



PACIFIC VIEW
CHARTER SCHOOL
A California Public School

Regular Meeting of the Board of Trustees Board Packet

Tuesday, November 18, 2025 at 3:00pm

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PACIFIC VIEW CHARTER SCHOOL

A California Public School and Nonprofit 501(c)(3) Corporation
3670 Ocean Ranch Blvd., Oceanside, CA 92056 | (760) 757-0161
22695 Alessandro Blvd., Moreno Valley, CA 92533 | Phone # (951) 697-1990



Agenda - Regular Meeting of the Board of Trustees

Tuesday November 18, at 3:00pm

1 OPEN SESSION

- 1.1 Call To Order
- 1.2 Roll Call
- 1.3 Pledge Of Allegiance
- 1.4 Introductions

2 APPROVAL OF AGENDA

3 CONSENT AGENDA

- 3.1 [Meeting Minutes from September 16, 2025](#)

4 PUBLIC COMMENTS

5 ACTION AND DISCUSSION ITEMS

5.1 Discussion:

- 5.1.1 [Executive Director's Report](#)

5.2 Action: Fiscal & Operations

- 5.2.1 Consideration and Approval of: Board Warrant Listings for [September 1-30](#) and [October 1-31](#)

5.3 Action: Administrative - None

5.4 Action: Curriculum & Instruction - None

5.5 Action: Personnel

- 5.5.1 Consideration & Approval of: Job Description - [Temporary Instructional Aid](#)
- 5.5.2 Consideration & Approval of: Job Description - [Temporary Hourly Special Education Instructional Aide](#)

6 INFORMATION ITEMS

- 6.1 Legislation Updates:
- 6.2 Board/Staff Communication and Announcements: Mandatory ethics training completion deadline is December 31, 2025
- 6.3 Important Dates: Upcoming Board Meetings - December 10 (Second Wednesday) to ensure timely approval of first interim and annual financial Audit

7 CLOSED SESSION:

Closed session regarding potential litigation (Government Code 54956.9[b])

8 ADJOURNMENT

Mission: The Pacific View Charter School community is focused on the success of each student and partners with parents/guardians in the education of their children. The school is committed to providing a safe and inclusive educational environment for all students. Highly skilled credentialed teachers guide the learning process using personalized learning, resources, and curriculum to prepare students for colleges and/or careers.

Public Comments: Members of the public may speak on items not listed on the agenda for 3 minutes each not to exceed 20 minutes for all topics. Extra time may be granted as needed. Board members will not respond to presentations and no action can be taken

Consent Items: Unless a trustee pulls an item, one board vote will approve all items without discussion..

Closed Session: Allowed per Gov. Ed. Code on student discipline (48900), confidential matters (35146), potential or pending litigation (54956.9), personnel (54957), labor (3540-3549.3) or property negotiations (54956.8, 54957.1(a)).

American with Disabilities Act: For accommodations related to disabilities to attend/participate in meetings call 760-757-0161 at least 24 hours prior to.

Brown Act: Agendas can be reviewed at 3670 Ocean Ranch Blvd., Oceanside CA, at 22695 Alessandro Blvd., Moreno Valley, CA 92533 and on the website at: www.pacificview.org

Translation Services: Call 760-757-0161 at least 24 hours prior to a meeting.



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3670 Ocean Ranch Blvd., Oceanside, CA 92056 | (760) 757-0161
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Minutes - Regular Meeting of the Board of Trustees

Tuesday September 16, 2025 at 3:00pm

1 OPEN SESSION

1.1 Call To Order at 3:01

1.2 Roll Call

Present in Oceanside: Kathi Cohen, Noel Ross

Via videoconference from Moreno Valley: Ricardo Sanchez

1.3 Pledge Of Allegiance

1.4 Introductions

Present in Oceanside: Erin Gorence, Jill Chang, Zuleyma Hernandez, Linda Moore, Celia Hernandez, Gayl Johnson, Dr. Richard Lawrence, Jodi Campanelli, Geoff Weeks,

Via videoconference from Moreno Valley: Diane Gibson

2 APPROVAL OF AGENDA

Motion to approve September 16, 2025 meeting agenda was made by: Ricardo Sanchez
seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos: None

3 CONSENT AGENDA

3.1 [Meeting Minutes from August 19, 2025](#)

Motion to approve August 19, 2025 meeting minutes was made by: Kathi Cohen

Seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos: None

4 PUBLIC COMMENTS

5 ACTION AND DISCUSSION ITEMS

5.1 **Discussion:**

5.1.1 [Executive Director's Report](#)

5.1.2 Marketing Presentation

5.2 **Action: Fiscal & Operations**

5.2.1 *Consideration and Approval of:* [Board Warrant Listing August 1-31](#)

Motion to approve August 2025 board warrant listing was made by: Ricardo Sanchez

Seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos: None

5.3 **Action: Administrative**

5.3.1 *Consideration & Approval of:* [Raffirm Student Policy #4 \(07.05.05\)](#)

Motion to approve Reaffirming Student Policy #4 (07.05.05) was made by: Kathi Cohen

Seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos: None

5.3.2 *Consideration & Approval of:* [Retire Student Policy #4 \(08.16.22\)](#)

Motion to approve Retiring Student Policy #4 (08.16.22) was made by: Ricardo Sanchez

Seconded by: Noel Ross
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Nos: None

5.3.3 *Consideration & Approval of:* [PVC School Student Dress Code](#)

Motion to approve PVC School Student Dress Code was made by: Kathi Cohen
 Seconded by: Noel Ross
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Nos: None

5.3.4 *Consideration & Approval of:* Applications for Authorization of Student Clubs-[Volleyball Club](#),
[Coyote Cafe Club](#)

Motion to approve Volleyball Club and Coyote Cafe Club was made by: Noel Ross
 Seconded by: Ricardo Sanchez
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Nos: None

5.4 **Action: Curriculum & Instruction**

5.4.1 *Consideration & Ratification of:* [Reading Difficulty Screener - Multitudes](#)

