San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Agenda

3:30 P.M. January 9, 2024

Pacific Trails Middle School - Building C, Room C201 Staff

5957 Village Center Loop Rd., San Diego, CA 92130

(public may attend in person or virtually)

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.gray@sduhsd.net by 3:00 pm the day of the meeting or, if the meeting is being conducted in-person, you may complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.gray@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS
All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.gray@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES
As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS
In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

San Dieguito Union High School District
PERSONNEL COMMISSION
Regular Meeting Agenda
3:30 P.M., January 9, 2024

MEETING/OPEN SESSION

1. Call to Order, Commission Chair

2. Pledge of Allegiance

3. Approval of the Agenda for the January 9, 2024, Personnel Commission Regular Meeting.
   Public Comments, if any
   Motion by _____, second by _____, to approve the agenda for the January 9, 2024, Personnel Commission Regular Meeting.

4. Approval of the Minutes for the December 12, 2023, Personnel Commission Regular Meeting.
   Public Comments, if any
   Motion by _____, second by _____, to approve the minutes of the December 12, 2023, Personnel Commission Regular Meeting.

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
   No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

   A. California School Employees Association
   B. San Dieguito Union High School District
   C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
   Public Comments, if any
   A. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 12/11/2023, individual eligibility valid for six months.
   B. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/11/2023, individual eligibility valid for six months.
   C. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian SR32, Open/Promotional-Dual Certification, updated 12/13/2023, individual eligibility valid for six months.
   D. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/18/2023, individual eligibility valid for six months.
   E. Motion by_____, second by_____, to approve a Continuous Filing Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 12/18/2023, individual eligibility valid for six months.
   F. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian SR32, Open/Promotional-Dual Certification, updated 12/19/2023, individual eligibility valid for six months.
   G. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 12/22/2023, individual eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED
   Public Comments, if any
   A. Motion by _____, second by _____, to establish a six-month Eligibility List for Communications Coordinator, Management, SR 11, Open/Promotional-Dual Certification.
   B. Motion by _____, second by _____, to establish a six-month Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification.
   C. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian - Floater, SR32, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEW
   Public Comments, if any
   A. Director of Student Data Services (Job Description Revision)
   Motion by _____, second by _____, to approve the recommended revisions to the Director of Student Data Services job description.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES
   Public Comments, if any
   A. Vacancy Report Summary
   B. Vacancy Report
   C. Personnel List Report

10. CORRESPONDENCE
    Public Comments, if any

11. NEXT PERSONNEL COMMISSION MEETING
    The next Regular meeting of the Personnel Commission is scheduled for Tuesday, February 13, 2024, at 3:30 p.m.

12. ADJOURNMENT

San Dieguito Union High School District
PERSONNEL COMMISSION
Regular Meeting Minutes
3:30 P.M., December 12, 2023

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
   The meeting was called to order 3:53 pm by Commission JUSTIN CUNNINGHAM.

2. Pledge of Allegiance
   Commissioner Cunningham led the pledge of allegiance.

   Personnel Commissioners in Attendance
   Justin Cunningham
   John Baird
   Jeff Charles

   Personnel Commission Staff in Attendance
   Susan Gray, Director of Classified Personnel
   Barbara Bass, Human Resources Analyst
   Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the December 12, 2023, Personnel Commission Regular Meeting.
   Public Comments - Ambrose Lark
   Motion made by JEFF CHARLES to approve the agenda, which died for lack of a second.
   Motion by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda but to table Item 9 to follow after Item 8, for the December 12, 2023, Personnel Commission Regular Meeting.
   Justin Cunningham
   John Baird
   Jeff Charles
   Passed with Three Ayes

4. Approval of the Minutes for the November 14, 2023, Personnel Commission Regular Meeting.
   Public Comments - None

   Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes of the November 14, 2023, Personnel Commission Regular Meeting.

Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

A. California School Employees Association - *Ambrose Lark*
B. San Dieguito Union High School District – *Mary Ann Nuskin*
C. Public – *John Baird*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public Comments - None
A. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 11/09/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes
B. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Merged Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification, updated 11/17/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

C. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 11/17/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

D. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Chinese, SR31, Open/Promotional-Dual Certification, updated 11/27/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

E. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 11/28/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

F. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification, updated 11/30/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

G. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd, SR34, Open/Promotional-Dual Certification, updated 12/04/2023, individual eligibility valid for six months.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED
   Public Comments - None
   A. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Administrative Assistant II, SR40, Open/Promotional-Dual Certification.

Justin Cunningham
John Baird
Jeff Charles
Three Ayes

B. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Facilities Planning Analyst, SR62, Open/Promotional-Dual Certification.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

C. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to establish a six-month Eligibility List for Director of Communications, Management, SR2, Open/Promotional-Dual Certification.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

D. Motioned by JEFF CHARLES, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

E. Motion by JOHN BAIRD, second by JEFF CHARLES, to establish a six-month Eligibility List for Information Systems Support Technician, SR44, Open/Promotional-Dual Certification.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

F. Motioned by JEFF CHARLES, seconded by JOHN BAIRD. to establish an Unranked Eligibility List for Associate Superintendent, Business Services, Salary per Contract, six months eligibility.
Justin Cunningham
John Baird
Jeff Charles
Passed with Three Ayes

8. CLASSIFICATION REVIEW
Public Comments – There were 6 public speakers for this agenda item.
Tracy Ngo
Carolyn Kinnare
Marielle Bravo-Saltzman
Brooke Barney

Mary Anne Nuskin
Carmen Blum

A. SECRETARY (Job Description Revision)
Motioned by JUSTIN CUNNINGHAM to approve the recommended revisions to the Secretary job description including revision of job title to Department Assistant. Motion died for lack of second.
No action taken on Item 8.

