

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

Regular Meeting Agenda

3:30 P.M., January 16, 2018
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

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. 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., January 16, 2018

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Oath of Allegiance for New Personnel Commissioner: Kamran Azimzadeh....Susan Dixon
4. Approval of the Agenda for the January 16, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the January 16, 2018 Personnel Commission Regular Meeting.
5. Approval of the Minutes for the December 12, 2017 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the December 12, 2017 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for CUSTODIAN- FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, six months eligibility.
7. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for SCHOOL PLANT SUPERVISOR-High School, SR-41, Open/Promotional, eligibility from 12/8/17.
 - B. Motion by _____, second by _____, to approve an Eligibility List for INFORMATION SYSTEMS SUPPORT SUPERVISOR, Supervisory SR-7, Promotional Only, eligibility from 12/11/17.
 - C. Motion by _____, second by _____, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, eligibility from 12/19/17.
 - D. Motion by _____, second by _____, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, eligibility from 12/20/17.
8. CLASSIFICATION REVIEW
 - A. Instructional Assistant-Bilingual
Motion by _____, second by _____, to revise the job description for the classification of Instructional Assistant-Bilingual as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. RULE REVISIONS- FIRST READ

Rules 5.2, 6.16 and 10.1 of the Rules & Regulations for the Classified Service.

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report

11. CORRESPONDENCE

12. 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

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, February 13, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

14. ADJOURNMENT

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
Personnel Commission

OATH OF ALLEGIANCE FOR PERSONNEL COMMISSION MEMBERS

Kamran Azimzadeh

You have been appointed by the Board of the San Dieguito Union High School District to serve a term of two years, 11 months beginning December 14, 2017 through December 1, 2020 as a Personnel Commissioner in the SAN DIEGUITO UNION HIGH SCHOOL DISTRICT.

You were appointed because you are an adherent to the principle of the Merit (Civil Service) System. You have given evidence that you support the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. You have expressed your understanding and commitment to regular attendance at the meetings of the Personnel Commission. You have also expressed that you understand the independent nature of the role of the Personnel Commission and the Merit System in California Schools, and that your words and actions will be directed toward upholding the principles of merit.

Please raise your right hand and repeat after me.

OATH OF ALLEGIANCE

(Education Code Sections 7000/7001 of California Constitution, Article 20, Section 3)

“I, **Kamran Azimzadeh**, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter.”

Signature of Appointee _____

Subscribed and affirmed before me, this ____ Day of ____ 20__.

Signature and Title of Certifying Officer

Director of Classified Personnel

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

Regular Meeting Minutes

3:30 P.M., December 12, 2017

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 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

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Tina Douglas

Cindy Frazee

Gabriela Fulton

Sheila Graciano

Lorena Hurtado

Shirley Janssen

3. APPROVAL OF AGENDA FOR THE DECEMBER 12, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the December 12, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the November 14, 2017, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. Organization of the Personnel Commission:

A. Election of Chair for the Personnel Commission

It was moved by JOHN BAIRD, seconded by TERRY KING, that PATRICIA SPIRIT be nominated as Chair of the Personnel Commission for 2018.

It was moved by JOHN BAIRD, seconded by TERRY KING that nominations be closed. PATRICIA SPIRIT was elected as Chair of the Personnel Commission for 2018.

B. Election of Vice-Chair for the Personnel Commission

It was moved by PATRICIA SPIRIT, seconded by TERRY KING, that JOHN BAIRD be nominated as Vice-Chair of the Personnel Commission for 2018.

It was moved by PATRICIA SPIRIT, seconded by TERRY KING that nominations be closed. JOHN BAIRD was elected as Vice-Chair of the Personnel Commission for 2018.

C. Personnel Commission Meeting Dates and Times

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the schedule for the regular meetings of the Personnel Commission for 2018 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2018," to be held at 3:30 P.M. in the District Office Board Room #101.

All passed unanimously

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Promotional Only, six months eligibility.

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, six months eligibility.

C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.

All passed unanimously

7. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, eligibility from 11/17/17.

Passed unanimously

8. CLASSIFICATION REVIEWS

A. Director of Purchasing and Risk Management

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to reestablish the classification of Director of Purchasing as proposed.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to recommend to the governing board a new salary range on the Management Salary Schedule for Director of Purchasing as proposed.

Some discussion followed with clarification from Director Dixon that the requested action is to reestablish a former classification which was specific to purchasing functions. The current classification of Director of Purchasing and Risk Management has responsibility for combined functions. The District would like to once again have the option of having a classification with the singular role of managing the purchasing function.

Both passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Director Dixon shared that she and Commissioner Baird have been working on the planning committee for the annual CSPCA Conference-San Diego, scheduled for February 2018.

