Assistant for more than two years at the time of the reclassification submission.

Salary Considerations:

The incumbent of the position is currently assigned to the classification of Early Learning Instructional Assistant. This classification is assigned to Salary Range 23, $19.931 to $24.279 per hour.

The proposal is to reclassify the incumbent to Early Learning Instructional Assistant - Bilingual, which is assigned to Salary Range 24, $20.433 to $24.891 per hour.

Other Considerations:

The proposed reclassification into the position of Early Learning Instructional Assistant – Bilingual has been shared with the incumbent, appropriate District administration, and CSEA. All are in support of the incumbent's reclassification. The incumbent and District administration agree that the Early Learning Instructional Assistant – Bilingual classification adequately describes the duties and responsibilities of Ms. Kennedy.

……

Recommendation:

The Executive Director recommends that:

As Ms. Kennedy has been performing duties contained in the job description for Early Learning Instructional Assistant – Bilingual for approximately two years, she be reclassified as a result of gradual accretion of duties in accord with Merit Rule 3.3.1 (Education Code 45285), with an effective date of November 14, 2025.

Attachments: Job Description, Early Learning Instructional Assistant
Job Description, Early Learning Instructional Assistant – Bilingual
Merit Rule 3.3.1

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

EARLY LEARNING INSTRUCTIONAL ASSISTANT

JOB SUMMARY:

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting; monitors and reports student progress regarding behavior and performance.

CLASS CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classes in that incumbents work with preschool aged children and incumbents must have taken a prescribed number of Early Childhood Education or Child Development units to work in this capacity. Incumbents provide assistance to certificated/permitted staff in the care, supervision and learning activities of preschool age children in the classroom and on the playground.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Assist in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students;
- Assist with the preparation and presentation of learning materials for individual students or groups of children;
- Supervise children in all activities including indoors and outdoors, during snack and mealtime, parent meetings, field trips and emergency and preparedness drills;
- Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance;
- Participate with children and encourage their involvement in activities;
- Observe and redirect student behavior according to approved procedures;
- Monitor student progress and behavior and communicate with certificated/permitted staff and parents regarding student activities;
- Maintain awareness of special needs of each student;
- Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment;
- Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner;
- Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;

- Assist communicating with children and parents as directed;
- Assist students in developing communication skills and serve as an appropriate language model;
- Assist children in the development of independence, social skills and self-help skills;
- Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate;
- Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children;
- Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines.

Other Related Duties:

- Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;
- Perform routine office duties such as filing and duplicating instructional materials as assigned;
- Attend staff meetings and participate in meetings and in-service training programs as assigned.

SUPERVISION:

General supervision is received from the site administrator or designee. Direction is received from certificated/permitted staff.
Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Student behavior management strategies and techniques;
- Needs and characteristics of preschool age children;
- Basic instructional methods and techniques in early childhood education;
- Subjects taught in the primary grades, including mathematics, reading and writing;
- Safe practices for preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

Ability to:

- Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Read, write and communicate effectively in English;
- Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;

- Assist in planning and implementing a variety of activities to meet the needs and interests of preschool aged children;
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods of behavior control and modification for preschool aged children;
- Ensure that preschoolers are supervised at all times;
- Work collaboratively in a team environment;
- Maintain classroom in a clean, sanitary, orderly and safe condition;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written directions;
- Perform clerical duties such as filing, duplicating and maintaining simple records;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

Experience:

- Prior paid or volunteer experience working with preschool aged children is desirable.

Licenses Required:

- Within two (2) months of employment, all Early Learning Instructional Assistants are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

All of the above certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and has regular contact with other district staff.

Physical Demands:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual

acuity sufficient to see small details in a classroom or playground environment; Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE
Range 23
Classified Bargaining Unit

New classification adopted by Personnel Commission 5/14/09
Job Description Review and Revisions Effective: 6/11/15
Job Description Review, Revisions and Title Change from Preschool Instructional Assistant to Early Learning Instructional Assistant Effective: 4/25/19

Last revisions: 6/26/2024
Reactivation and Revisions Effective:
Job Description Review and Revisions Effective: 7/18/2024
Approved by Personnel Commission: 7/18/2024

EARLY LEARNING INSTRUCTIONAL ASSISTANT – BILINGUAL

JOB SUMMARY:

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting to students needing English language development; monitors and reports student progress regarding behavior and performance; translates written and verbal information in a designated second language.