9. OUT OF CLASSIFICATION REPORT
   Public Comments – There were 5 public speakers for this agenda item.
   Carolyn Kinnare
   Marielle Bravo-Saltzman
   Anne Van Winkle
   Carmen Blum
   Mary Anne Nuskin
   A. Carolyn Kinnare, Marielle Bravo-Saltzman, Tracy Ngo, Anne Van Winkle
   No motion made, motion died for lack of action.
   No action taken on Item 9.

10. ORGANIZATION OF THE PERSONNEL COMMISSION
    Public comments - None
    A. Election of Chair for the Personnel Commission
       Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, that JEFF CHARLES be nominated as Chair of the Personnel Commission for 2024.
       Justin Cunningham
       John Baird
       Passed with Two Ayes
       Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, that nominations be closed. JEFF CHARLES is elected as Chair of the Personnel Commission for 2024.
       Justin Cunningham
       John Baird
       Passed with Two Ayes
    B. Election of Vice-Chair for the Personnel Commission
       Motioned by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, that JOHN BAIRD be nominated as Vice-Chair of the Personnel Commission for 2024.
       Justin Cunningham
       Jeff Charles
       Passed with Two Ayes
       Motioned by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, that nominations be closed. JOHN BAIRD is elected as Vice-Chair of the Personnel Commission for 2024.

Justin Cunningham
Jeff Charles
Passed with Two Ayes

11. PERSONNEL COMMISSION MEETING CALENDAR – 2024
   Public comments - None
   A. Motioned by JOHN BAIRD, seconded by JEFF CHARLES, to approve the schedule for the regular meetings of the Personnel Commission for 2024 with the inclusion of June 18, 2024 to the proposed Personnel Commission Regular Meeting Schedule.
   Justin Cunningham
   John Baird
   Jeff Charles
   Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

12. STAFF COMMENTS ON PERSONNEL ACTIVITIES
   Public Comments - None
   A. Vacancy Report Summary
   B. Vacancy Report
   C. Personnel List Report

13. CORRESPONDENCE
   Public Comments - None

14. NEXT PERSONNEL COMMISSION MEETING
   The next Regular meeting of the Personnel Commission is scheduled for Tuesday, January 9, 2024, at 3:30 p.m.

15. ADJOURNMENT – 6:43 P.M.

Instructional Assistant SpEd-Behavior Intervention
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 12/11/2023

Applicant ID	Rank	Expiration Date	Source
6334197	1	6/11/2024	Open
352672	2	6/11/2024	Open
2087286	3	4/2/2024	Open
455102	3	5/2/2024	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Instructional Assistant SpEd
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 12/11/2023

Applicant ID	Rank	Expiration Date	Source
1458475	1	1/12/2024	Open
3911919	2	3/26/2024	Open
3043474	3	6/4/2024	Open
7284416	3	4/6/2024	Open
352672	4	6/11/2024	Open
7273868	5	5/17/2024	Open
6512695	6	6/4/2024	Promo

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Custodian
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 12/13/2023

Applicant ID	Rank	Expiration Date	Source
3714277	1	2/11/2024	Promo
7215041	2	2/11/2024	Open
7264458	3	6/13/2024	Open
1242886	4	1/6/2024	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Instructional Assistant SpEd
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 12/18/2023

Applicant ID	Rank	Expiration Date	Source
1458475	1	1/12/2024	Open
7360363	2	6/18/2024	Open
3911919	3	3/26/2024	Open
3043474	4	6/4/2024	Open
352672	5	6/11/2024	Open
6512695	6	6/4/2024	Promo

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Nutrition Services Assistant I
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 12/18/2023

Applicant ID	Rank	Expiration Date	Source
6409237	1	4/18/2024	Open
6421403	1	5/2/2024	Promo
7108532	1	6/18/2024	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Custodian
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 12/19/2023

Applicant ID	Rank	Expiration Date	Source
3714277	1	2/11/2024	Promo
7215041	2	2/11/2024	Open
7264458	3	6/13/2024	Open
1242886	4	1/6/2024	Open
6652778	5	6/10/2024	Promo

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S. Gray

San Dieguito Union High School District
Personnel Commission

Instructional Assistant SpEd
Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Updated Date: 12/22/2023

Applicant ID	Rank	Expiration Date	Source
7360363	1	6/18/2024	Open
3911919	2	3/26/2024	Open
3043474	3	6/4/2024	Open
352672	4	6/11/2024	Open
7361239	4	6/22/2023	Open
6512695	5	6/4/2024	Promo
7360327	6	6/22/2023	Open

Please note: individual eligibility list is valid for 6 months.
Scores are merged each time the exam is administered.

S.Gray

San Dieguito Union High School District

CLASSIFICATION ADVISORY COMMITTEE

Agenda

December 20, 2023
11:30 – 12:30 am
Google Meet

CAC MEMBERS:

    __X___   Matt Colwell (CSEA)

    __X___   Margy Lara (CSEA)

    __X___   Kalani Crosby (CSEA)

    __X__   Dawn Campbell (Admin)

    __X___   Antonio Perez (Admin)

    _____   Tina Peterson (Admin)

TOPICS FOR DISCUSSION

1. Job Description Revision
   Director, Student Information Services

Classification Review Report

Classification	Director of Student Information Services
Classification Type	Management
Salary Range	**Group 5, Range 4**
Submission to Classification Advisory Committee	December 20, 2023
Submission to Personnel Commission	January 9, 2023
Agenda Item	Job Description Revision

Background Information

The Director of Student Information Services (SIS) classification has been vacant since July 2017. The District will be seeking to fill this position and has requested the job description be revised to account for changes that have occurred since the position was vacated. This includes removing duties that have since been assigned to other positions and adding duties based upon the changes related to student data reporting. (see attached revised job description)

Sources of Information
Associate Superintendent, Education Services – Bryan Marcus
Information Support Supervisor – Maritza Diaz
Comparison School Districts

Salary Compensation Review
Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay.