Motion to ratify the Multitudes agreement was made by: Kathi Cohen
 Seconded by: Ricardo Sanchez
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Nos: None

5.5 **Discussion/Action: Personnel**

5.5.1 *Consideration & Approval of:* [2026 Health & Welfare Benefit Rates](#)

Motion to approve the 2026 Health & Welfare Benefit Rates was made by: Kathi Cohen
 Seconded by: Noel Ross
 Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
 Nos: None

6 INFORMATION ITEMS

6.1 Legislation Updates:

6.2 Board/Staff Communication and Announcements: Mandatory ethics training completion deadline is December 31, 2025

6.3 Important Dates: Upcoming Board Meetings - October 21, November 18, December 10

7 ADJOURNMENT at 3:43

Pacific View Charter Board Meeting

November 18, 2025

Fiscal & Operations

AGENDA ITEM**5.2.1 - Board Warrant Listing September and October 2025****Information Summary**

Warrants and Automated Clearing House (ACH) payments are issued in accordance with approved budgets and/or contracts.

Responsible Party

Fiscal and Operations Coordinator Chang will discuss the Board Warrant Listing.

Recommended Action:

That the Board approves the presented warrants and Automated Clearing House (ACH) payments issued from September 1-30, 2025 and October 1-31, 2025.

**Pacific View Charter School
Board Warrant Report
September 1-30, 2025**

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
040067	000000304	Amazon.com Sales, Inc.	9/2/2025	195.78	INSTRUCTIONAL SUPPLIES	6200	27.06	000002433
040067	000000304	Amazon.com Sales, Inc.	9/2/2025		STUDENT SUPPLIES - AMAZON	6200	27.03	000002434
040067	000000304	Amazon.com Sales, Inc.	9/2/2025		STUDENT SUPPLIES - AMAZON	6200	20.99	000002434
040067	000000304	Amazon.com Sales, Inc.	9/2/2025		STUDENT SUPPLIES - AMAZON	6200	31.58	000002434
040067	000000304	Amazon.com Sales, Inc.	9/2/2025		INSTRUCTIONAL SUPPLIES	6200	52.13	000002433
040067	000000304	Amazon.com Sales, Inc.	9/2/2025		INSTRUCTIONAL SUPPLIES	6200	28.34	000002433
040067	000000304	Amazon.com Sales, Inc.	9/2/2025		INSTRUCTIONAL SUPPLIES	6200	8.65	000002433
040068	000000322	New Direction Solutions, LLC	9/2/2025	1,803.36	SPECIAL ED SERVICES SLP	6200	1,803.36	000002485
040069	WM0001	WASTE MANAGEMENT	9/2/2025	239.11	MV Trash & recycle collection	6200	239.11	000002419
040171	JP0001	JAN-PRO OF SAN DIEGO	9/4/2025	3,799.00	Oceanside janitorial services	6200	3,799.00	000002418
040172	NA0002	NANPOR SECURITY SERVICES	9/4/2025	3,172.50	Campus Security Guard-OSide	6200	3,172.50	000002422
040306	000000304	Amazon.com Sales, Inc.	9/8/2025	143.12	TEXTBOOK REPLACEMENT	6200	9.75	000002444
040306	000000304	Amazon.com Sales, Inc.	9/8/2025		Bldg, M&O supplies	6200	92.24	000002395
040306	000000304	Amazon.com Sales, Inc.	9/8/2025		TEXTBOOK REPLACEMENT	6200	20.57	000002444
040306	000000304	Amazon.com Sales, Inc.	9/8/2025		INSTRUCTIONAL SUPPLIES	6200	20.56	000002433
040307	000000322	New Direction Solutions, LLC	9/8/2025	1,803.36	SPECIAL ED SERVICES SLP	6200	1,803.36	000002485
040308	PVCS02	PACIFIC VIEW CHARTER SCHOOL	9/8/2025	18,130.94	OSide Mortgage	6200	18,130.94	
040419	000000065	Emcor Services Mesa Energy	9/10/2025	697.50	HVAC Maint & Repair Moreno Val	6200	697.50	000002430
040420	000000152	Reliable Translations Inc.	9/10/2025	171.00	TRANSLATION SERVICES	6200	171.00	000002508
040421	000000261	GoTo Technologies USA, Inc	9/10/2025	1,161.92	Phones OSide - Admin 15%	6200	133.41	000002462
040421	000000261	GoTo Technologies USA, Inc	9/10/2025		Phones MV - Admin 15%	6200	40.88	000002463
040421	000000261	GoTo Technologies USA, Inc	9/10/2025		Phones MV - Student 85%	6200	231.67	000002463
040421	000000261	GoTo Technologies USA, Inc	9/10/2025		Phones OSide - Student 85%	6200	755.96	000002462
040422	000000304	Amazon.com Sales, Inc.	9/10/2025	315.99	INSTRUCTIONAL SUPPLIES	6200	230.69	000002433
040422	000000304	Amazon.com Sales, Inc.	9/10/2025		INSTRUCTIONAL SUPPLIES	6200	85.30	000002433
040423	000000322	New Direction Solutions, LLC	9/10/2025	3,567.48	SPECIAL ED SERVICES SLP	6200	1,694.76	000002485
040423	000000322	New Direction Solutions, LLC	9/10/2025		SPECIAL ED SERVICES SLP	6200	1,872.72	000002485
040424	OF0001	OFFICE DEPOT	9/10/2025	148.51	ODP - Moreno Valley Supplies	6200	3.65	000002467
040424	OF0001	OFFICE DEPOT	9/10/2025		ODP - Moreno Valley Supplies	6200	107.95	000002467
040424	OF0001	OFFICE DEPOT	9/10/2025		ODP - Moreno Valley Supplies	6200	19.05	000002467
040424	OF0001	OFFICE DEPOT	9/10/2025		ODP - Moreno Valley Supplies	6200	14.63	000002467
040424	OF0001	OFFICE DEPOT	9/10/2025		ODP - Moreno Valley Supplies	6200	3.23	000002467
040580	000000304	Amazon.com Sales, Inc.	9/15/2025	559.69	SENIOR SUNRISE	6200	441.88	000002530
040580	000000304	Amazon.com Sales, Inc.	9/15/2025		INSTRUCTIONAL SUPPLIES	6200	25.13	000002433
040580	000000304	Amazon.com Sales, Inc.	9/15/2025		INSTRUCTIONAL SUPPLIES	6200	7.57	000002433
040580	000000304	Amazon.com Sales, Inc.	9/15/2025		INSTRUCTIONAL SUPPLIES	6200	22.04	000002433
040580	000000304	Amazon.com Sales, Inc.	9/15/2025		INSTRUCTIONAL SUPPLIES	6200	63.07	000002433
040581	AC0007	AIR CRAFTS HEATING & AC INC.	9/15/2025	630.00	HVAC Maint & repair - Oceansid	6200	630.00	000002428
040582	MY0001	YOUNG, MINNEY & CORR, LLP	9/15/2025	180.00	Legal counsel	6200	180.00	000002413

