

**San Dieguito Union High School District  
PERSONNEL COMMISSION**

**Regular Meeting Agenda**

3:30 P.M., October 10, 2017  
710 Encinitas Boulevard, Encinitas, CA 92024  
District Office Board Room 101

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**PUBLIC COMMENTS**

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items. 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 in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, [www.sduhsd.net](http://www.sduhsd.net). In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

**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.

**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. 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., October 10, 2017

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the October 10, 2017, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the October 10, 2017 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the September 7, 2017 Personnel Commission Regular meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the September 7, 2017 Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE ESTABLISHED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for REGISTRAR, SR-40, Open/Promotional, six months eligibility.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish an Eligibility List for LOSS CONTROL ANALYST, SR-60, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for SECRETARY, SR-36, Open/Promotional-Dual Certification, eligibility from 9/07/17.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for ACCOUNTING SPECIALIST , SR-52, Open/Promotional-Dual Certification, eligibility from 9/20/17.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I , SR-25, Open/Promotional-Dual Certification, continuous eligibility from 10/04/17.
7. CLASSIFICATION REVIEW
  - A. Information Systems Support Supervisor  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a new classification of Information Systems Support Supervisor as proposed .  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the governing board allocation of the classification of Information Systems Support Supervisor to Range 7 of the Supervisory Salary Schedule.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. RULE 14.5 REVISION-First Read

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

10. CORRESPONDENCE

- A. SDUHSD Board's Intention to Appoint Personnel Commissioner

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

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

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, November 14, 2017, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

13. CLOSED SESSION

Annual Evaluation of Director, Classified Personnel

14. ADJOURNMENT

**San Dieguito Union High School District  
PERSONNEL COMMISSION**

**Regular Meeting Minutes**

800 Santa Fe Drive., Encinitas, CA 92024  
San Dieguito High School Academy

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:38 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Debbie Johnson

April Llamas

3. APPROVAL OF AGENDA FOR THE SEPTEMBER 7, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the September 7, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

4. APPROVAL OF THE MINUTES FOR THE AUGUST 8, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the August 8, 2017, Personnel Commission Regular Meeting.

*Passed unanimously*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ACCOUNTING SPECIALIST, SR-52, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for SECRETARY SR-36, Open/Promotional-Dual Certification, six months eligibility.

*Both passed unanimously*

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, eligibility from 8/29/17.

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, eligibility from 8/14/17.

*Both passed unanimously*

- C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for INSTRUCTIONAL ASSISTANT, SpEd (Severe), SR-36, Open/Promotional, eligibility from 8/24/17.  
*Passed unanimously*
- D. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 8/24/17.  
*Passed unanimously*

7. RULE 6.3 AND 6.4 REVISION-Second Read

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve revisions of Rule 6.3 and Rule 6.4 of the Rules and Regulations for the Classified Service.

*Passed unanimously*

Director Dixon summarized to clarify that the rule includes any increase in hours, and does not need to be an eight hour day.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Susan Dixon explained that many selections were made this week. She is also attending our schools' Back to School Night programs to spread the word of our need for Classified Substitute employees.

9. CORRESPONDENCE

Commissioner King applauded Susan Dixon on the format of the most recent Newsletter that included many employee photos.

10. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

A. California School Employees Association – April Llamas said she loved the Newsletter and is glad the Commission is updating rules as necessary.

B. San Dieguito Union High School District – None

C. Public – None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 10, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT

The Personnel Commission meeting adjourned to closed session at 3:51 pm.

13. CLOSED SESSION

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Dual Certification**

**Effective: 9/07/17  
Expiration: 3/07/18**

**Secretary**

<b>Rank</b>	<b>Applicant ID</b>
1	2228409
2	3243528
3	3588296
3	2919261
4	3455572
5	742247
6	3592074
6	3586843
7	2901590
8	3548547
8	2808681

S. Dixon

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Dual Certification**

**Secretary**

**Effective: 9/07/17  
Expiration: 3/07/18**

**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional - Dual Certification**

**Accounting Specialist**

**Effective: 9-20-17  
Expiration: 3-20-18**

<b>Rank</b>	<b>Applicant ID</b>
1	3318884
2	3433416
3	1252318
4	2272018

S. Dixon



**San Dieguito Union High School District  
Personnel Commission  
Eligibility List  
Open/Promotional - Dual Certification**

**Nutrition Services Assistant I**

10/4/17  
Continuous

<b>Rank</b>	<b>Applicant ID</b>	<b>Expiration</b>
<b>1</b>	21310932	4/4/2018
<b>2</b>	21230519	4/4/2018
<b>3</b>	108642	4/4/2018
<b>4</b>	3546810	10/12/17
<b>5</b>	3442435	10/12/17
<b>6</b>	21245630	4/4/18

S. Dixon

710 Encinitas Boulevard, Encinitas, CA 92024  
 Telephone (760) 753-6491  
 Fax (760) 943-3522  
 www.sduhsd.net

**Classified Personnel Commission**  
 John Baird, Commissioner  
 Terry King, Commissioner  
 Patricia "Pat" Spirit, Commissioner  
 Susan Dixon, Director

<b>Classification Review Report</b>	
Classification	Information Systems Support Supervisor Proposed
Classification Type	Supervisory
Salary Range	Supervisory, Range 7
Submission to Classification Advisory Committee	June 27, 2017 July 5, 2017 September 26, 2017
Submission to Personnel Commission	October 10, 2017
Agenda Item	Classification Revisions #7

**Background Information**

Since the retirement of the Director of Student Information Services (SIS) in June, the Associate Superintendent of Educational Services and the Associate Superintendent of Administrative Services have had an opportunity to assess the current needs of the District in the area of student support services and subsequently determine the best way to assign work in this area. After consultation with the Superintendent and the Associate Superintendent of Human Resources, the District has decided to assign work differently rather than replace the Director of Student Information Services.