A comprehensive review of the established comparison districts, along with other districts in the San Diego County area, did not find positions substantially similar in duties, responsibilities, and qualifications of the Director, SIS classification. A number of districts rely on Analysts to perform some of the data reporting required of the position. Those positions typically report up to the Director of Technology. These positions are not matches as they do not have the higher level responsibilities nor supervision responsibilities. The management level positions typically fall within Information Technology departments and require IT education and experience. Given the lack of equivalent comparators, it is recommended that the salary range for this position remain at its

current range (Range 4) on the management salary schedule. Other Director positions on the salary range include the Director of Nutrition Services and the Director of Transportation.

Recommendation

It is recommended that the job description for the Director, SIS be revised as proposed and that no change in salary be made at this time.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Dawn Campbell, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin

DIRECTOR OF STUDENT INFORMATION SERVICES

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent of Educational Services, the Director of Student Information Services provides support with High School Selection setup and configuration~~manages and directs district programs, including, High School Selection, Intra/Inter-district transfers and Home Hospital~~; ensures compliance with state and federal education codes and mandates, ~~coordinates the analysis of assessment and student achievement data;~~ manages and ensures the accuracy of the student information system as it relates to attendance, transcripts, grading, residency, standardized testing, college entrance testing, and Federal and State reporting; provides leadership in establishing district norms in student data reporting; ~~collects and identifies student achievement data to be used by the District to assess the effectiveness of instructional programs;~~ provides technical expertise and assistance to school site and District administration to assist them in identifying and analyzing the most useful student data for their application in improving the quality of classroom instruction as well as in assessing the effectiveness of District-wide instructional programs.

DISTINGUISHING CHARACTERISTICS

The Director of Student Information Services is a single-position, management classification responsible for planning, directing, supervising and controlling District-wide programs , that ensure the compliance, integrity, comprehensiveness, accuracy, responsiveness, and applicability of all policies and procedures ~~related to management of High School Selection, Inter/Intra District transfers, Home Hospital and Foster Youth programs, Heritage Schools~~, and elements of the student information data system to support the District's information needs with respect to various other district programs~~,~~ including~~,~~ attendance, and the quantitative assessment of the effectiveness of District instructional programs, and to reporting mandates and requirements of Federal, State and local agencies.

ESSENTIAL FUNCTIONS

- Assist with planning, directing and supervising ~~Plan, direct and supervise the annual~~ High School Selection Process and prepare district enrollment projections.

- ~~Manage and evaluate applications for Intra/Inter district transfers for approval or rejection based on school site enrollment or district priorities.~~

- ~~Develop the Annual Notification to ensure compliance with Education Code.~~ Direct the distribution and supervise the collection of the Annual Notification to all parents/guardians of students enrolled in district schools.

- ~~Direct and supervise the district Home Hospital and Homeless/Foster Youth programs.~~

- ~~Manage and respond to complaints through the Office of Civil Rights or through the Uniform Complaint Procedure. Ensure that each school site and district website have the Uniform Complaint Procedure clearly displayed for parent reference.~~

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- Coordinate and manage the district approval process for Site Pilot Courses.

- Manage , evaluate and respond to student Graduation Waivers submitted by site principals.

- Manage, review and evaluate institutions and courses submitted from Heritage Schools offering instruction in the culture, traditions, or history and language of a country other than the United States to district students seeking credit on their high school transcripts.

- Plan, direct & supervise the collection, maintenance, and integrity of student and staff data necessary to prepare, verify, and submit reports to Federal, and State, and local agencies and other entities such as CALPADS, CBEDS ORA, Civil Rights Data Collection, CALPADS-Plus, National Clearinghouse, ISAC, ASVAB, Principal Apportionment Data Collection, OPUS-County District School CDS Application, for the purposes of complying with applicable laws, rules and procedures to ensure general and special funding for District programs.

- Develop and implement training to District and site level staff (classified, administrators, and teachers) on all elements of data query using the student information system (Aeries) for the purpose of introducing them to school and student data, data analysis, and facilitation of query activities for use of data at sites, in departments, and district-wide.

- Plan, direct, and implement a program of data analysis and interpretation of standardized testing (e.g. CAASPP, AP, ACT, SAT, SAT II, and benchmark assessments) for the purpose of communicating performance data to site administrators and teachers for their use in analyzing student achievement and the effectiveness of instructional programs.

- Monitors the efficiency and effectiveness of site personnel who carry out data management functions at the sites (e.g., registrars, attendance staff, etc.) for the purpose of providing site managers with work performance data pertinent to their evaluation of site staff.

- Develop policies and procedures on use of student information system (Aeries) to ensure efficient and effective use of information for daily operations and for testing of students.

- Supervises the application and adherence to, District-wide standards for data management to ensure consistency, accuracy and equity in the collection, retention, use and interpretation of information for academic records (e.g. course values on transcripts, interpretation of transcripts, updates from UC and CSU systems) by registrars and other site personnel who process student information as it relates to State and Federal reporting requirements.