**Pacific View Charter School
Board Warrant Report
September 1-30, 2025**

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
040583	OF0001	OFFICE DEPOT	9/15/2025	56.18	ODP - Moreno Valley Supplies	6200	56.18	0000002467
040733	0000000152	Reliable Translations Inc.	9/17/2025	171.00	TRANSLATION SERVICES	6200	171.00	0000002508
040734	0000000304	Amazon.com Sales, Inc.	9/17/2025	176.53	INSTRUCTIONAL SUPPLIES	6200	37.13	0000002433
040734	0000000304	Amazon.com Sales, Inc.	9/17/2025		INSTRUCTIONAL SUPPLIES	6200	29.52	0000002433
040734	0000000304	Amazon.com Sales, Inc.	9/17/2025		INSTRUCTIONAL SUPPLIES	6200	25.70	0000002433
040734	0000000304	Amazon.com Sales, Inc.	9/17/2025		STUDENT SUPPLIES - AMAZON	6200	84.18	0000002434
040735	0000000322	New Direction Solutions, LLC	9/17/2025		3,695.10	SPECIAL ED SERVICES SLP	6200	2,000.34
040735	0000000322	New Direction Solutions, LLC	9/17/2025	SPECIAL ED SERVICES SLP		6200	1,694.76	0000002485
040938	0000000304	Amazon.com Sales, Inc.	9/22/2025	454.97	INSTRUCTIONAL SUPPLIES	6200	175.33	0000002487
040938	0000000304	Amazon.com Sales, Inc.	9/22/2025		INSTRUCTIONAL SUPPLIES	6200	196.92	0000002487
040938	0000000304	Amazon.com Sales, Inc.	9/22/2025		Bldg, M&O supplies	6200	58.40	0000002395
040938	0000000304	Amazon.com Sales, Inc.	9/22/2025		TEXTBOOK REPLACEMENT	6200	24.32	0000002444
040939	PVCS04	PACIFIC VIEW CHARTER SCHOOL	9/22/2025	12,355.89	MV Mortgage	6200	12,355.89	
041068	0000000304	Amazon.com Sales, Inc.	9/24/2025	299.62	SENIOR EVENT	6200	61.76	0000002532
041068	0000000304	Amazon.com Sales, Inc.	9/24/2025		SCHOOL SPIRIT WEAR	6200	196.50	0000002533
041068	0000000304	Amazon.com Sales, Inc.	9/24/2025		SENIOR EVENT	6200	41.36	0000002532
041069	NA0002	NANPOR SECURITY SERVICES	9/24/2025	4,946.75	Campus Security Guard-Oside	6200	4,946.75	0000002422
041070	OF0001	OFFICE DEPOT	9/24/2025	669.08	Student Supplies - SpEd 20%	6200	6.54	0000002465
041070	OF0001	OFFICE DEPOT	9/24/2025		Student Supplies - GenEd 80%	6200	26.16	0000002465
041070	OF0001	OFFICE DEPOT	9/24/2025		Admin Office Supplies - 15%	6200	5.77	0000002465
041070	OF0001	OFFICE DEPOT	9/24/2025		Student Supplies - GenEd 80%	6200	84.52	0000002467
041070	OF0001	OFFICE DEPOT	9/24/2025		Admin Office Supplies - 15%	6200	14.91	0000002467
041070	OF0001	OFFICE DEPOT	9/24/2025		Admin Office Supplies - 15%	6200	79.68	0000002465
041070	OF0001	OFFICE DEPOT	9/24/2025		Student Supplies - SpEd 20%	6200	90.30	0000002465
041070	OF0001	OFFICE DEPOT	9/24/2025		Student Supplies - GenEd 80%	6200	361.20	0000002465
041269	0000000167	HopSkipDrive, INC	9/29/2025		800.22	SPED student transportation	6200	800.22
041270	0000000304	Amazon.com Sales, Inc.	9/29/2025	146.13	STUDENT SUPPLIES - AMAZON	6200	30.28	0000002434
041270	0000000304	Amazon.com Sales, Inc.	9/29/2025		STUDENT SUPPLIES - AMAZON	6200	26.07	0000002434
041270	0000000304	Amazon.com Sales, Inc.	9/29/2025		STUDENT SUPPLIES - AMAZON	6200	89.78	0000002434
041271	0000000322	New Direction Solutions, LLC	9/29/2025	4,543.04	SPECIAL ED SERVICES SLP	6200	2,118.45	0000002485
041271	0000000322	New Direction Solutions, LLC	9/29/2025		SPECIAL ED SERVICES SLP	6200	135.71	0000002485
041271	0000000322	New Direction Solutions, LLC	9/29/2025		SPECIAL ED SERVICES SLP	6200	2,288.88	0000002485
041272	CD0001	CDW GOVERNMENT, INC.	9/29/2025	381.88	PRINTERS	6200	381.88	0000002534
041273	MV0004	MV MEDICAL CTR MASTER ASSOC	9/29/2025	1,352.00	MV property association fees	6200	1,352.00	0000002421
14338023	0000000309	T-Mobile USA Inc	9/2/2025	35.13	T-MOBILE STUDENT PHONE	6200	35.13	0000002514
14338024	ON0002	ONE STOP TONER & INKJET	9/2/2025	1,782.64	ONE STOP TONER	6200	1,782.64	0000002479
14338025	RH0001	RONALD LARRY HOLDEN	9/2/2025	2,700.00	Janitorial Services MoVal	6200	2,600.00	0000002397
14338025	RH0001	RONALD LARRY HOLDEN	9/2/2025		Bldg. & Maintenance Supplies	6200	100.00	0000002397
14338026	VT0001	V TECHNOLOGY SOLUTION	9/2/2025	5,624.67	UPS FOR SERVERS	6200	5,624.67	0000002506

