



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, January 15, 2026

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
Lance Bidnick, Vice-Chair
Daniel P. Gooch, 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, JANUARY 15, 2026

**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

4. **APPROVAL OF CLOSED SESSION MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of December 11, 2025, for approval. **(ACTION)**
Moved: _____
Second: _____
Vote: _____

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

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

7. **ROLL CALL**

8. **PLEDGE OF ALLEGIANCE**

9. **REPORT OUT OF CLOSED SESSION**

10. COMMUNICATIONS

A. WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION

B. 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.

11. APPROVAL OF REGULAR MEETING MINUTES: The Personnel Commission will receive the minutes of the December 11, 2025, Regular Personnel Commission meeting for approval. **(ACTION)**

Moved: ___
Second: ___
Vote: ___

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

Moved: ___
Second: ___
Vote: ___

A. JOB DESCRIPTION REVIEWS/REVISIONS

1. There are no job description revisions requiring approval at this time.

B. ELIGIBILITY LISTS

1. 2025-53 Universal Instructional Assistant
2. 2025-54 Instructional Assistant – ABA
3. 2025-55 School Library Specialist
4. 2025-56 Director, Information Technology
5. 2025-57 Cook – 12 Months
6. 2025-58 Cook – 11 Months
7. 2025-59 Lead Food Service Worker

C. CLASSIFIED ACTIVITY LISTS

1. December 9, 2025

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

**OCEAN VIEW SCHOOL DISTRICT
Regular Closed Session Personnel Commission Meeting Minutes
December 11, 2025**

CALL TO ORDER The December 11, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 3:55 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the November 13, 2025, Regular Closed Session Meeting.

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

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. Personnel matters: Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the December 11, 2025, Closed Session Meeting at 4:22 p.m.

Seconded by Commissioner Bidnick, 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
December 11, 2025

- CALL TO ORDER** Commissioner Ewing called the December 11, 2025, Regular Personnel Commission Meeting to order at 4:30 p.m.
- ROLL CALL** All Commissioners were present.
- STAFF MEMBERS PRESENT** Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Janet Barajas, Administrative Assistant; Reagan Headrick, Deputy Superintendent, Human Resources.
- PLEDGE OF ALLEGIANCE** Michelle Eifert led the pledge of allegiance.
- ELECTION OF OFFICERS** In accordance with Merit System Rule 2.1.6, Commissioner Ewing opened nominations for officers of the Personnel Commission.
- Commissioner Gooch nominated Commissioner Ewing for Chair.
- Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- Commissioner Ewing was elected as Chair for the Personnel Commission.
- Commissioner Ewing nominated Commissioner Bidnick for Vice-Chair.
- Seconded by Commissioner Gooch and carried with a 3:0 vote.
- Commissioner Bidnick was elected as Vice-Chair for the Personnel Commission.
- 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 Gooch to approve the minutes of the November 13, 2025, Regular Personnel Commission meeting.
- Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- CONSENT CALENDAR** The following items were received on the Consent Calendar.
- A. Job Reviews and Revisions
1. Cook – 11 months
 2. Cook – 12 months
 3. Sprinkler Mechanic

**CONSENT
CALENDAR
(CONTINUED)**

- B. Recruitment and Testing – Eligibility Lists
- 2025-47 Instructional Assistant – ABA
 - 2025-48 Administrative Assistant
 - 2025-49 Human Resources Technician
 - 2025-50 Universal Instructional Assistant
 - 2025-51 Department Secretary
 - 2025-52 Early Learning Instructional Assistant
- C. Classified Activity Lists
The Personnel Commission received the Classified Activity List that was approved by the Board of Trustees at their meeting of November 18, 2025.
- D. Classified Recruitment Lists
The Personnel Commission received the most current update of classified vacancies and recruitments.
- E. Advance Step Placement Notifications
There were no notifications of advance step placement.

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**CSPCA 2026
ANNUAL
CONFERENCE**

Dr. Jensen shared that the CSPCA 2026 Annual Conference was being held in San Diego, California from March 15 – 17, 2026. Topics being covered are conflict resolution, test building, artificial intelligence, controlling unemployment claims, classified professional development, employee investigations, FRISK and progressive discipline, building performance assessments, and more.

Motion by Commissioner Bidnick to approve the attendance of Dr. Jensen and Commissioner Ewing at the CSPCA 2026 Annual Conference.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

Commissioner Bidnick acknowledged and expressed his appreciation for the staff's hard work in filling positions, noting that nearly all are now filled. He wished everyone happy holidays.

Commissioner Gooch also stated he is very pleased with the efforts of the staff and the cooperation of the administration.

Commissioner Ewing appreciated the holiday decorations in the board room. He also announced that the next meeting of the Personnel Commission is scheduled for January 15, 2026.