CLASS CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classes in that incumbents work with preschool aged children, must have taken a prescribed number of Early Childhood Education or Child Development units and be bilingual in a designated second language to work in this capacity. Incumbents provide assistance to certificated/permitted staff in the care, supervision and learning activities of preschool age children requiring English language development in the classroom and on the playground.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Assist in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students;
- Assist with the preparation and presentation of learning materials for individual students or groups of children;
- Communicate with students in English and a designated second language to facilitate instruction;
- Provide translations, orally and written, for limited or non-English speaking parents and school staff;
- Supervise children in all activities including indoors and outdoors, during snack and mealtime, parent meetings, field trips and emergency and preparedness drills;
- Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance;
- Participate with children and encourage their involvement in activities;
- Observe and redirect student behavior according to approved procedures;
- Monitor student progress and behavior and communicate with certificated/permitted staff and parents regarding student activities;
- Maintain awareness of special needs of each student;

- Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment;
- Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner;
- Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;
- Assist communicating with children and parents in a designated second language; translate written and oral information as directed;
- Assist students in developing communication skills and serve as an appropriate language model;
- Assist children in the development of independence, social skills and self-help skills;
- Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate;
- Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children;
- Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines.

Other Related Duties:

- Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;
- Perform routine office duties such as filing and duplicating instructional materials as assigned;
- Attend staff meetings and participate in meetings and in-service training programs as assigned.

SUPERVISION:

General supervision is received from the site administrator or designee. Direction is received from certificated/permitted staff.
Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Student behavior management strategies and techniques;
- Needs and characteristics of preschool age children;
- Basic instructional methods and techniques in early childhood education;
- Subjects taught in the primary grades, including mathematics, reading and writing;
- Safe practices for preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

Ability to:

- Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Read, write and communicate effectively in English and a designated second language;
- Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;
- Assist in planning and implementing a variety of activities to meet the needs and interests of preschool aged children;
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods of behavior control and modification for preschool aged children;
- Ensure that preschoolers are supervised at all times;
- Work collaboratively in a team environment;
- Maintain classroom in a clean, sanitary, orderly and safe condition;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written directions;
- Perform clerical duties such as filing, duplicating and maintaining simple records;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

Experience:

- Prior paid or volunteer experience working with preschool aged children is desirable.

Licenses Required:

- Within two (2) months of employment, all Early Learning Instructional Assistants Bilingual are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

All of the above certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and has regular contact with other district staff.

Physical Demands:
Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE
Range 24
Classified Bargaining Unit

New classification adopted by Personnel Commission 5/14/09
Job Description Review and Revisions Effective: 6/11/15
Job Description Review, Revisions and Title Change from Preschool Instructional Assistant Bilingual to Early Learning Instructional Assistant Bilingual Effective: 4/25/19

Last revisions: 7/18/2024
Reactivation and Revisions Effective:
Job Description Review and Revisions Effective: 7/18/2024
Approved by Personnel Commission: 7/18/2024

3.3 RECLASSIFICATION

3.3.1 **Basis for Reclassification**
The basis for reclassification of any position must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and/or responsibilities.

3.3.2 **Requests for Study**
Requests for classification study of existing positions shall be presented to the Director, Classified Personnel together with a statement of the reasons for requesting the study.

Requests for study may be initiated by the administration with approval of the Superintendent or by employees or employee organizations.

3.3.3 **Effective Date of Reclassification**
Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed.

3.3.4 **Affect on Incumbents**
Incumbents of positions reclassified upward who have a continuous employment record of two or more years in one or more of the positions being reclassified shall be reclassified without examination, provided the last performance report in the incumbent's personnel file is satisfactory.

Incumbents of positions who have been in the class less than two years and whose last performance report is satisfactory will be granted status in the higher class upon passing a competitive examination or comparable qualifying examination for the higher class as determined by the Personnel Commission.

A qualifying examination under this rule is defined as one in which only incumbents of reclassified positions may compete. Incumbents must meet the minimum qualifications, and the examination shall be rated as "passing" or "not passing" rather than by a numerical score. The Commission shall determine those instances when equity and the good of the service require the holding of such examinations. Incumbents who are unsuccessful on an examination may be transferred, demoted or laid off.

An employee who has been reclassified upward shall be ineligible to again be reclassified upward until at least two years have elapsed from the last upward reclassification.

In the event of reclassification of a position to a lower class, the incumbent shall be reassigned to another position in the higher class if such a position is vacant anywhere in the classified service; or

1. The incumbent shall have the right to displace an employee in the same class with lower seniority in the class; and/or

2. The incumbent shall have the right to displace an employee with lower seniority in any equal or lower class in which the incumbent formerly served and held permanent status; and/or

3. The incumbent accepts the reclassification of his/her position.

Incumbents of positions reclassified to a class of the same level shall be granted status in the new class without further examination. *(Reference Education Code 45285 + AB 1070) (Revised 10/09/03)*