**Pacific View Charter School
Board Warrant Report
September 1-30, 2025**

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
14339195	000000283	Whitehouse CPAs, Inc	9/4/2025	10,650.00	Back office services	6200	10,650.00	000002411
14339196	AD0002	ADT SECURITY SERVICES	9/4/2025	83.55	ADT SECURITY MV	6200	83.55	000002472
14339197	CI0003	AT&T MOBILITY	9/4/2025	448.70	Cell phone service	6200	448.70	000002417
14339198	PF0001	PALOMAR FAMILY COUNSELING	9/4/2025	7,465.50	Counseling Services	6200	7,465.50	000002531
14339199	SA0008	SAN DIEGO GAS & ELECTRIC	9/4/2025	5,523.10	Electric Utility - Oceanside	6200	5,523.10	000002426
14340296	000000266	Top Notch Catering	9/8/2025	9,944.00	Student Nutrition Food - Sped	6200	1,988.80	000002519
14340296	000000266	Top Notch Catering	9/8/2025		Student Nutrition Food - Gen E	6200	7,955.20	000002519
14340297	CO0008	COX BUSINESS SERVICES	9/8/2025	493.72	Oceanside Internet	6200	419.66	000002489
14340297	CO0008	COX BUSINESS SERVICES	9/8/2025		Oceanside Internet	6200	74.06	000002489
14342077	000000007	Cordata Shredding	9/11/2025	178.41	Off-Site Secure Storage	6200	178.41	000002499
14342078	000000163	Carlsbad Village Lock & Key, Inc	9/11/2025	900.76	Locksmith Services - Oceanside	6200	900.76	000002429
14342079	000000189	Savvas Learning Co, LLC	9/11/2025	1,070.79	ENVISION MATH CONSUMABLES	6200	1,070.79	000002524
14342080	DS0003	SPARKLETTS & SIERRA SPRINGS	9/11/2025	282.79	Bottled Water Service -MV	6200	31.41	000002491
14342080	DS0003	SPARKLETTS & SIERRA SPRINGS	9/11/2025		Bottled Water Service - Oside	6200	251.38	000002491
14342081	NA0005	NATIONAL BENEFIT SERVICES, LLC	9/11/2025	26.19	Cafe 125 Admin Fees	6200	1.19	000002403
14342081	NA0005	NATIONAL BENEFIT SERVICES, LLC	9/11/2025		Cafe 125 Admin Fees	6200	25.00	000002403
14345069	000000007	Cordata Shredding	9/18/2025	147.25	Oside Shredding	6200	87.00	000002499
14345069	000000007	Cordata Shredding	9/18/2025		MV Shredding	6200	60.25	000002499
14345070	000000015	Hanna Plumbing	9/18/2025	370.24	Plumbing service - Oceanside	6200	370.24	000002431
14345071	000000218	San Diego & Imperial County Schools FBC	9/18/2025	105.68	COBRA	6200	105.68	
14345072	000000248	Energo Electric LLC	9/18/2025	697.50	Emergency Light replacement-MV	6200	697.50	000002538
14345073	SS0002	SECURITY SIGNAL DEVICES, INC.	9/18/2025	757.68	SSD FIRE MORENO VALLEY	6200	757.68	000002473
14346197	CF0001	CHUCK'S FIRE EXTINGUISHERS	9/22/2025	222.00	MV Annual Extinguisher Service	6200	222.00	000002539
14346198	KM0001	KONICA MINOLTA BUS. SOLUTIONS	9/22/2025	6.73	Oside - Cume Copier	6200	6.73	000002496
14347714	000000232	U.S. Bank	9/25/2025		Warmer Unit Repair	6200	350.00	000002537
14347714	000000232	U.S. Bank	9/25/2025		Riv County Fictitious Business	6200	67.42	000002528
14347714	000000232	U.S. Bank	9/25/2025		Admin, Office Supplies - Oside	6200	61.36	000002402
14347714	000000232	U.S. Bank	9/25/2025		Student supplies - Oside	6200	347.72	000002402
14347714	000000232	U.S. Bank	9/25/2025		Janitorial Supplies - Oside	6200	1,156.22	000002402
14347714	000000232	U.S. Bank	9/25/2025		Admin, Office Supplies - MV	6200	46.58	000002406
14347714	000000232	U.S. Bank	9/25/2025		Student supplies - MV	6200	217.11	000002406
14347714	000000232	U.S. Bank	9/25/2025		Janitorial Supplies - MV	6200	284.39	000002406
14347714	000000232	U.S. Bank	9/25/2025		Student Nutrition - MV	6200	827.99	000002406
14347714	000000232	U.S. Bank	9/25/2025		INSTRUCTIONAL SUPPLIES US BANK	6200	223.36	000002435
14347714	000000232	U.S. Bank	9/25/2025		STUDENT SUPPLIES US BANK	6200	188.40	000002438
14347714	000000232	U.S. Bank	9/25/2025	8,870.31	Stamps.com service fee	6200	30.99	000002468
14347714	000000232	U.S. Bank	9/25/2025		Admin Postage - 33%	6200	99.00	000002468
14347714	000000232	U.S. Bank	9/25/2025		Student GenEd Postage - 56%	6200	168.00	000002468
14347714	000000232	U.S. Bank	9/25/2025		Student SpEd Postage - 11%	6200	33.00	000002468
14347714	000000232	U.S. Bank	9/25/2025					