The District has created a new certificated position, Coordinator of Student Support Services, to provide leadership, recommendations and assistance in the development, implementation and evaluation of all student support services. This decision was made due to the realization that over the last several years, the role of the Director of Student Information Services continued to change in that the incumbent, Patricia Gaul, spent much of her time supporting Educational Services rather than SIS. The District recognized that a number of the tasks the Director took on over the last couple of years are certificated in nature and, therefore, should not be assigned to a classified employee. This new certificated Coordinator position has been staffed and an incumbent has been in place for approximately three months.

In the meantime, District administration has worked with the Personnel Commission staff to discuss the classified staffing needs within the Student Information Services unit and determine where gaps in tasks may exist given the elimination of the Director of Student Information Services position. During this assessment, in order to ensure that the critical work of the Student Information Services unit continues and mandated reports are completed and submitted as required, an existing employee in the unit has been receiving out-of-class compensation as approved by the Commission at its August 8, 2017 meeting.

After careful consideration, the Associate Superintendent of Administrative Services has identified a need for a supervisory position within the SIS unit to perform a number of the classified responsibilities of the former Director position. The proposed classification of Information Systems Support Supervisor will have shared responsibility with the Associate Superintendent for supervising staff members within the SIS Unit. Incumbents within the unit perform duties in direct support of the Associate Superintendent; however, they will also be performing work in support of the supervisory role. In addition, the Information Systems Support Supervisor will have indirect supervision of staff members in designated positions at school sites who enter student data in the SIS. As the individual who will be tasked with implementing measures to ensure the accuracy and integrity of the data entered into the system and thereby submitting accurate reports, the supervisor will provide guidance and direction to SIS users. The supervisor will also work with school site administrators to identify employees' areas of strength and potential areas for improvement in the performance of data entry tasks as part of the employee evaluation process.

Additional responsibilities intended for this position include: serving as the point-of-contact for users, processes, reports and training. The incumbent will also plan and manage projects related to SIS data gathering and reporting and provide recommendations to administration for system improvements and standardized practices and policies associated with data management. Personnel Commission staff worked with the Associate Superintendents of both Administrative and Educational Services to define the duties of this assignment as well as outline the corresponding knowledge and abilities necessary to perform these assigned duties. A copy of the proposed class description is attached.

The assignment will be posted as a promotional opportunity for those individuals who meet the minimum qualifications.

**Sources of Information**

Associate Superintendent, Administrative Services, Mark Miller  
 Associate Superintendent, Educational Services, Michael Grove  
 Director of Student Information Services, Patti Gaul (retired)  
 Joint Powers Authority, San Diego County Office of Education  
 Comparable districts in San Diego County, San Diego County Office of Education, and Mira Costa Community College

**Salary Compensation Review**

Personnel Commission staff reviewed a number of job descriptions from our comparison districts; however, no positions were found which would be considered a valid comparison. Additionally, no comparisons were found in any district within San Diego County. As such, Personnel Commission staff searched for comparisons in the State, considered the salary rate of the highest level bargaining unit position within the SDUHSD SIS unit, and considered the salary allocation of other supervisory classifications within the District.

One appropriate comparison was identified in the Orange Unified School District. As Orange County has a similar cost-of-living to San Diego County, the salary rate of that assignment may be considered as a close comparison for allocation purposes. While not an exact match due to Orange USD's larger student enrollment and some duties related to designing databases and data applications, it is sufficiently similar to serve as a source of information in determining salary allocation of the proposed classification.

School District	Classification	Salary Range	Minimum Annual Salary	Maximum Annual Salary
Orange Unified	CalPADS/Data Reporting Supervisor	Leadership 57	\$74,268	\$93,240

SDUHSD	Information Systems Support Supervisor	Proposed, Supervisory Range 7	\$84,043 Salary with flex dollars on schedule	\$100,501 Salary with flex dollars on schedule
SDUHSD	Information Systems Support Supervisor	Proposed, Supervisory Range 7	\$75,105 Deducting the flex dollars from salary; formula used is rate of pay frozen 12/31/15 + any subsequent salary increases as a result of COLA (5.5%)	\$91,183 Deducting the flex dollars from salary; formula used is rate of pay frozen 12/31/15 + any subsequent salary increases as a result of COLA (5.5%)

In terms of internal comparison to bargaining unit positions which have some crossover in several areas of responsibility to the proposed supervisory assignment, the Information Systems Support Analyst, Range 52, and the former Information Systems Support Specialist, Range 54, were considered. After accounting for the difference in the salary structure of bargaining unit and supervisory classifications (e.g. flex dollars embedded in salary), the proposed allocation of the Information Systems Support Supervisor is approximately 16% higher. Should the classification of Information Systems Support Analyst be a position supervised by the proposed new classification, a 16% differential would be an appropriate.