- Represent the District to the Articulation Analysis Department in the Office of the President of the University of California (UC) and the California State University (CSU) for the purpose of evaluating District course offerings and ensuing approval of UC/CSU for new course offerings.

- Attends meetings conducted by the State and the County Office of Education for the purpose of ensuring District adherence to new requirements and protocols and for system planning and data exchange with outside agencies.

CLASSIFIED

- Conducts performance evaluations of immediate staff for the purpose of adhering to performance evaluation schedules, developing staff and maintaining work standards.

- Conducts selection interviews and training for the purpose of replacing staff at turnover and developing new hires.

- Manages and supervises daily operations of the student information system database including performance, reliability and security as well as teacher, parent and student portals.

- Plans, coordinates, and performs Student Information System end-of-year database rollover processes.

- Directs and coordinates the work of staff assigned to the student information system unit to ensure accurate and timely submission of state and federal reporting and to generate necessary data reports in support of district programs; supervises, trains and participates in the evaluation of student information system unit.

- Prepares, verifies and submits reports to federal and state agencies and other entities to comply with applicable laws, rules and procedures and to ensure general and special funding for District programs.

- Collaborates with Educational Services staff to ensure accurate reporting and analysis of data related to the District's Local Control Accountability Plan.

- Recommends, plans and oversees the implementation of data analysis and interpretation of standardized testing and assessments in order to communicate performance data to site administrators and teachers for their use in analyzing student achievement and the effectiveness of instructional programs.

- Regularly monitors and reports on school enrollment to inform District-wide staffing and budget decisions.

- Establishes and maintains relationships with District demographic contractors, housing developers, city entities, and feeder districts in order to gather and analyze data in order to prepare District and school enrollment projections in support of staffing, budgeting, and facility planning.

- Facilitates and coordinates the exchange of SIS data between the District and feeder districts in support of enrollment transition and inter-district program evaluation efforts.

- Plans, monitors and oversees the distribution of the District's annual residency verification process to ensure the accurate residency status for all students enrolled in the District.

- Reviews, analyzes, and monitors the District and site instructional calendars and daily bell schedules to ensure compliance with applicable education code requirements and to maximize attendance apportionment and state funding.

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- Reviews, analyzes and monitors school site attendance reporting for accuracy and submits periodic and annual apportionment reports to the state and county in order to maximize apportionment and state funding.

- Provides recommendations on policies and procedures related to the use of the SIS. Implements policies and procedures as directed to ensure efficient and effective use of the SIS in daily operations, testing of students and compliance with state and federal codes and guidelines.

- Monitors linkage between Aeries and other systems to ensure reliable interaction and data exchange within these systems and among components of the SIS (e.g., grading, attendance, transfers, parent portal).

OTHER JOB FUNCTIONS

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: directing the preparation and maintenance of accurate records and complex information systems (e.g., Aeries, CSIS, OCR, WASC, CBEDS); operating standard office equipment; using pertinent software applications; applying techniques of data gathering and analysis to the assessment of instructional programs; applying principles of supervision and management.

KNOWLEDGE –is required to perform advanced math including statistical calculations; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: laws, policies, regulations, and procedures for the collection, maintenance, and processing of student information; data warehousing, especially techniques, methods, systems and terminology of student data management, collection, maintenance, analysis, and reporting; conceptual design process, database design and management of SQL, programming in SQL; documentation standards, including procedures and definitions for metadata; legal responsibilities and restrictions as they apply to access control and privileges for security; principles and practices of effective training, supervision, leadership and program management; interpersonal skills appropriate to occasion and using tact, patience and courtesy.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant

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diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/~~data; communicating~~data; communicating with diverse groups; ~~-~~maintaining confidentiality; meeting deadlines and schedules; ~~-~~setting priorities; ~~-~~analyzing laws and regulations; use pertinent software applications to accomplish program requirements.

RESPONSIBILITY
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the collection and analysis of student data for multiple sites. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

WORKING ENVIRONMENT
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and significant fine finger dexterity. ~~Generally~~Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

EDUCATION
Education and experience equivalent to a Bachelor's Degree in business, public or educational administration, mathematics, management information systems, or related. Additional qualifying experience may be substituted for the educational requirement on the basis of one year of experience for 30 semester/45 quarter units.

EXPERIENCE
At least three ~~years~~years' full-time experience working directly with student information systems. Management or supervisory experience preferred.

REQUIRED TESTING
Pre-employment proficiency test.

~~CERTIFICATES~~
~~California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position..~~

CLEARANCES
Fingerprint Clearances issued by the California Department of Justice (CaDOJ) and the Federal Bureau of Investigation (FBI); TB clearance; pre-employment physical examination including negative drug screen.

CONTINUING EDUCATION/TRAINING
Ongoing as appropriate to maintain currency in student information systems management.

San Dieguito Union High School District   *Page 5 of 6*
Adopted: April 17, 2008
Revised: April 3, 2014
Revised:

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CLASSIFIED

FLSA STATUS
Exempt

SALARY RANGE
Management

DIRECTOR OF STUDENT INFORMATION SERVICES

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent of Educational Services, the Director of Student Information Services provides support with High School Selection setup and configuration; ensures compliance with state and federal education codes and mandates, manages and ensures the accuracy of the student information system as it relates to attendance, transcripts, grading, residency, standardized testing, college entrance testing, and Federal and State reporting; provides leadership in establishing district norms in student data reporting; provides technical expertise and assistance to school site and District administration to assist them in identifying and analyzing the most useful student data for their application in improving the quality of classroom instruction as well as in assessing the effectiveness of District-wide instructional programs.