Pacific View Charter School
Board Warrant Report
September 1-30, 2025

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
14347714	0000000232	U.S. Bank	9/25/2025		Postage supplies	6200	217.52	0000002468
14347714	0000000232	U.S. Bank	9/25/2025		Stamps.com MV service fee	6200	30.99	0000002469
14347714	0000000232	U.S. Bank	9/25/2025		Car Expenses-Gas & Maintenance	6200	131.74	0000002495
14347714	0000000232	U.S. Bank	9/25/2025		GOOGLE ADS	6200	2,477.54	0000002503
14347714	0000000232	U.S. Bank	9/25/2025		SOCIAL MEDIA ADVERTISING	6200	92.00	0000002504
14347714	0000000232	U.S. Bank	9/25/2025		CSDC CONFERENCE EX	6200	1,276.48	0000002525
14347714	0000000232	U.S. Bank	9/25/2025		Procopio Title IX Training	6200	100.00	0000002526
14347714	0000000232	U.S. Bank	9/25/2025		ED PUZZLE	6200	13.50	0000002527
14347714	0000000232	U.S. Bank	9/25/2025		PULL UP BAR	6200	429.00	0000002535
14347715	0000000343	BH Security, LLC	9/25/2025	264.99	BRINKS VIDEO SECURITY	6200	264.99	0000002470
14347716	PF0001	PALOMAR FAMILY COUNSELING	9/25/2025	9,480.00	Counseling Services	6200	9,480.00	0000002531
14347717	VC0001	VCC OCEAN RANCH CONDO. ASSOC.	9/25/2025	6,506.00	Property association fees	6200	6,506.00	0000002420
14348737	0000000348	Mazikeen Hay	9/29/2025	79.00	Reimbursement	6200	79.00	
14348738	DE0005	DEPARTMENT OF MOTOR VEHICLES	9/29/2025	599.00	Vehicle registration	6200	599.00	0000002546
14348739	VT0001	V TECHNOLOGY SOLUTION	9/29/2025	189.44	SERVER HARDWARE NAD WEB CAMS	6200	189.44	0000002529
				\$ 142,273.42			\$ 142,273.42	

Pacific View Charter School
Board Warrant Report
October 1-31, 2025

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
041391	000000304	Amazon.com Sales, Inc.	10/1/2025	144.18	SCHOOL SPIRIT WEAR	6200	57.90	000002533
041391	000000304	Amazon.com Sales, Inc.	10/1/2025		SCHOOL SPIRIT WEAR	6200	86.28	000002533
041392	WM0001	WASTE MANAGEMENT	10/1/2025	239.11	MV Trash & recycle collection	6200	239.11	000002419
041561	000000230	Baker Tilly US, LLP	10/6/2025	10,325.00	Audit & 990 Preparation Fees	6200	10,325.00	000002415
041562	000000304	Amazon.com Sales, Inc.	10/6/2025	23.80	INSTRUCTIONAL SUPPLIES	6200	23.80	000002433
041563	000000322	New Direction Solutions, LLC	10/6/2025	4,597.66	SPECIAL ED SERVICES SLP	6200	2,241.72	000002485
041563	000000322	New Direction Solutions, LLC	10/6/2025		SPECIAL ED SERVICES SLP	6200	237.49	000002485
041563	000000322	New Direction Solutions, LLC	10/6/2025		SPECIAL ED SERVICES SLP	6200	2,118.45	000002485
041564	CS0008	SOUTH COUNTY PEST CONTROL, INC	10/6/2025	90.00	Pest Control - Both Campuses	6200	90.00	000002427
041565	JP0001	JAN-PRO OF SAN DIEGO	10/6/2025	3,799.00	Oceanside janitorial services	6200	3,799.00	000002418
041566	WM0001	WASTE MANAGEMENT	10/6/2025	239.11	MV Trash & recycle collection	6200	239.11	000002419
041713	000000065	Emcor Services Mesa Energy	10/8/2025	2,621.50	HVAC Maint & Repair Moreno Val	6200	2,621.50	000002430
041714	000000176	Intersection R & M Services, Inc	10/8/2025	1,865.00	Handyman Services - Oceanside	6200	1,465.00	000002432
041714	000000176	Intersection R & M Services, Inc	10/8/2025		Handyman Services - Oceanside	6200	400.00	000002432
041715	000000304	Amazon.com Sales, Inc.	10/8/2025	234.73	TEXTBOOK REPLACEMENT	6200	21.24	000002444
041715	000000304	Amazon.com Sales, Inc.	10/8/2025		FUNITURE PBIS MV	6200	93.72	000002542
041715	000000304	Amazon.com Sales, Inc.	10/8/2025		INSTRUCTIONAL SUPPLIES	6200	98.43	000002433
041715	000000304	Amazon.com Sales, Inc.	10/8/2025		TEXTBOOK REPLACEMENT	6200	21.34	000002444
041716	000000317	Patch Media	10/8/2025	1,000.00	THE PATCH ONLINE ADS	6200	1,000.00	000002545
041717	000000322	New Direction Solutions, LLC	10/8/2025	4,464.21	SPECIAL ED SERVICES SLP	6200	2,345.76	000002485
041717	000000322	New Direction Solutions, LLC	10/8/2025		SPECIAL ED SERVICES SLP	6200	2,118.45	000002485
041718	NA0002	NANPOR SECURITY SERVICES	10/8/2025	3,548.50	Campus Security Guard-Oside	6200	3,548.50	000002422
041719	PVCS02	PACIFIC VIEW CHARTER SCHOOL	10/8/2025	18,130.94	Oside Mortgage	6200	18,130.94	
041905	000000261	GoTo Technologies USA, Inc	10/13/2025	1,164.18	Phones Oside - Student 85%	6200	757.44	000002462
041905	000000261	GoTo Technologies USA, Inc	10/13/2025		Phones MV - Admin 15%	6200	40.96	000002463
041905	000000261	GoTo Technologies USA, Inc	10/13/2025		Phones Oside - Admin 15%	6200	133.66	000002462
041905	000000261	GoTo Technologies USA, Inc	10/13/2025		Phones MV - Student 85%	6200	232.12	000002463
041906	000000284	Bright Thinker, Inc	10/13/2025	3,295.99	BRIGHT THINKER CONSUMABLES	6200	3,295.99	000002549
041907	000000304	Amazon.com Sales, Inc.	10/13/2025	209.44	INSTRUCTIONAL SUPPLIES	6200	42.16	000002433
041907	000000304	Amazon.com Sales, Inc.	10/13/2025		Bldg, M&O supplies	6200	159.03	000002395
041907	000000304	Amazon.com Sales, Inc.	10/13/2025		INSTRUCTIONAL SUPPLIES	6200	8.25	000002433
041908	000000317	Patch Media	10/13/2025	1,000.00	THE PATCH ONLINE ADS	6200	1,000.00	000002545
041909	OF0001	OFFICE DEPOT	10/13/2025	88.52	Admin Office Supplies - 15%	6200	13.28	000002467
041909	OF0001	OFFICE DEPOT	10/13/2025		Student Supplies - GenEd 80%	6200	60.19	000002467
041909	OF0001	OFFICE DEPOT	10/13/2025		Student Supplies - SpEd 20%	6200	15.05	000002467
042036	000000167	HopSkipDrive, INC	10/16/2025	1,132.83	HOPSKIPDRIVE TRANSPORTATION	6200	1,132.83	000002457
042037	000000304	Amazon.com Sales, Inc.	10/16/2025	08.11	Bldg, M&O supplies	6200	42.59	000002395