In the absence of the ability to obtain an average rate of pay for this type of assignment, consideration was also given to an internal comparison of other supervisory classifications within SDUHSD. As discussed previously, the one external comparison identified is in line with Range 7 of the Supervisory Salary Schedule. Although it is difficult to compare internally when functions of supervisory classifications are so different from one another in terms of specialized knowledge required, supervision exercised and received, and criticality of work performed among other things, the classifications can be viewed as a whole to gauge whether the assessment of these factors seems appropriate with the recommendation being made which is based on the external comparison and positions within SIS. One distinction with this supervisory assignment is that the incumbent will report directly to an Associate Superintendent whereas other supervisory classifications have an additional management-level employee in the reporting relationship, a director who provides overall management of the area of responsibility and typically works closely with the supervisor. The incumbent in this assignment will not have this same level of access to a manager with in-depth understanding of the work required of the classification. The Information Systems Support Supervisor is the individual who will serve as the District's subject matter expert in the critical role of ensuring accurate data for the reports which drive funding for the District as well as impacts the standing of SDUHSD in school district rankings. Consideration of these factors supports the Range 7 salary allocation recommendation.

In the absence of the standard, agreed upon comparison information, this salary recommendation is based on the external comparison information identified as well as consideration of the position's similarities and distinctions from analyst-level bargaining unit classifications within SIS. Based on these comparisons, it is recommended that the Information Systems Support Supervisor be allocated to Range 7 of the Supervisory Salary Schedule.

**Recommendation**

Establish a new classification of Information Systems Support Supervisor as presented in the proposed job description.

Recommend to the governing board allocation of the classification of Information Systems Support Supervisor to Range 7 of the Supervisory Salary Schedule.

Vote by Committee Members:

Vote	Member	Vote	Member
X	Carmen Blum, CSEA	Yes	Dan Love, Admin
X	Matt Colwell, CSEA	Yes	Rick Mariam, Admin
X	Debbie Johnson, CSEA	Yes	Tina Peterson, Admin



### INFORMATION SYSTEMS SUPPORT SUPERVISOR

#### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent of Administrative Services, the Information Systems Support Supervisor oversees the flow of work within the SIS unit; provides direction and supervision and assists in the evaluation of assigned staff within the SIS unit; provides guidance, direction and indirect supervision to designated school site SIS users; serves as a primary point of contact for information regarding the Student Information System (SIS); plans and manages projects related to SIS data gathering and reporting; and provides recommendations to administration for SIS system improvements, standardized practices and policies. As the SIS user expert, the Supervisor assists administration by generating data and analytics from the SIS so that administration can analyze the quality of classroom instruction and District-wide instructional programs, student assessment, and student achievement data in order to make improvements. The Supervisor implements measures to ensure the accuracy and standardization of the data within the SIS as it relates to attendance, transcripts, grading, residency, standardized testing, college entrance testing, and federal and state reporting.

#### DISTINGUISHING CHARACTERISTICS

This single position classification is distinguished from similar jobs by the following characteristics: the Information Systems Support Supervisor provides direct supervision to staff within the SIS Unit as well as indirect supervision to designated positions at school sites; is the primary point-of-contact for Student Information System users, processes, reports, and training. The Supervisor is responsible for developing processes to ensure the data is accurate, for resolving user issues, and for making policy recommendations about the processing and use of the SIS data. The Supervisor keeps administration informed of SIS issues and recommends improvements to the SIS and work processes associated with the SIS. The Supervisor is the designated representative of the District for all matters related to SIS data entry, accuracy, reporting, and management.

#### ESSENTIAL FUNCTIONS

- Coordinates the work of staff assigned to the Student Information Systems 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 Systems staff.
- Oversees the application and adherence to District-wide standards for data management by registrars and other site personnel who process student information to ensure consistency, accuracy and equity in the collection, retention, use and interpretation of information for academic records. Provides input in the coaching and evaluation of designated school site SIS users.
- 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.
- Develops and implements training to District and site level staff on all elements of SIS data query and reporting to ensure accuracy and efficiency in matters related to student data.
- Recommends, plans and oversees the implementation of data analysis and interpretation of standardized testing and assessments in order to communicate performance data to site



## **INFORMATION SYSTEMS SUPPORT SUPERVISOR**

administrators and teachers for their use in analyzing student achievement and the effectiveness of instructional programs.

- Collaborates with Educational Services staff on the SIS data needed to plan and implement the annual High School Selection Process.
- 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.
- Develops the Annual Notification to ensure compliance with the Education Code; directs the distribution and oversees the collection of the Annual Notification to all parents/guardians of students enrolled in District schools.
- Plans and oversees 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 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).
- Attends meetings related to student information systems as required.
- Performs other job-related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE AND ABILITIES**

The following are representative of the knowledge and abilities required of the classification. These may be modified in order to meet changing job conditions.

#### **KNOWLEDGE OF:**

- Principles of training and supervision
- SIS assessment tools and analytics used to analyze data
- Statistics used in data analysis
- Laws, policies, regulations, and procedures for the collection, maintenance, processing, and reporting of student information
- Industry standards and procedures of SIS data management

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- Student attendance, grading, registration, and class scheduling standards, practices, and procedures
- Design and format of reports extracted from database systems
- Troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors
- Use of Standard Query Language (SQL) to access data and generate reports
- SIS user training needs
- Interpersonal skills using tact, patience and courtesy

#### ABILITY TO:

- Supervise, train, and evaluate assigned staff
- Review and interpret highly technical information and guidelines; write technical materials including policies and procedures
- Review, analyze and interpret laws and regulations and apply information accurately
- Speak persuasively to implement approved plans, policies and procedures
- Schedule a number of activities, meetings, and events
- Manage projects and adhere to deadlines
- Use a variety of job-related equipment including complex software applications
- Troubleshoot and resolve moderate to significant SIS user issues
- Find and identify data errors
- Use queries and SIS assessment and analytic tools to develop reports so that data can be analyzed by administration
- Understand administrators' student information needs in order to design reports that enable administrators' to analyze data and make decisions.
- Serve as a SIS subject matter expert to support administrators when they make presentations that include SIS data.
- Independently analyze problems and create action plans to resolve problems
- Effectively train others in the use of student information systems
- Work with a significant diversity of individuals and groups in a wide variety of circumstances
- Establish and maintain cooperative and effective working relationships with others
- Set priorities, meet deadlines and schedules
- Communicate effectively orally and in writing
- Work independently with minimal direction
- Maintain confidentiality

#### WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)



**INFORMATION SYSTEMS SUPPORT SUPERVISOR**

Frequently = 34-66% (up to 6 hours)  
Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, climbing/balancing, kneeling, twisting back, squatting/crouching, reach above or below shoulder, power/firm grasping, handling/simple grasping, lifting up to 10 lbs. at waist height, carrying up to 10 lbs. up to 25 feet
Occasionally	walking, standing
Frequently	sitting, neck flexation/rotation, fingering/fine manipulation (computer, keyboard, telephone, writing)

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

This job is performed under minimal temperature variations and in a generally hazard-free environment. Regular travel to and from school sites and meeting locations is a regular part of this assignment. The ability to operate a motor vehicle requiring a California Class C driver's license to conduct work is required.

**EXPERIENCE**

A minimum of three years of full-time experience working directly with student information systems, including state and federal reporting and database management is required. Supervisory or lead experience is preferred.

**EDUCATION**

High School diploma or equivalent. College-level coursework in information systems, business, public or educational administration, or related field is preferred.

**REQUIRED TESTING**

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

**CERTIFICATES**

Valid California Class C driver's license.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

## ORANGE UNIFIED SCHOOL DISTRICT

### CALPADS/DATA REPORTING SUPERVISOR

#### **DEFINITION**

Under administrative direction, to supervise, train, and assist in the evaluation of support personnel for CALPADS and the Aeries Student System; to plan, organize, and promote teamwork between Aeries and CALPADS support personnel and schools and departments for meeting CALPADS reporting deadlines; to plan, organize, coordinate, and supervise the ongoing support to school site and district staff in use of computerized databases, relational database management systems, and information systems; to design, document, and analyze databases, data applications, and development tasks to ensure successful implementation and performance of the system; to plan and coordinate procedures and practices to promote timely and local implementation of electronic state reporting including CALPADS and other state reporting related functions; and to do other related work as required.

#### **ESSENTIAL DUTIES:**

- Supervise, train, and assist in the evaluation of the performance of the Aeries and CALPADS support personnel
- Plan and coordinate the local implementation of CALPADS and other electronic state and Federal reporting
- Recommend improved procedures and policies
- Train other department staff as appropriate and perform in-service training for district users
- Manage data requests and reports to ensure accurate reporting for all state and federal reports
- Coordinate communication with various District and County departments and personnel
- Plan, coordinate, and manage CALPADS data correction requests from other districts and schools
- Capture changing and emerging data requirements for state reporting and records transfer
- Plan, coordinate, and perform testing and analysis to ensure quality control of state and federal reporting data
- Manage and create data reports, and perform file transfers and data conversions
- Evaluate data and reports and maintain quality control
- Coordinate the analysis, evaluation and implementation of student information, business information and similar systems
- Coordinate the installation of software and vendor software upgrades on the district's data and reporting servers
- Review and evaluate procedures, schedules, and systems controls
- Prepare and present clear and concise reports
- Coordinate the creation and maintenance of appropriate documentation
- Perform other duties as required.

## CALPADS/DATA REPORTING SUPERVISOR – page 2 of 3

### **QUALIFICATIONS**

#### Knowledge of:

Principles of training, providing work direction, and supervision;  
Correct English usage, grammar, spelling, and vocabulary;  
Interpersonal skills using tact, patience, and courtesy;  
Telephone techniques and etiquette;  
Modern office methods, procedures, terms and equipment;  
Computers, operating systems and database management systems;  
Network cards connectivity to local area networks;  
Data entry and system operations on district computers;  
Administrative programs and tools;  
Database development techniques and software;  
Microsoft Access, Aeries, Microsoft SQL;  
Collection, organization, and presentation of data;  
System integration and programming;  
Reports from multiple sources;  
Crystal Reports, MS Reporting Services and similar reporting tools.

#### Ability to:

Organize, supervise, train, and review the work of Aeries and CALPADS staff;  
Provide work direction to others;  
Give constructive feedback to improve performance of Aeries and CALPADS staff;  
Analyze data and reason logically;  
Think in terms of simultaneous occurrences of multiple processes;  
Find, assess and analyze alternatives and develop effective systems solutions;  
Read, understand, explain and apply technical operations related to student and business services; Operate standard office equipment;  
Follow oral and written instructions;  
Establish and maintain effective relationships with district employees, vendors, and other professional agencies;  
Communicate well with all levels of district employees and perform informal training sessions;  
Speak and write effectively;  
Multi-task and be detail oriented.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carryout essential job functions.

- Lifting, pushing and/or pulling objects normally does not exceed 50 pounds; positions in this class perform work which is primarily sedentary.
- Positions in this class require the mobility to stand, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

## **CALPADS/DATA REPORTING SUPERVISOR – page 3 of 3**

- Positions in this class require vision (which may be corrected) to read small print. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Incumbents may be required to work at a video display terminal for prolonged periods; incumbents of positions in this class may be required to use a personal vehicle in the course of employment.

### **EXPERIENCE AND EDUCATION**

#### **Experience:**

Minimum four years of experience in an information services and technology-related field or equivalent work at K-12 schools.

#### **Education:**

A Bachelor's Degree in Data Processing, Computer Science, or in Management Information Systems is highly desirable. College credit course work in computer-related studies or updated training in database management systems. Supervisory experience is desirable.