DISTINGUISHING CHARACTERISTICS

The Director of Student Information Services is a single-position, management classification responsible for planning, directing, supervising and controlling District-wide programs , that ensure the compliance, integrity, comprehensiveness, accuracy, responsiveness, and applicability of all policies and procedures, and elements of the student information data system to support the District's information needs with respect to various other district programs, including attendance, and the quantitative assessment of the effectiveness of District instructional programs, and to reporting mandates and requirements of Federal, State and local agencies.

ESSENTIAL FUNCTIONS

- Assist with planning, directing and supervising High School Selection Process and prepare district enrollment projections.

- Direct the distribution and supervise the collection of the Annual Notification to all parents/guardians of students enrolled in district schools.

- Plan, direct & supervise the collection, maintenance, and integrity of student and staff data necessary to prepare, verify, and submit reports to Federal, State, and local agencies such as CALPADS, CBEDS ORA, Civil Rights Data Collection, CALPADS-Plus, National Clearinghouse, ISAC, ASVAB, Principal Apportionment Data Collection, OPUS-County District School CDS Application, for the purposes of complying with applicable laws, rules and procedures to ensure general and special funding for District programs.

- Develop and implement training to District and site level staff (classified, administrators, and teachers) on all elements of data query using the student information system (Aeries) for the purpose of introducing them to school and student data, data analysis, and facilitation of query activities for use of data at sites, in departments, and district-wide.

- Monitors the efficiency and effectiveness of site personnel who carry out data management functions at the sites (e.g., registrars, attendance staff, etc.) for the purpose of providing site managers with work performance data pertinent to their evaluation of site staff.

- Develop policies and procedures on use of student information system (Aeries) to ensure efficient and effective use of information for daily operations and for testing of students.

- Supervises the application and adherence to, District-wide standards for data management to ensure consistency, accuracy and equity in the collection, retention, use and interpretation of information for academic records by registrars and other site personnel who process student information as it relates to State and Federal reporting requirements.

- Attends meetings conducted by the State and the County Office of Education for the purpose of ensuring District adherence to new requirements and protocols and for system planning and data exchange with outside agencies.

- Conducts performance evaluations of immediate staff for the purpose of adhering to performance evaluation schedules, developing staff and maintaining work standards.

- Conducts selection interviews and training for the purpose of replacing staff at turnover and developing new hires.

- Manages and supervises daily operations of the student information system database including performance, reliability and security as well as teacher, parent and student portals.

- Plans, coordinates, and performs Student Information System end-of-year database rollover processes.

- Directs and coordinates the work of staff assigned to the student information system unit to ensure accurate and timely submission of state and federal reporting and to generate necessary data reports in support of district programs; supervises, trains and participates in the evaluation of student information system unit.

- Prepares, verifies and submits reports to federal and state agencies and other entities to comply with applicable laws, rules and procedures and to ensure general and special funding for District programs.

- Collaborates with Educational Services staff to ensure accurate reporting and analysis of data related to the District's Local Control Accountability Plan.

- Recommends, plans and oversees the implementation of data analysis and interpretation of standardized testing and assessments in order to communicate performance data to site administrators and teachers for their use in analyzing student achievement and the effectiveness of instructional programs.

- Regularly monitors and reports on school enrollment to inform District-wide staffing and budget decisions.

- Establishes and maintains relationships with District demographic contractors, housing developers, city entities, and feeder districts in order to gather and analyze data in order to prepare District and school enrollment projections in support of staffing, budgeting, and facility planning.

- Facilitates and coordinates the exchange of SIS data between the District and feeder districts in support of enrollment transition and inter-district program evaluation efforts.

- Plans, monitors and oversees the distribution of the District's annual residency verification process to ensure the accurate residency status for all students enrolled in the District.

- Reviews, analyzes, and monitors the District and site instructional calendars and daily bell schedules to ensure compliance with applicable education code requirements and to maximize attendance apportionment and state funding.

- Reviews, analyzes and monitors school site attendance reporting for accuracy and submits periodic and annual apportionment reports to the state and county in order to maximize apportionment and state funding.

- Provides recommendations on policies and procedures related to the use of the SIS. Implements policies and procedures as directed to ensure efficient and effective use of the SIS in daily operations, testing of students and compliance with state and federal codes and guidelines.

- Monitors linkage between Aeries and other systems to ensure reliable interaction and data exchange within these systems and among components of the SIS (e.g., grading, attendance, transfers, parent portal).

- **OTHER JOB FUNCTIONS**

Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: directing the preparation and maintenance of accurate records and complex information systems (e.g., Aeries, CSIS, OCR, WASC, CBEDS); operating standard office equipment; using pertinent software applications; applying techniques of data gathering and analysis to the assessment of instructional programs; applying principles of supervision and management.

KNOWLEDGE is required to perform advanced math including statistical calculations; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: laws, policies, regulations, and procedures for the collection, maintenance, and processing of student information; data warehousing, especially techniques, methods, systems and terminology of student data management, collection, maintenance,

analysis, and reporting; conceptual design process, database design and management of SQL; programming in SQL; documentation standards, including procedures and definitions for metadata; legal responsibilities and restrictions as they apply to access control and privileges for security; principles and practices of effective training, supervision, leadership and program management; interpersonal skills appropriate to occasion and using tact, patience and courtesy.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; analyzing laws and regulations; use pertinent software applications to accomplish program requirements.