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Board Warrant Report
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Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
042037	000000304	Amazon.com Sales, Inc.	10/16/2025	58.41	STUDENT SUPPLIES - AMAZON	6200	55.82	000002434
042038	000000322	New Direction Solutions, LLC	10/16/2025	135.71	INSTRUCTIONAL SUPPLIES	6200	135.71	000002551
042192	000000322	New Direction Solutions, LLC	10/20/2025	4,892.35	SPECIAL ED SERVICES SLP	6200	2,496.96	000002485
042192	000000322	New Direction Solutions, LLC	10/20/2025		INSTRUCTIONAL SUPPLIES	6200	135.71	000002551
042192	000000322	New Direction Solutions, LLC	10/20/2025		SPECIAL ED SERVICES SLP	6200	2,259.68	000002485
042193	CS0008	SOUTH COUNTY PEST CONTROL, INC	10/20/2025	140.00	Pest Control - Both Campuses	6200	140.00	000002427
042526	000000152	Reliable Translations Inc.	10/27/2025	171.00	TRANSLATION SERVICES	6200	171.00	000002508
042527	000000304	Amazon.com Sales, Inc.	10/27/2025	378.11	TEXTBOOK REPLACEMENT	6200	248.41	000002444
042527	000000304	Amazon.com Sales, Inc.	10/27/2025		TEXTBOOK REPLACEMENT	6200	13.85	000002444
042527	000000304	Amazon.com Sales, Inc.	10/27/2025		STUDENT SUPPLIES - AMAZON	6200	59.19	000002434
042527	000000304	Amazon.com Sales, Inc.	10/27/2025		STUDENT SUPPLIES - AMAZON	6200	43.80	000002434
042527	000000304	Amazon.com Sales, Inc.	10/27/2025		STUDENT SUPPLIES - AMAZON	6200	12.86	000002434
042528	000000322	New Direction Solutions, LLC	10/27/2025	4,062.54	INSTRUCTIONAL SUPPLIES	6200	135.71	000002551
042528	000000322	New Direction Solutions, LLC	10/27/2025		SPECIAL ED SERVICES SLP	6200	1,525.92	000002485
042528	000000322	New Direction Solutions, LLC	10/27/2025		SPECIAL ED SERVICES SLP	6200	2,400.91	000002485
042649	000000150	Kajeet, Inc	10/29/2025	1,762.70	KAJEET HOTSPOTS	6200	1,762.70	000002478
042650	000000304	Amazon.com Sales, Inc.	10/29/2025	366.34	Bldg, M&O supplies	6200	20.91	000002395
042650	000000304	Amazon.com Sales, Inc.	10/29/2025		Bldg, M&O supplies	6200	269.54	000002395
042650	000000304	Amazon.com Sales, Inc.	10/29/2025		TEXTBOOK REPLACEMENT	6200	75.89	000002444
14350194	000000088	Specialized Therapy Services, Inc	10/2/2025	3,701.75	OT	6200	305.50	000002482
14350194	000000088	Specialized Therapy Services, Inc	10/2/2025		ERMHS	6200	3,301.25	000002482
14350194	000000088	Specialized Therapy Services, Inc	10/2/2025		Nursing & Screening	6200	95.00	000002482
14350195	000000309	T-Mobile USA Inc	10/2/2025	35.13	T-MOBILE STUDENT PHONE	6200	35.13	000002514
14350196	MV006	MORENO VALLEY UTILITY	10/2/2025	248.84	Electric Utility - Moreno Vall	6200	248.84	000002425
14350197	NA0005	NATIONAL BENEFIT SERVICES, LLC	10/2/2025	78.00	Cafe 125 Admin Fees	6200	78.00	000002403
14350198	RH0001	RONALD LARRY HOLDEN	10/2/2025	2,600.00	Janitorial Services MoVal	6200	2,600.00	000002397
14350199	SA0008	SAN DIEGO GAS & ELECTRIC	10/2/2025	6,198.58	Electric Utility - Oceanside	6200	6,198.58	000002426
14350200	VC0003	FRONTIER	10/2/2025	136.86	MV Student internet - 75%	6200	102.65	000002416
14350200	VC0003	FRONTIER	10/2/2025		MV Admin internet - 25%	6200	34.21	000002416
14351495	000000039	Celia Hernandez	10/6/2025	146.40	Reimbursement	6200	146.40	
14351496	000000228	Courtney Maynard	10/6/2025	39.76	Reimbursement	6200	39.76	
14351497	000000266	Top Notch Catering	10/6/2025	12,756.20	Student Nutrition Food - Gen E	6200	10,204.96	000002519
14351497	000000266	Top Notch Catering	10/6/2025		Student Nutrition Food - Sped	6200	2,551.24	000002519
14351498	000000283	Whitehouse CPAs, Inc	10/6/2025	10,650.00	Back office services	6200	10,650.00	000002411
14351499	000000308	Rebecca Koos	10/6/2025	107.05	Reimbursement	6200	107.05	
14351500	000000349	Michelle Sanchez	10/6/2025	79.00	Reimbursement	6200	79.00	
14351501	AD0002	ADT SECURITY SERVICES	10/6/2025	83.55	ADT SECURITY MV	6200	83.55	000002472