- A. Vacancy Report
- B. Personnel List Report

10. CORRESPONDENCE-None

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 – None
- B. San Dieguito Union High School District – None
- C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 16, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT- 4:46 pm.

San Dieguito Union High School District
Personnel Commission
Eligibility List
Open/Promotional

School Plant Supervisor--High School

Effective: 12/12/17

Expiration: 6/12/18

Promotional

Rank	Applicant ID
1	2691942
2	2636812
3	3039153

Open

Rank	Applicant ID
1	2456204
2	2552519

S. Dixon

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

Information Systems Support Supervisor

**Effective: 12/12/17
Expiration: 6/12/18**

Rank	Applicant ID
1	3016912

S. Dixon

**San Dieguito Union High School District
Personnel Commission
Eligibility List
Promotional**

**Effective: 12/19/17
Expiration: 6/19/18**

Administrative Secretary

Promotional	
Rank	Applicant ID
1	1115922
2	2579180
3	2879834

S. Dixon

San Dieguito Union High School District

Personnel Commission

Eligibility List

Open/Promotional

Effective: 12-20-17

Expiration: 6-20-18

Health Technician

Promotional

Rank	Applicant ID
1	2187792
2	2879834
3	2832983

Open

Rank	Applicant ID
1	3650595
1	3557094
2	3215656
3	3655103
4	3630326
5	3290326
6	2936114
6	3597592
7	2164392

S. Dixon



Union High School District

Board of Trustees
Joyce Dalessandro
Beth Hergesheimer
Amy Herman
Maureen "Mo" Muir
John Salazar

Superintendent
Eric R. Dill

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

Classified Personnel Commission
Kamran Azimzadeh, Commissioner
John Baird, Commissioner
Patricia "Pat" Spirit, Commissioner
Susan Dixon, Director

Classification Review Report	
Classification	Instructional Assistant Bilingual
Classification Type	Classified
Salary Range	31
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	November 28, 2017 (pulled at request of CAC member) December 19, 2017
Submission to Personnel Commission	January 16, 2018
Agenda Item	Classification Review Report #8

Background Information

The District recently approved staffing a part-time Instructional Assistant Bilingual position. The classification has not been utilized for a number of years and, as such, the job description is in need of updating. Many job descriptions in the Instructional Assistant series were updated this past year. The proposed revisions to the Instructional Assistant Bilingual job description are a result of applying many of the changes made to the series descriptions to this classification as well as changes suggested by the Director of Accountability & Special Programs. In addition, the Working Conditions Section was expanded to provide detailed information as to the physical abilities required of incumbents in the classification.

Sources of Information

Manuel Zapata, Director of Accountability & Special Programs
Comparable districts in San Diego County

Salary Compensation Review

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classification. Based on the information below, there is no recommendation for salary reallocation.

Job Placement Assistant				
District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD		No comparison		
Escondido UHSD	17	Bilingual Instructional Assistant	\$14.10	\$18.89
Escondido USD	22	Instructional Assistant I-Bilingual (Language)	\$12.91	\$16.48
Grossmont UHSD	33	Bilingual/Cross-Cultural Aide	\$15.89	\$20.15
Oceanside USD		No comparison		
Poway USD	21	Instructional Assistant-Bilingual Proficient	\$15.06	\$18.36
Ramona USD	12	Bilingual Para-Educator	\$12.24	\$15.70
San Diego COE		No comparison		
San Marcos USD		No comparison		
Sweetwater UHSD	42	Instructional Assistant-Bilingual	\$16.56	\$20.38
Vista USD	38	Instructional Assistant-ELD/BB	\$14.47	\$18.53
		AVERAGE	\$14.46	\$18.36
SDUHSD	31	Instructional Assistant-Bilingual	\$16.83	\$22.52

Recommendation

Revise the class description for Instructional Assistant-Bilingual as proposed.

Vote by Committee Members:

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

CLASSIFIED

INSTRUCTIONAL ASSISTANT BILINGUAL

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned administrator and the day-to-day supervision of a certificated teacher, the job of Instructional Assistant Bilingual is done for purposes of assisting students, teachers and parents in communicating effectively; ~~documenting student performance and maintaining updated records;~~ assists with preparing materials and implementing lesson plans; ~~setting up work areas displays and exhibits;~~ operationes of a variety of classroom equipment; ~~distribution and collecting papers;~~ assisting in the evaluation of students' progress and/or implementing of student objectives; supporting teachers in maintaining student files and records and ~~providing classroom materials;~~ supporting teachers and in the completion of their work activities; maintaining a safe and positive classroom environment; ~~conducive to learning and reporting on students' progress academically and behavioral~~ monitors, documents and reports student progress regarding behavior and performance; providing feedback and results to students and teachers ~~on student mastering of subject;~~ reinforcing instruction as directed by the teacher; and assisting as assigned in evaluating students' English language ability.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant Bilingual is assigned to assist teachers of students whose English language skills require bilingual instructional support. This classification differs from other classes of Instructional Assistants in that the latter provide assistance to teachers in mainstream classrooms or to teachers of students with learning, physical, or ~~emotional~~ behavioral challenges disabilities.