#### **License Requirement**

Possess a valid California Motor Vehicle operator's license.

#### **Condition of Employment**

Insurability by the District's liability insurance carrier.



## INFORMATION SYSTEMS SUPPORT ANALYST

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Student Information Services, the job of Information Systems Support Analyst includes coordinating and performing ongoing activities to maintain and update the student information system (*i.e.*, Eagle Aeries) and other district resource application systems as assigned; providing technical coordination and training to site personnel who use SIS; troubleshooting problems with the student information system; resolving reports and data issues of SIS; planning, developing and maintaining SIS software and reporting capability.

### DISTINGUISHING CHARACTERISTICS

Positions in the information systems support series are responsible for the installation, maintenance, repair and reliable functioning of data systems acquired and installed to support District instructional and administrative programs. Work is often performed in close coordination with technology services personnel and systems, as well as with end users of the data systems. The student information system utilizes a highly complex database (Eagle Aeries) to accomplish the collection and management of the required information. There are an estimated 30,000 users of this system, including students, teachers, parents, administrators, counselors, and support staff.

The Information Systems Support Analyst is responsible to maintain the integrity of the data in the District's student information system including attendance, registration, class scheduling, grades, test results, parent portal, and other application systems as assigned and for assisting with the system. This class provides expert and advisory guidance to staff district wide in the use of the integrated student information system and performs complex functions to maintain accuracy and reliability of the system and to meet requests for reporting needs. In contrast, the Information Systems Support Technician is responsible to support procedures and activities established to maintain the reliability and integrity of the student information system.

### ESSENTIAL JOB FUNCTIONS:

- Supports the program to develop and maintain a district-level database for the purpose of collecting, organizing, analyzing and reporting all student information (e.g., attendance, grading, academic progress, test results, enrollment, transfer, etc.) required by the District and by county, state and federal agencies.
- Ensures proper linkage among components of the SIS (e.g. grading, attendance, transfers, parent portal) for the purpose of maintaining system integrity and accuracy.
- Designs various reports and report formats using a variety of software and database tools including standard query language (SQL) for the purpose of developing job aids for tasks performed by District staff using the SIS and for providing information to meet specific and one-of-a kind reporting needs.
- Analyzes student information using application software for the purpose of providing District programs with information needed to make various program decisions.
- Manages and maintains daily tasks for data and reports for the purpose of ensuring reliability and accuracy of the database.

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- Prepares/composes/disseminates a variety of documents and presentations (e.g. correspondence, agendas, minutes of meetings, lists, reports, calendars, schedules, flyers, PowerPoint slides, charts, etc.) for print and computer reproduction for the purpose of documenting and communicating activities and information to District departments and staff, to other agencies, and to the general public.
- Develops the annual Aeries training schedule for the purpose of leading and providing training to experienced and newly hired site personnel on use of student information system for ensuring the accurate, timely and integral use of the program at all school sites.
- Provides technical support and training to site users and District system users to ensure that SIS functions normally and reliably and staff are able to make full use of SIS capabilities.
- Prepares files for electronic transmission of data to various State and education agencies for the purpose of meeting various reporting requirements and requests for information.
- Downloads and imports testing results and other data (scores, grading, registration, attendance) from various sources (e.g. State agencies, elementary districts, site records, etc.) for the purpose of maintaining accurate and current databases and ensuring timely posting of new data.
- Develops/documents District files, procedures, and SIS protocols for the purpose of ensuring a uniform and reliable access to information and a data environment of installed systems to meet user information needs.
- Assists in the support of systems and projects as directed for the purpose of maintaining integrity of SIS and meeting the information needs of system users
- Compiles data of a statistical nature (e.g. projections, data fields and records, student demographics, etc.) for the purpose of assisting others in the preparation of recommendations and/or reports for administrative review and action.
- Informs public and outside agencies regarding a variety of procedures and program requirements for the purpose of providing the necessary information for completing transactions, taking appropriate actions and/or complying with established guidelines.
- Monitors linkage between Aeries and a variety of connected systems and/or applications (such as DataDirector, MyAccess, ABI, Aeries.net teacher portal, Aeries.net parent portal) for the purpose of ensuring reliable interaction of these systems.

### **OTHER JOB FUNCTIONS:**

- Performs other related duties as assigned.

### **JOB REQUIREMENTS – MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

KNOWLEDGE of Windows operating system environment; procedures to maintain complex database and reporting systems; industry standards and procedures of SIS database application and maintenance, student attendance, grading, registration, and class scheduling standards, practices, and procedures; modern office practices, procedures and equipment; design and format of reports extracted from database systems; troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors; Standard Query Language (SQL); basic principles of training; software applications used



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by the District; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; principles of providing work direction and guidance.

**ABILITY** to communicate and work effectively with others, including students, a variety of staff, managers and administrators; understand written and oral instructions; organize and plan an effective work schedule with users; install and maintain complex database systems and applications; troubleshoot and debug database applications and software problems; train and assist others in the use and functions of assigned software; provide and maintain documentation of installed systems; work under general supervision to resolve software problems; write effective queries to the database using SQL and other software tools; communicate with vendors and other technical experts to diagnose and eliminate software problems; work with accuracy and precise attention to details and provide similar guidance to system end-users; provide technical support and guidance and training on system procedures, techniques, methods, and requirements to others; read, interpret and apply technical manuals and documentation; detect errors in data output; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; observe legal and defensive driving practices; travel between district sites and to other work-related locations such as the San Diego County Office of Education.