Pacific View Charter School

Board Warrant Report

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Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
14351502	BA0004	BAY ALARM	10/6/2025	1,362.72	BAY ALARM SECURITY OSIDE	6200	502.17	0000002471
14351502	BA0004	BAY ALARM	10/6/2025		BAY ALARM FIRE OCEANSIDE	6200	860.55	0000002475
14351503	RT0001	Cintas Fire Protection	10/6/2025	1,569.87	MV 5-Yr Sprinkler Inspection	6200	1,569.87	0000002550
14353173	0000000294	Lamar Texas Limited Partnership	10/9/2025	3,000.00	BILLBOARD AD	6200	3,000.00	0000002515
14353174	0000000307	AKA Enterprises LLC	10/9/2025	300.00	Canine search service	6200	300.00	0000002410
14353175	0000000314	Nextstar Media, Inc	10/9/2025	956.18	KUSI COMMERCIALS	6200	480.02	0000002544
14353175	0000000314	Nextstar Media, Inc	10/9/2025		KUSI COMMERCIALS	6200	476.16	0000002544
14353176	CI0003	AT&T MOBILITY	10/9/2025	448.70	Cell phone service	6200	448.70	0000002417
14353177	CO0008	COX BUSINESS SERVICES	10/9/2025	495.25	Student 85%	6200	420.96	0000002489
14353177	CO0008	COX BUSINESS SERVICES	10/9/2025		Admin 15%	6200	74.29	0000002489
14353178	DS0003	SPARKLETTS & SIERRA SPRINGS	10/9/2025	561.18	Bottled Water Service - Both c	6200	516.30	0000002491
14353178	DS0003	SPARKLETTS & SIERRA SPRINGS	10/9/2025		Bottled Water Service - Both c	6200	44.88	0000002491
14353179	EM0001	EASTERN MUNICIPAL WATER DIST	10/9/2025	345.52	Water Utility - MV	6200	345.52	0000002424
14354430	KM0001	KONICA MINOLTA BUS. SOLUTIONS	10/13/2025	126.45	Copier MV Student 75%	6200	94.84	0000002497
14354430	KM0001	KONICA MINOLTA BUS. SOLUTIONS	10/13/2025		Copier MV Admin 25%	6200	31.61	0000002497
14356178	0000000007	Cordata Shredding	10/16/2025	208.22	Off-Site Secure Storage	6200	208.22	0000002499
14356179	0000000015	Hanna Plumbing	10/16/2025	544.98	Plumbing service - Oceanside	6200	145.00	0000002431
14356179	0000000015	Hanna Plumbing	10/16/2025		Plumbing service - Oceanside	6200	399.98	0000002431
14356180	EM0001	EASTERN MUNICIPAL WATER DIST	10/16/2025	313.89	Water Utility - MV	6200	313.89	0000002424
14357222	0000000308	Rebecca Koos	10/20/2025	81.34	Reimbursement	6200	81.34	
14358883	0000000007	Cordata Shredding	10/23/2025	87.00	Osido Shredding	6200	87.00	0000002499
14358884	0000000135	Teachers on Reserve	10/23/2025	423.78	Substitute Teachers	6200	423.78	0000002555
14358885	0000000224	Rethink Autism, Inc	10/23/2025	1,800.00	INSTRUCTIONAL SUPPLIES	6200	1,800.00	0000002483
14358886	0000000314	Nextstar Media, Inc	10/23/2025	2,333.05	KUSI COMMERCIALS	6200	2,333.05	0000002544
14360051	0000000232	U.S. Bank	10/27/2025	10,559.47	GOOGLE ADS	6200	2,375.60	0000002503
14360051	0000000232	U.S. Bank	10/27/2025		SOCIAL MEDIA ADVERTISING	6200	154.58	0000002504
14360051	0000000232	U.S. Bank	10/27/2025		CSDC CONFERENCE EX	6200	1,482.77	0000002525
14360051	0000000232	U.S. Bank	10/27/2025		ED PUZZLE	6200	13.50	0000002527
14360051	0000000232	U.S. Bank	10/27/2025		GENERATION GENUIS	6200	299.00	0000002536
14360051	0000000232	U.S. Bank	10/27/2025		Amazon Prime Membership	6200	377.79	0000002541
14360051	0000000232	U.S. Bank	10/27/2025		Gov Budget Workshop/May Revise	6200	710.00	0000002547
14360051	0000000232	U.S. Bank	10/27/2025		Admin, Office Supplies - Osido	6200	138.63	0000002402
14360051	0000000232	U.S. Bank	10/27/2025		Student supplies - Osido	6200	1,009.89	0000002402
14360051	0000000232	U.S. Bank	10/27/2025		Janitorial Supplies - Osido	6200	1,026.92	0000002402
14360051	0000000232	U.S. Bank	10/27/2025		Admin, Office Supplies - MV	6200	7.80	0000002406
14360051	0000000232	U.S. Bank	10/27/2025		Student supplies - MV	6200	44.20	0000002406
14360051	0000000232	U.S. Bank	10/27/2025		Janitorial Supplies - MV	6200	211.46	0000002406