RESPONSIBILITY
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the collection and analysis of student data for multiple sites. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

WORKING ENVIRONMENT
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

EDUCATION
Education and experience equivalent to a Bachelor's Degree in business, public or educational administration, mathematics, management information systems, or related. Additional qualifying experience may be substituted for the educational requirement on the basis of one year of experience for 30 semester/45 quarter units.

EXPERIENCE
At least three years' full-time experience working directly with student information systems. Management or supervisory experience preferred.

REQUIRED TESTING
Pre-employment proficiency test.

San Dieguito Union High School District   **Page 4 of 5**
Adopted: April 17, 2008
Revised: April 3, 2014
Revised:

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CLEARANCES
Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB clearance; pre-employment physical examination including negative drug screen.

CONTINUING EDUCATION/TRAINING
Ongoing as appropriate to maintain currency in student information systems management.

FLSA STATUS
Exempt

SALARY RANGE
Management

Vacancy Summary Report
January 3, 2024

Site/Department	Full-Time	Part-Time	Grand Total
Canyon Crest Academy	2	3	5
Carmel Valley Middle School		3	3
District Office	4		4
Earl Warren Middle School		2	2
Facilities, Planning & Construction	1		1
La Costa Canyon High School	2	4	6
Maintenance & Operations	3		3
Oak Crest Middle School	1	6	7
Pacific Trails Middle School	1	3	4
Requeza Education Center		16	16
San Dieguito High School Academy		7	7
Torrey Pines High School		15	15
Transportation	1	21	22
Grand Total	**15**	**80**	**95**

Hard to Fill	Count of Position
Associate Superintendent, Business Services	1
Bus Driver Trainer	1
Campus Supervisor	5
Custodian Floater	1
Director of Communications	1
Electrician	1
Facilities Planning Analyst	1
Instructional Assistant - Behavior Intervention	12
Instructional Assistant - Bilingual/KOREAN OR CHINESE OR SPANISH OR RUSSIAN	1
Instructional Assistant - Bilingual/SPANISH	5
Instructional Assistant Special Education	14
Instructional/Personal Care Assistant	17
Nutrition Services Assistant I	4
Nutrition Services Assistant II	1
Nutrition Services Production Assistant	1
School Bus Driver	21
Student Health Care Specialist	2
Grand Total	**89**

Status	Count of Status
Hired	5
Hold	1
Interviews conducted	4
Interviews scheduled	3
Job Offer Pending	1
Recruitment in progress	77
Selection Clearing	2
Testing in Progress	2
Grand Total	**95**

VACANCY REPORT

95 Approved Requisitions

21 Different Job Classifications

SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
District Office	AA556	Associate Superintendent, Business Services	12	40	8	1.00	Recruitment in progress
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO530	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Pacific Trails Middle School	AO567	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Canyon Crest Academy	AO539	Campus Supervisor	10	40	8	1.00	Selection Clearing
Oak Crest Middle School	AO537	Campus Supervisor	10	40	8	1.00	HIRED
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
District Office	AM729	Communications Coordinator	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AJ728	Custodian Floater	12	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AA128	Custodian	12	40	8	1.00	Job Offer Pending
District Office	AO850	Director of Communications	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Recruitment in progress
Facilities, Planning & Construction	AO236	Facilities Planning Analyst	12	40	8	1.00	Recruitment in progress
Maintenance & Operations	AJ703	Grounds Maintenance Worker II	12	40	8	1.00	Testing in Progress
District Office	AI820	Information Systems Support Technician	12	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	HOLD
Torrey Pines High School	AO602	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	HIRED
San Dieguito High School Academy	AO546	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
Carmel Valley Middle School	AO541	Instructional Assistant - Bilingual/KOREAN OR CHINESE OR SPANISH OR RUSSIAN	10	19.5	3.9	0.49	HIRED
Earl Warren Middle School	AO540	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
Oak Crest Middle School	AM625	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
San Dieguito High School Academy	AN487	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
Pacific Trails Middle School	AJ965	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Interviews conducted
San Dieguito High School Academy	AN155	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Interviews conducted
Oak Crest Middle School	AN571	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Interviews scheduled
Oak Crest Middle School	AO547	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AN488	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AO407	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO568	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ212	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ225	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AO933	Instructional Assistant Special Education	10	19.5	3.9	0.49	Interviews scheduled
Earl Warren Middle School	AI068	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO418	Instructional Assistant Special Education	10	30	6	0.75	Interviews conducted
Torrey Pines High School	AA382	Instructional Assistant Special Education	10	30	6	0.75	Interviews scheduled
Torrey Pines High School	AJ266	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO421	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AO417	Instructional Assistant Special Education	10	30	6	0.75	Hired
Requeza Education Center	AJ187	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO424	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO425	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AF620	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Carmel Valley Middle School	AN497	Instructional/Personal Care Assistant	10	30	6	0.75	Selection Clearing
Requeza Education Center	AH447	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AD636	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AG338	Instructional/Personal Care Assistant	10	30	6	0.75	Interviews conducted
Oak Crest Middle School	AO548	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AJ218	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress

VACANCY REPORT

95 Approved Requisitions

21 Different Job Classifications

SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Requeza Education Center	AJ543	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AD640	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AH761	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Torrey Pines High School	AI308	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AI375	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AJ674	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN656	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN149	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AH436	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AJ180	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AO416	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AA220	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in progress
Pacific Trails Middle School	AA243	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress
San Dieguito High School Academy	AN339	Nutrition Services Assistant I	10	15	3	0.38	Recruitment in progress
Pacific Trails Middle School	AK202	Nutrition Services Assistant II	10	19.5	3.9	0.49	Recruitment in progress
Canyon Crest Academy	AH693	Nutrition Services Production Assistant	10	40	8	1.00	Recruitment in progress
Transportation	AA530	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA494	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA513	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA531	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA507	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA510	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA515	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AF521	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AJ470	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA514	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AE711	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA516	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA525	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AJ471	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AE717	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA527	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA491	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA495	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA498	School Bus Driver	10	30	6	0.75	Hired
Transportation	AA506	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA512	School Bus Driver	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO341	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO340	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AN550	Student Support Facilitator	10	19.5	3.9	0.49	Testing in Progress

Classified Personnel Listing
NOVEMBER 14, 2023

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Change In Assignment	Classified	Cary	Shannon	Acounting Assistant ASB	CCA	9/11/2023		1.00	Transfer
Change In Assignment	Classified	Chan	Siu	Nutrition Services Assistant I	TPHS-Cafe	9/5/2023		0.44	Transfer
Change In Assignment	Classified	Johnson	Pamela	Instructional Assistant - Sped	OCMS	9/7/2023		0.75	Transfer
Change In Assignment	Classified	Read	Maria	Nutrition Services Assistant I	PTMS-Cafe	9/5/2023		0.47	Transfer
Change In Assignment	Classified	Wilkinson	Elizabeth	Nutrition Services Assistant 1	DNO-Cafe	10/2/2023		0.41	Transfer
Change In Assignment	Classified	Wilkinson	Elizabeth	Nutrition Services Assistant 1	SDA-Cafe	10/2/2023		0.38	Transfer
Employment	Classified	Bryan	Jonathan	Instructional Assistant - SPED	OCMS	9/5/2023		0.75	Vacancy
Employment	Classified	Caster	Madison	Receptionist	TPHS	9/7/2023		1.00	Vacancy
Employment	Classified	Cooper	Kirsten	Campus Supervisor	SDA	8/10/2023		1.00	Vacancy
Employment	Classified	Gomez	Soledad	Campus Supervisor	SDA	9/11/2023		1.00	Vacancy
Employment	Classified	Heidi	Bridges	Learning Commons Tech	DNO	9/5/2023		1.00	Vacancy
Employment	Classified	Lam	Valerie	information Systems Support Tech	District Office	9/18/2023		1.00	Vacancy
Employment	Classified	Lopez	Matthew	Campus Supervisor	TPHS	9/25/2023		1.00	Vacancy
Employment	Classified	Mellina Gottardo	Luca	Student Health Care Specialist	TPHS	9/5/2023		1.00	Vacancy
Employment	Classified	Mestres-Soler	Nuria	Bilingual Parent/Community Liaison	District Office	8/15/2023		0.48	Vacancy
Employment	Classified	Ortega-Sanchez	Ana	Instructional Assistent Bilingual	LCC	9/25/2023		0.49	Vacancy
Employment	Classified	Park	Elodie	Instructional Assistant- Bilingual	PTMS	10/2/2023		0.49	Vacancy
Employment	Classified	Priver	Mark	Instructional Assistant-Sped	LCC	10/2/2023		0.75	Vacancy
Employment	Classified	Raab	Jacob	Instructional Assistant	TPHS	8/15/2023		0.75	Vacancy
Employment	Classified	Rodriguez	Daniela	Instructional Assistant Behavior Intervention	TPHS	9/22/2023		0.75	Vacancy
Employment	Classified	Sarazen	Colin	Campus Supervisor	LCC	10/2/2023		1.00	Vacancy
Employment	Classified	Satterburg	Randall	Campus Supervisor	CCA	9/11/2023		1.00	Vacancy
Employment	Classified	Saunders	Marshall	Campus Supervisor	TPHS	9/25/2023		1.00	Vacancy

Classified Personnel Listing
NOVEMBER 14, 2023

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Resignation	Classified	Nicolas	Jenna	Student Support Facilitator	EWMS	7/31/2023		0.49	Termination
Termination	Classified	Baruch	Frank	Campus Supervisor	PTMS	9/28/2023		1.00	Release From Probation
Termination	Classified	Garcia	Jaime	Human Resources Specialist	District Office	9/1/2023		1.00	Release From Probation