### **RESPONSIBILITY**

#### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions generally require 75% sitting, 10% walking and 15% standing. The job is performed in typical office and school site environments. Position is required to travel to all school sites in the District and occasionally to other school districts and the County Office of Education; such travel is typically in employee's own vehicle with mileage reimbursement.

### **EDUCATION**

Associate Degree in computer and network systems, information technology, database management or closely related field. Additional qualifying experience may be substituted for the education on the basis of 24 semester/45 quarter units for each year of full-time experience.

### **EXPERIENCE**

Two years progressively responsible information systems experience involving large-scale databases, including the use of SQL for report development, with preference for student information systems. Additional qualifying education (e.g. Bachelor's degree in information technology or database systems administration) may substitute for one year of the qualifying experience.

### **REQUIRED TESTING**

Pre-employment proficiency test.

### **LICENSES AND CERTIFICATES**

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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.

### **CONTINUING EDUCATION/TRAINING**

None specified.

### **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.



**INFORMATION SYSTEMS SUPPORT SPECIALIST****OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Director of Educational Technology, the job of Information Systems Support Specialist includes installing and supporting the student information system (SIS) and other district resource application systems; providing technical coordination and training to site personnel who use SIS; troubleshooting SIS problems; resolving reports and data issues of SIS; planning, developing and maintaining SIS software and reporting capability.

**DISTINGUISHING CHARACTERISTICS**

Positions in the technology program are responsible for the installation, maintenance, repair and reliable functioning of hardware, software, and data systems acquired and installed to support District instructional and administrative programs. The Information Systems Support Specialist is responsible for the integrity of the data maintained in the District's student information system (attendance, registration, class scheduling, grades, etc.), for the reliability of software that supports the system, for providing necessary training to SIS users, and for operating the SIS Help Desk.

**ESSENTIAL FUNCTIONS**

- \* Develops and maintains a district-level database for the purpose of collecting, organizing, analyzing and reporting student test results required by the District and by county, state and federal agencies.
- \* Manages and maintains daily tasks for SIS data and reports for the purpose of ensuring reliability and accuracy of the database.
- \* Coordinates activities to support site personnel for the purpose of ensuring proper use of, and procedures to, maintain SIS.
- \* Designs various reports and report formats and data applications for the purpose of providing information to meet specific reporting needs.

INFORMATION SYSTEMS SUPPORT SPECIALIST

- \* Provides training to site personnel on use of student information system for ensuring the accurate, timely and integral use of the program at all school sites.
- \* Analyzes student information using applications software for the purpose of providing District programs with information needed to make various program decisions.
- \* As assigned, designs and prepares various presentations for print and computer reproduction for the purpose of communicating data to District departments, to other agencies, and to the general public.
- \* Provides technical support and training to site users and District system users to ensure that SIS functions normally and reliably and staff are able to make full use of SIS capabilities.
- \* Prepares files for electronic transmission of data to various State and education agencies for the purpose of meeting various reporting requirements and requests for information.
- \* Assists in the development of District procedures and SIS protocols for the purpose of ensuring a uniform and reliable data environment and maintaining documentation of installed systems.
- \* Downloads and imports testing results and other data from the CSIS State web into the San Dieguito SIS for the purposes of maintaining accurate and current databases.
- \* Assists in the support of systems and projects as directed for the purpose of maintaining integrity of SIS and meeting the information needs of system users.
- \* Ensures proper linkage among components of the Student Information System (i.e. grading, attendance, transfers, etc.) for the purpose of maintaining system integrity and accuracy.
- \* Coordinates the importation of student data such as scores, grading, registration, attendance, etc., from various sources (for example, elementary districts, legacy systems, site

**INFORMATION SYSTEMS SUPPORT SPECIALIST**

records, etc.) to ensure accurate and timely posting of essential new data.

**OTHER FUNCTIONS**

\* Performs other related duties as assigned.

**JOB REQUIREMENTS: Minimum Qualifications****Skills, Knowledge and Abilities**

KNOWLEDGE OF Windows operating system environment; procedures to install and maintain complex database and reporting systems; industry standards and procedures of SIS database application and maintenance, student attendance, grading, registration, and class scheduling standards, practices, and procedures; modern office practices, procedures and equipment; design and format of reports extracted from database systems; troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors; basic principles of training; software applications used by the District; oral and written communication skills; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; principles of providing work direction and guidance.

ABILITY TO communicate and work effectively with others, including students, a variety of staff, managers and administrators; understand written and oral instructions; organize and plan an effective work schedule with users; install and maintain complex database systems and applications; troubleshoot and debug database applications and software problems; train and assist others in the use and functions of assigned software; provide and maintain documentation of installed systems; work without close supervision on complex software problems; communicate with vendors and other technical experts to diagnose and eliminate software problems; demonstrate effective project management skills; work with accuracy and precise attention to details and provide similar guidance to system end-users; provide work direction and guidance to others; read, interpret and apply technical manuals and documentation; detect errors in data output; analyze situations accurately and

**INFORMATION SYSTEMS SUPPORT SPECIALIST**

adopt an effective course of action; meet schedules and timelines; observe legal and defensive driving practices; travel between district sites and to other work-related locations such as the San Diego County Office of Education.

**Working Environment**

The usual and customary methods of performing the job's functions generally require 75% sitting, 10% walking and 15% standing. The job is performed in typical office and school site environments. Position is required to travel to all school sites in the District and occasionally to other school districts and the County Office of Education; such travel is typically in employee's own vehicle with mileage reimbursement.

**Experience**

Job-related experience within specialized field is required, typically represented by a minimum of three years in the application of key SIS components of attendance, master scheduling and registration.