Pacific View Charter School
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October 1-31, 2025

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
14360051	000000232	U.S. Bank	10/27/2025		Student Nutrition - MV	6200	1,134.94	000002406
14360051	000000232	U.S. Bank	10/27/2025		INSTRUCTIONAL SUPPLIES US BANK	6200	21.13	000002435
14360051	000000232	U.S. Bank	10/27/2025		Stamps.com service fee	6200	30.99	000002468
14360051	000000232	U.S. Bank	10/27/2025		Admin Postage - 33%	6200	99.00	000002468
14360051	000000232	U.S. Bank	10/27/2025		Student GenEd Postage - 56%	6200	168.00	000002468
14360051	000000232	U.S. Bank	10/27/2025		Student SpEd Postage - 11%	6200	33.00	000002468
14360051	000000232	U.S. Bank	10/27/2025		Stamps.com MV service fee	6200	30.99	000002469
14360051	000000232	U.S. Bank	10/27/2025		INSTRUCTIONAL SUPPLIES	6200	100.00	000002486
14360051	000000232	U.S. Bank	10/27/2025		Car Expenses-Gas & Maintenance	6200	126.33	000002495
14360051	000000232	U.S. Bank	10/27/2025		STUDENT ENRICHMENT - US BANK	6200	962.95	000002500
14360052	VC0001	VCC OCEAN RANCH CONDO. ASSOC.	10/27/2025	6,506.00	Property association fees	6200	6,506.00	000002420
14361713	000000088	Specialized Therapy Services, Inc	10/30/2025		Nursing & Screening	6200	2,106.15	000002482
14361713	000000088	Specialized Therapy Services, Inc	10/30/2025	8,040.54	OT - Sped Services	6200	1,871.54	000002482
14361713	000000088	Specialized Therapy Services, Inc	10/30/2025		VISION	6200	120.35	000002482
14361713	000000088	Specialized Therapy Services, Inc	10/30/2025		ERMHS	6200	3,942.50	000002482
14361714	000000343	BH Security, LLC	10/30/2025	264.99	BRINKS VIDEO SECURITY	6200	264.99	000002470
14361715	NA0005	NATIONAL BENEFIT SERVICES, LLC	10/30/2025	78.00	Cafe 125 Admin Fees	6200	78.00	000002403
14361716	SA0007	COUNTY SCHOOLS SERVICE FUND	10/30/2025	3,700.00	Edjoin Accounts-MV & Oceanside	6200	3,700.00	000002400
				151,189.11			151,189.11	

Pacific View Charter Board Meeting

November 18, 2025

Personnel

AGENDA ITEM**5.5.1 - Job Description - Temporary Instructional Aid****Information Summary**

Housekeeping update of previously approved job description. Work year language was added.

Responsible Party

Human Resources and Business Services Coordinator Hernandez will discuss the update.

Recommended Action:

That the board approves the job description for the Temporary Part-Time Instructional Aid as presented.



Classified– Non Exempt

Job Description– Temporary Instructional Aide

Description of Position:

The Temporary Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of students; to assist in the preparation of classroom materials; and to do related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in the Computer Lab, Study Hall.
- Assist students with assignments and the use of technology
- Report progress and/or concerns to students' teachers.
- Proctor assessments as needed
- Tutor or assist individuals and small groups of students-with reinforcement and follow up learning activities.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:

Education and Experience:

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Strong math skills in Algebra 1 or higher
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Correct English usage, spelling, grammar and punctuation.
- Strong Math skills
- Understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operator a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor: Director of Student Services

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: Based on Need- Refer to Job Posting

Board Approved: December 10, 2024

Amended: October xx, 2025

Pacific View Charter Board Meeting

November 18, 2025

Personnel

AGENDA ITEM

**5.5.2 - Job Description - Temporary Hourly Special Education
Instructional Aide**Information/Summary

Due to leaves of absence, a need for a new position was identified.

Responsible Party

Human Resources and Business Services Coordinator Hernandez will discuss the need and new position.

Recommended Action:

That the board approves the job description for Temporary Hourly Special Education Instructional Aide as presented.



Classified– Non-Exempt

Job Description: Track 2 Temporary Hourly Special Education Instructional Aide

Description of Position:

Provides assistance under the immediate supervision of the Special Education Coordinator in providing instruction to individuals or small groups with special needs, monitors and reports student progress regarding behavior and performance.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provide direct services to participating students under the direction of certificated staff to reinforce language development, reading, and/or math skills.
- Prepare copies of instructional material and other documents as directed.
- Provide individual or small group reinforcement skills within the learning environment.
- Participate in teacher/aide activities and instructional planning with teacher.
- Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
- Understand the function of the computerized educational software.
- Greet parents and students.
- Development of positive self-concept in students with special needs.
- May assist students with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
- Monitor and assists in the remediation of specific learning problems and conditions.
- Provides a variety of skill building activities with students who have special needs.
- Monitor administration of student testing.
- Confers frequently with certificated staff, psychologist and other professional staff concerning students' progress.
- Oversees and supervises students during classroom activities and field trips.
- Participates in school in-service educational activities and professional development.
- Operating knowledge of special education equipment and basic computer software.
- Other duties as assigned.

Requirements:

Education and Experience:

- High School Diploma or equivalent.
- Completion of college-level course work in general subject areas such as Math, Science, and English
- Work experience in a special education environment highly desirable.

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects

- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor: Special Education Coordinator
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work year: Based on Need- Refer to Job Posting

Board Approved: October xx, 2025