**DIRECTOR AND
STAFF REPORTS**

Dr. Jensen echoed the comments from the Commissioners and thanked the Human Resources staff for the wonderful work they have been able to complete during the first semester of the school year. He wished everyone a merry Christmas and happy holidays.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Michelle Eifert wished everyone happy holidays and a safe new year.

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 4:40 p.m.

Executive Director, Human Resources
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 15, 2026

SUBJECT: **Agenda Item No. 12: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.)*

1. 2025-53 Universal Instructional Assistant
2. 2025-54 Instructional Assistant – ABA
3. 2025-55 School Library Specialist
4. 2025-56 Director, Information Technology
5. 2025-57 Cook – 12 Months
6. 2025-58 Cook – 11 Months
7. 2025-59 Lead Food Service Worker

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-53 through 2025-59.

ELIGIBILITY LISTS

Page 2

List No.	Classification	Recruitment and Testing Statistics	No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-53	Universal Instructional Assistant	No. of Applicants 27 Screened Out 2 Written Exam Test Date 12/4/25 No Show/ Withdrew 7 Did Not Qualify 0	3	62	Open, Promotional & Merge
2025-54	Instructional Assistant – ABA	No. of Applicants 1 Screened Out 0 Written Exam Test Date 12/4/25 No Show/ Withdrew 0 Did Not Qualify 0	1	18	Open, Promotional & Merge
2025-55	School Library Specialist	No. of Applicants 6 Screened Out 3 Written Exam Test Date 12/4/25 No Show/ Withdrew 1 Did Not Qualify 0 Oral Exam Test Date 12/15/25 No Show/Withdrew 1 Did Not Qualify 0	2	2	Open and Promotional
2025-56	Director, Information Technology	No. of Applicants 26 Screened Out 14 Performance Exam Test Date 12/15/25 12/16/25 No Show/ Withdrew 0 Did Not Qualify 0 Oral Exam Test Date 12/15/25 12/16/25 No Show/Withdrew 2 Did Not Qualify 4	5	6	Open, Promotional, and Merge
2025-57	Cook – 12 months	No. of Applicants 3 Screened Out 1 Written Exam Test Date 1/5/26 No Show/ Withdrew 0 Did Not Qualify 0	4	4	Open, Promotional, and Merge
2025-58	Cook – 11 months	No. of Applicants 1 Screened Out 0 Written Exam Test Date 1/5/26 No Show/ Withdrew 0 Did Not Qualify 0	1	1	Open and Promotional
2025-59	Lead Food Service Worker	No. of Applicants 1 Screened Out 0 Written Exam Test Date 10/23/25 No Show/ Withdrew 0 Did Not Qualify 0	2	2	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 15, 2026

SUBJECT: Agenda Item No. 12:C – CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of December 9, 2025.

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 List of December 9, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 9, 2025

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE /STEP</u>	<u>EFFECTIVE DATE</u>
Arotcharen, Nolan	Instructional Assistant – ABA	Hope View	\$22,561 hourly	28.1	11/19/2025
Castillo, Reif	Universal Instructional Assistant	Hope View	\$19,444 hourly**	22.1	11/10/2025
Garcia, Ruth	Parent Liaison Instructional Assistant – Bilingual	Westmont	\$19,931 hourly	23.1	11/10/2025
Gutierrez, Yvette	Universal Instructional Assistant	Harbour View	\$19,444 hourly**	22.1	11/10/2025
Rimdzius, Julie	Instructional Assistant – ABA	Mesa View	\$22,561 hourly	28.1	11/10/2025
Sanchez, Cynthia	Noon Duty Supervisor	Hope View	\$17,170 hourly	1.1*	11/13/2025
Taliaferro, Michelle	School Office Clerk	Mesa View	\$22,561 hourly	28.1	11/20/2025
Taylor, Steven	Universal Instructional Assistant	Circle View	\$19,444 hourly**	22.1	11/10/2025

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION HIRED INTO</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE /STEP</u>	<u>EFFECTIVE DATE</u>
Bird, Matthew	Senior Purchasing Clerk	Substitute	\$26,155 hourly	34.1	11/17/2025
Delgado Salazar, Aileen	Instructional Assistant – ABA	Substitute	\$22,561 hourly	28.1	11/10/2025
Dominguez-Portugal, Monica	Food Service Worker	Substitute	\$17,617 hourly	18.1	11/17/2025
Ennen, David	Instructional Assistant – ABA	Substitute	\$22,561 hourly	28.1	11/10/2025
Gutierrez, Yvette	Parent/Teacher Conference Translator	Substitute	\$17,170 hourly	1.1*	11/10/2025
Kim, John	Campus Safety Supervisor	Substitute	\$20,941 hourly	25.1	11/17/2025
Jessner, Van	Food Service Worker	Substitute	\$17,617 hourly	18.1	11/17/2025
Rizzo, Lilliana	Instructional Assistant – ABA	Substitute	\$22,561 hourly	28.1	11/10/2025
Robertson, Abbigail	Instructional Assistant – ABA	Substitute	\$22,561 hourly	28.1	11/10/2025