**Education**

Community College and/or Vocational School degree with study in job-related area.

**Required Testing**

Pre-employment proficiency test.

**Certificates**

Possession of a valid State of California Class C or higher driver's license.

**Continuing Education/Training**

None specified.

**Clearances**

Criminal Justice Fingerprint/Background Clearance; TB clearance.

## First Reading, Revision to Rules & Regulations for the Classified Service – 14.5

The Director, Classified Personnel has met with District and CSEA leadership to discuss the potential effect current salary placement rules may have on existing District employees when promoting from a classification on one salary schedule to a classification on a different salary schedule. Both parties agree that the proposed rule revision below will result in salary placement which is consistent with the original intent of this rule.

### 14.5 Salary Placement When Promoted

An employee who receives a promotion to a class allocated to a higher salary range shall be placed on **the step of the higher** salary range that is one full step above the rate the employee received in the previous class provided that the step permits a minimum of a 5% increase **but does not exceed the maximum on the range. Consideration shall be given when differences in the structure of salary schedules exists (e.g. benefits are embedded into the salary).** Additional advancement will be on the anniversary date established for the previous class, regardless of step placement, and then the above Rule 14.3 for advancement will apply. For the purpose of this Rule, appointment of an employee to a class with a salary range equal to or below the employee's current range shall not be considered a promotion and shall not warrant a salary increase. In such cases, placement will be made on the same rate formerly earned by the employee, not to exceed the maximum of the range of the class to which the employee is appointed.

# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

## VACANCY REPORT 10/05/17

Classified Personnel

11 current/pending vacancies in 7 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
CCA	AB224	Registrar	40	1.00	Selection interview 11/01/17
DO	AK183	Loss Control Analyst	40	1.00	Selection interview 11/15/17
DO	AI669	Workers' Comp, Benefits & HRIS Specialist	40	1.00	Selection interview 10/11/17
TRANS	AK204	School Bus Driver	20	0.50	Continuous recruitment
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment
CV Café	AH121	Nutrition Services Assistant I	15	0.38	Selection interview 10/10/17
CCA Café	AJ075	Nutrition Services Assistant I	17.5	0.44	Selection interview 10/10/17
CV Café	AI916	Nutrition Services Assistant I	12.5	0.31	Selection interview 10/10/17
DG Café	AA231	Nutrition Services Assistant I	10	0.25	Selection interview 10/10/17
DO	AA007	Accounting Technician	40	1.00	TBD
DO	AA006	Accounting Specialist	40	1.00	Selection interview 9/25/17

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Artist in Residence**, employment for the 2017-18 school year, effective 08/01/17 through 06/30/18, per attached supplement.
2. **Classified A.V.I.D. Tutors**, employment for the 2017-18 school year, effective 08/01/17 through 06/30/18.
3. **Classified Substitutes**, employment for the 2017-18 school year, effective 08/01/17 through 06/30/18, per attached supplement.
4. **Coaches**, employment for the 2017-18 school year, effective 08/01/17 through 06/30/18, per attached supplement.
5. **Arce, Eduardo**, Custodian, SR32, 100.00% FTE, Pacific Trails Middle School, effective 08/21/17.
6. **Beales, Jennifer**, Administrative Secretary, SR40, 100.00% FTE, District Office-Special Education Department, effective 08/28/17.
7. **Becerra, Joana**, Nutrition Services Assistant I, SR25, 46.87% FTE, Earl Warren Middle School, effective 08/28/17.
8. **Bolosan, Aileen**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 08/28/17.
9. **Garcia, Marilyn**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/21/17.
10. **Ortega, Marissa**, Accounting Technician, SR42, 100.00% FTE, District Office-Accounting Department, effective 09/05/17.
11. **Paulin, Anthony**, Theater Technician, SR41, 100.00% FTE, Canyon Crest Academy, effective 08/28/17.
12. **Ruhe, Lauren**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 08/28/17.
13. **Stanfill, Charles**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/21/17.
14. **Wadhwa, Rebecca**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, effective 08/28/17.
15. **Watson, Jay**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 08/28/17.
16. **Winters, Joan**, Nutrition Services Assistant I, SR25, 25.00% FTE, Earl Warren Middle School, effective 08/28/17.
17. **Zhong, ChunMei**, Nutrition Services Assistant I, SR25, 40.62% FTE, Pacific Trails Middle School, effective 08/28/17.

#### Change in Assignment

1. **Cecil, Rita**, from Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School to Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 08/28/17.

2. **Crosby, Kalani**, from Learning Commons Technician I, SR40, 100.00% FTE, San Dieguito High School Academy to Learning Commons Technician II, SR42, 100.00% FTE, effective 09/01/17.
3. **Richards, Ian**, from Learning Commons Technician I, SR40, 100.00% FTE, Carmel Valley Middle School to Learning Commons Technician II, SR42, 100.00% FTE, effective 09/01/17.

### **Leave of Absence**

1. **Morales, Laura**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, La Costa Canyon High School-ATP, requests a 100.00% Unpaid Leave of Absence effective 08/28/17 through 12/10/17. Laura plans to resume her 48.75% assignment on 12/11/17.