Classified Personnel List
DECEMBER 14, 2023

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Change In Assignment	Classified	Ayoub	Denise	Instructional Assistant-Bilingual	TPHS	10/30/2023		0.49	Promotion
Change In Assignment	Classified	Balgemann	Hunter	Instructional/Personal Care Assistant - SpED	COAST	11/27/2023		0.75	Transfer
Change In Assignment	Classified	Correa	Carolina	Nutrition Services Assistant Floater	CCA-Café	11/13/2023		1.00	Voluntary Demotion
Change In Assignment	Classified	Dowd	Margaret	Instructional Assistant - SpED	OCMS	10/09/2023		0.75	Transfer
Change In Assignment	Classified	Moon	Jiyun	Nutrition Services Assistant 1	TPHS-Cafe	10/03/2025		0.49	Transfer
Change In Assignment	Classified	Ryoo	Kyung	Nutrition Services Assistant 1	CVMS-Cafe	10/09/2023		0.38	Transfer
Change In Assignment	Classified	Serrano	Marisela	Nutrition Services Assistant Floater	CCA-Café	11/13/2023		0.88	Voluntary Demotion
Change In Assignment	Classified	Soto	Gilbert	Instructional/Personal Care Assistant - SpED	COAST	11/27/2023		0.75	Transfer
Employment	Classified	Atanasovski Pierro	Amanda	Admin Assistant II	Maintenance & Operations	12/04/2023		1.00	Vacancy
Employment	Classified	Campbell Lee	Danica	Instructional Assistant - SpED	OCMS	10/16/2023		0.75	Vacancy
Employment	Classified	Castrellon	Jose	Custodian	OCMS	11/20/2023		1.00	Voluntary Demotion
Employment	Classified	Chen	Estelle	Secretary	TPHS	10/30/2023		0.48	Vacancy
Employment	Classified	Damian	Joshua	Instructional/Personal Care Assistant - SpED	LCC	11/28/2023		0.75	Vacancy
Employment	Classified	Dean	Colleen	Instructional Assistant - SpED (BI)	COAST	11/01/2023		0.75	Vacancy
Employment	Classified	Doyle	Stacey	Receptionist	LCC	12/01/2023		1.00	Vacancy
Employment	Classified	Dugdale	Heather	Accounting Assistant - ASB	TPHS	10/04/2023		1.00	Vacancy
Employment	Classified	Elenz-Marting	Michael	Campus Supervisor	SDA	10/23/2023		1.00	Vacancy
Employment	Classified	Germano	Courtney	Custodian-Floater	Maintenance & Operations	10/30/2023		1.00	Vacancy
Employment	Classified	Gomez Martinez	Cruz	Nutrition Services Assistant I	DNO-Cafe	10/16/2023		0.44	Vacancy

Classified Personnel List
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Employment	Classified	Graves III	Floyd	Grounds Maintenance Worker II	Maintenance & Operations	10/09/2023		1.00	Vacancy
Employment	Classified	Jimenez	Alma	Instructional Assistant - SpED	LCC	10/30/2023		0.75	Vacancy
Employment	Classified	Kreil	Krista	Student Support Facilitator	EWMS	11/13/2023		0.48	Vacancy
Employment	Classified	Lake	Karen	Instructional/Personal Care Assistant - SpED	CVMS	11/27/2023		0.75	Vacancy
Employment	Classified	Li	Ling	Instructional Assistant - SpED	CVMS	10/23/2023		0.49	Vacancy
Employment	Classified	Martinez	Marcelino	Custodian-Floater	Maintenance & Operations	11/13/2023		1.00	Vacancy
Employment	Classified	Martin	Anne	Secretary	LCC	11/13/2023		0.48	Vacancy
Employment	Classified	Nickels	Darcy	Secretary	SDA	11/06/2024		0.48	Vacancy
Employment	Classified	Pache	Cortney	Campus Supervisor	CCA	11/27/2023		1.00	Vacancy
Employment	Classified	Ponce de Leon	Liliana	Admin Assistant III	District Office	11/13/2023		1.00	Vacancy
Employment	Classified	Rodriguez	Darlene	HR Specialist	District Office	11/13/2023		1.00	Vacancy
Employment	Classified	Rodriguez	Danielle	Secretary	OCMS	11/06/2023		1.00	Vacancy
Employment	Classified	Santana	Dulce	Student Health Care Specialist	OCMS	10/09/2023		0.75	Vacancy
Employment	Classified	Spinos	Brianna	HR Technician	District Office	10/09/2023		1.00	Vacancy
Employment	Classified	Xitco	Michael	Instructional Assistant - SpED	CVMS	10/30/2023		0.75	Vacancy
Employment	Classified	Zhang	Ruoyu	Nutrition Services Assistant I	PTMS-Cafe	10/23/2023		0.47	Vacancy
Resignation	Classified Management	Douglas	Tina	Associate Superintendent- Business Services	District Office	11/24/2023		1.00	Resignation
Resignation	Classified	Gutierrez	Hector	Campus Supervisor	CCA	10/13/2023		1.00	Retirement
Resignation	Classified	Harmon	Jannae	Receptionist	LCC		09/22/2023	1.00	Resignation
Resignation	Classified Management	Jacobs	Miquel	Communications Coordinator	District Office		12/01/2023	1.00	Resignation
Resignation	Classified	Leaverton	Darlene	Secretary	CCA		09/01/2023	1.00	Resignation
Resignation	Classified	Li	Ling	Nutrition Services Assistant I	CVMS-Cafe		09/01/2023	0.31	Resignation
Resignation	Classified	Morgan	Nicole	Instructional/Personal Care Assistant - SpED	COAST		12/08/2023	0.68	Resignation
Resignation	Classified	Otto	Scott	Custodian	LCC	11/07/2023		1.00	Resignation

Classified Personnel List
DECEMBER 14, 2023

Resignation	Classified	Poplawski	Tracy	Instructional Assistant - SpED (BI)	COAST		09/01/2023	68.75	Resignation
Resignation	Classified	Rodriguez	Daniela	Instructional Assistant - SpED (BI)	TPHS	10/12/2023		0.75	Resignation
Resignation	Classified	Satterburg	Randy	Campus Supervisor	CCA		11/14/2023	1.00	Resignation
Resignation	Classified	Wharton	Ron	Custodian	OCMS		08/16/2023	1.00	Retirement
Resignation	Classified	Wong	Susan	Facilities Planning Analyst	Facilities-Construction		10/18/2023	1.00	Resignation
Termination	Classified	Priver	Mark	Instructional Assistant - SpED	LCC		10/04/2023	0.75	Termination
Termination	Classified	Truxaw	Brian	Grounds Maintenance Worker II	Maintenance & Operations		11/22/2023	1.00	Termination