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4:

<u>NAME</u>	<u>POSITION PROMOTED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE /STEP</u>	<u>EFFECTIVE DATE</u>
Castro, Sofia	Human Resources Technician	District Office	\$4,764.53 monthly	36.1	11/18/2025
Najera-Salgado, Katie	Administrative Assistant	District Office	\$6,290.97 monthly	C44.1	12/15/2025

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 December 9, 2025

APPROVE LATERAL TRANSFER

In accordance with Merit System Rule 8.2.1.A:

<u>NAME</u>	<u>POSITION TRANSFERRED INTO</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE /STEP</u>	<u>EFFECTIVE DATE</u>
Lopez, Colette	Department Secretary	District Office	\$5,976.76 monthly	36.5	12/15/2025

APPROVE LEAVE OF ABSENCE WITHOUT PAY

In accordance with Merit System Rule 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Hess, Rachel	Instructional Assistant – ABA	Harbour View	11/13/2025	01/26/2026

APPROVE SEPARATION

In accordance with Merit System Rules 8.1 to 8.8:

<u>NAME</u>	<u>POSITION SEPARATED FROM</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Albanez, Isabel	Speech and Language Assistant	Marine View	Resignation	09/11/2024	11/14/2025
Delgleize, Brooke	Instructional Assistant – ABA	Westmont Preschool	Resignation	03/31/2025	11/21/2025
Frontado, Melissa	School Library Specialist	Lake View	Resignation	11/18/2024	12/19/2025
Gomez, Jazmin	Cook	Central Kitchen	Resignation	09/23/2025	11/04/2025
Gonzalez, Raul	Maintenance HVAC Mechanic	Facilities	Released	02/13/2024	11/14/2025
Mograbi, Carissa	School Office Clerk	Marine View	Resignation	06/04/2025	11/21/2025
Orantes, Jose	Maintenance HVAC Mechanic	Facilities	Resignation	07/22/2024	11/14/2025

*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
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 15, 2026

SUBJECT: **Agenda Item No. 12:D – CLASSIFIED PERSONNEL VACANCY/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	1/16/2026				
Child Care Program Facilitator	2	8/19/2025 - 2/19/2026	1/16/2026				
Child Care Supervisor	1	Eligibility List					1/7/2026
Cook 11-months	1	1/5/2026 - 1/26/2026	1/19/2026				
Food Service Woker	1	12/18/2025 - 1/12/2026	1/16/2026				
HVAC	2	12/4/2025 - 6/04/2026	1/16/2026				
Instructional Assistant - ABA	10	11/21/2025 - 5/21/2025	1/16/2026				1/21/2026
Noon Duty Supervisor	3	5/7/2025 - 5/7/2026	1/16/2026				
Program Support Specialist	1	11/21/2025 - 12/15/2025	12/18/2025		12/18/2025	12/29/2025	
School Office Clerk	1	11/26/2025 - 12/18/2025	1/6/2026	1/15/2026			1/20/2026
School Office Manager	1	12/02/2025 - 12/22/2025	12/30/2025	1/7/2026			1/13/2026
Speech & Language Specialist	1	Eligibility List					1/9/2026
Sprinkler Mechanic	2	11/26/2025 - 5/26/2025	1/16/2026				

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: January 15, 2026
SUBJECT: Agenda Item No.12:E – ADVANCE STEP PLACEMENT NOTIFICATIONS

Background Information

Employee	Classification	Step	Justification
Akles, Amanda	Instructional Assistant – ABA	5	Has been a special education substitute teacher with OVSD since 2001. Holds a Master’s Degree in Elementary Education and Special Education.
Bui, Quan	Instructional Assistant – ABA	2	Has more than 2 years of experience working as a substitute teacher and tutor. Holds a Bachelor’s Degree in Liberal Studies and a Master’s Degree in Leadership Development.
Molina, Tabitha	Universal Instructional Assistant	3	Has over 20 years of experience supervising children in organized educational and recreational settings; holds a Bachelor’s degree in Parks & Recreation Management.
Taliaferro, Michelle	School Office Clerk	2	Possesses strong clerical experience within a school setting; served as a substitute for OVSD; has ability to handle high volume interactions.

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: January 15, 2026
SUBJECT: **Agenda Item No.13:A – 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 to Reclassify Incumbent from
Early Learning Instructional Assistant to Early Learning Instructional Assistant – Bilingual
Page 2**

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 January 16, 2026.

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

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)



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

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

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