### **Resignation**

1. **Adams, Dietrick**, Nutrition Services Assistant I, SR25, 09.37% FTE, La Costa Canyon High School, resignation effective 08/25/17.
2. **Castaneda, Christina**, Instructional Assistant-SpEd(S), SR36, 75.00% FTE, La Costa Canyon High School-ATP, resignation effective 08/29/17.
3. **Derouin, Krista**, Instructional Assistant-SpEd(NS), SR34, 48.75% FTE, Oak Crest Middle School, resignation effective 08/25/17.
4. **Hughes, Donna**, School Plant Supervisor, SR41, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 10/31/17.
5. **Johnston, Shannon**, Accounting Specialist, SR52, 100.00% FTE, District Office-Accounting Department, resignation effective 09/07/17.
6. **Maule, Kelsea**, Instructional Assistant-SpEd(S), SR36, 81.25% FTE, Torrey Pines High School, resignation effective 09/01/17.
7. **Montoya, Ivan**, Accounting Technician, SR42, 100.00% FTE, District Office-Accounting Department, resignation effective 08/31/17.
8. **Shephard, Andrea**, Registrar, SR40, 100.00% FTE, Canyon Crest Academy, resignation for the purpose of retirement, effective 12/11/17.
9. **Wadhwa, Rebecca**, Nutrition Services Assistant I, SR25, 43.75% FTE, Canyon Crest Academy, resignation effective 09/08/17.



## **Classified Personnel Supplement, September 14, 2017**

### **A.V.I.D**

Brooks-Macrorie, Kyndra Faith, effective 8/8/2017  
Hanson, Hailey Marie, effective 9/5/2017  
Nealon, Denise Patricia, effective 9/1/2017  
Uribe, Karina Lizzet, effective 8/21/2017

### **Classified Artist in Residence**

Yuvienco, Nicolis Capistrano, effective 8/24/2017

### **Classified Substitute**

Burciaga, Danyella Thalia, effective 8/24/2017  
Farmer, Christopher Dion, effective 8/10/2017  
Farmer, Kyle Alexander, effective 8/15/2017  
Hossein, Kambiz, effective 8/24/2017  
Harder, Alex Matthew, effective 8/24/2017  
Truxaw, Brian, effective 08/08/2017

### **Coach**

#### **CCA – District Coach**

Austin, Holly, Field Hockey, Junior Varsity Assistant, Canyon Crest Academy, Fall Season, effective 8/21/2017

#### **LCC – District Coach**

Sisler, Robert, Cross Country, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 8/18/2017

Vincent, Rebecca, Cheerleading, Assistant, La Costa Canyon High School, Fall Season, effective 8/29/2017

Vollstedt, Todd, Cross Country, Assistant, La Costa Canyon High School, Fall Season, effective 8/18/2017

Witzmann, Adam, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 8/18/2017

#### **LCC – Walk On Coach**

Arkans, Michael, Football, Freshmen Assistant, La Costa Canyon High School, Fall Season, effective 8/18/2017

Beckstead, Matthew, Cross Country, Junior Varsity Head, La Costa Canyon High School, Fall Season, effective 8/18/2017

Cataldo, Nick, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 8/18/2017

Connelly, Michael, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 8/18/2017

Gorman, Erin, Cheerleading, Assistant, La Costa Canyon High School, Fall Season, effective 8/18/2017

#### **SDHSA – Walk On Coach**

Glass, Hank, Cross Country Assistant Coach, San Dieguito High School Academy, Fall Season, effective 8/28/2017

#### **TPHS - Walk On Coach**

Arshdeep, Singh, Field Hockey, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 8/21/17

Busby, Lucy, Field Hockey, Varsity, Torrey Pines High School, Fall Season, effective 8/21/17

Flannagan, Michael, Water Polo, Junior Varsity, Torrey Pines High School, Fall Season, effective 8/21/17  
Lomeli, Rosalinda, Field Hockey, Varsity Assistant , Torrey Pines High School, Fall Season, effective 8/21/17  
Swagart, Kaitlin, Field Hockey, Varsity Assistant , Torrey Pines High School, Fall Season, effective 8/21/17  
Williams, Alex, Water Polo, Varsity, Torrey Pines High School, Fall Season, effective 8/21/17  
Young, Elizabeth, Field Hockey, Junior Varsity, Torrey Pines High School, Fall Season, effective 8/21/17

### **SDUHSD Board's Intention to Appoint Personnel Commissioner**

The San Dieguito Union High School District operates under a merit system for classified service. The District's merit system is overseen by a three-member Personnel Commission. One member is appointed by the Board, one member is nominated by the classified employees, and the third member is a joint-appointee of these two members. The term of each commissioner is three years. Terms are staggered with a term expiring each December 1 at noon. This year, the term of the Board appointee will expire and the incumbent, Terry King, has indicated she will no longer be able to serve in this capacity. As such, the Board has identified an individual it intends to appoint as Ms. King's replacement. The appointment of this individual will appear as an agenda item at the November 2, 2017 Board meeting.

Dr. Justin Cunningham, with a thirty-eight year career in education, is the District's intended appointee. Dr. Cunningham recently retired as the Superintendent of the Bonsall Unified School District. His experience includes elementary through university levels as a coach, teacher, administrator, and adjunct professor. He has served at the site, district, county, regional and state levels. Dr. Cunningham was the Chair of the Writing Committee for the 1993 Health Framework for California Public Schools. In 1999, the California Department of Education identified him as a Distinguished Educator for his work improving student learning in low performing schools. He also received the Small School District Association's award for 2013 Outstanding Superintendent of the Year, and the Classroom of the Future Foundation honored him as their 2017 Innovative Superintendent of the Year. Dr. Cunningham is a graduate of San Diego State University, Cal State University Bakersfield, and the United States International University where his work focused on the application of brain research to classroom practice.

Dr. Cunningham is a resident of the District and is a known adherent to the principles of a merit system. While employed as an administrator with the San Diego County Office of Education, Dr. Cunningham operated under the provisions of a merit system.