The primary purpose of this classification is to provide direct instructional support to assigned students and translate information as needed.

ESSENTIAL FUNCTIONS

- Translates verbal and written communications ~~for the purpose of~~ to assisting students, teachers and/or parents in communicating effectively.
- Tutors students, individually or in small groups, in various subject areas for the purpose of to reinforcing instruction as provided by the teacher. (moved this task up, was towards bottom)
- Compiles data regarding student progress in language acquisition ~~for the purpose of~~ to documenting student performance and maintaining updated records in accordance with established guidelines.
- Assists teachers ~~for the purpose of~~ with preparing and implementing lesson plans for students with limited English language proficiency including translating instructional materials, interpreting information and/or modifying materials.
- Confers with teachers, ~~parents~~ and other personnel ~~for the purpose of~~ to assisting in the evaluation of students' progress and/or implementing student objectives.

CLASSIFIED

INSTRUCTIONAL ASSISTANT BILINGUAL

- Performs various clerical support and record keeping activities (e.g. scheduling meetings, copying materials, posting information, distributing reports, documenting student progress, etc.) for the purpose of to supporting teachers in the completion of non-instructional tasks provision of classroom instruction.
- Observes students within classroom (e.g. academic, behavioral, etc.) according to approved procedures for the purpose of to assisting teachers in with maintaining a safe and positive learning environment.
- Grades papers, essays, and exams using answer keys and evaluation comments scoring rubrics for the purpose of to provideing results and feedback to students and teachers on students' mastery of subjects.
- Maintains various instructional records, files, supplies and work aids for the purpose of to ensureing that the necessary materials are available as required.
- ~~Assists under the guidance of a teacher, in a~~Administering tests and language assessments to students, under the guidance of a teacher, for the purpose of to evaluateing students' language abilities and appropriate placement.
- Assists in the performance of other job-related duties as assigned for the purpose of to accomplishng organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

~~SKILLS~~ are required to perform single, technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include:

~~operate instructional and office equipment; applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.~~

~~KNOWLEDGE~~ is required to perform algebra and/or geometry; 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: correct oral and written usage of English and a designated second language; child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; oral and written communication skills; record keeping techniques; modern office practices and procedures.

~~ABILITY~~ is required to schedule activities; gather and/or collate data; and use basic, job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances;

INSTRUCTIONAL ASSISTANT BILINGUAL

work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: reading, writing and translating English and a designated second language; speaking and interpreting English and the designated second language; communicating and maintaining harmonious relationships with students, parents, staff and the public including members of the ethnic communities; understanding the needs of limited or non-English proficient students; maintaining simple records; printing and writing legibly; understanding and following oral and written directions; communicate effectively orally and in writing with students and adults; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective working relationships with others; and working confidentially with discretion.

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language Learner students
- Basic subjects taught in the District schools, including math (e.g. algebra, geometry), grammar, spelling, language and reading
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary
- Reading, writing, and oral communication skills
- Record keeping techniques
- Basic clerical practices and procedures including applicable software programs

ABILITY TO:

- Translate written materials and oral communication from English to a designated second language and from a designated second language to English
- Tutor individuals and small groups in academic subject areas
- Make mathematical calculations quickly and accurately
- Schedule activities
- Gather and collate data
- Prepare and maintain accurate records
- Prepare documents following prescribed formats
- Use basic, job-related equipment including pertinent software applications
- Work with a variety of data; analyze data utilizing defined but different processes
- Present information to others
- Problem solve by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitations of assigned duties
- Supervise and discipline students according to approved policies and procedures

INSTRUCTIONAL ASSISTANT BILINGUAL

- Lead, guide, and coordinate students
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality
- Adhere to safety practices including safely handling hazardous materials
- Establish and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the exceptional needs of English Language Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds

RESPONSIBILITY

~~Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.~~

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.~~

The usual and customary methods of performing the job's 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)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

<u>Seldom</u>	<u>Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping</u>
<u>Occasionally</u>	<u>Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder; stooping/bending, squatting/crouching, kneeling</u>
<u>Frequently</u>	<u>Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexation/rotation</u>

CLASSIFIED

INSTRUCTIONAL ASSISTANT BILINGUAL

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

EXPERIENCE

Six months of job related experience working with children is required. Experience may be paid or volunteer.

EDUCATION

Targeted job related education that meets organization's prerequisite requirements, including any education provisions mandated by the State or federal government.

REQUIRED TESTING

~~Pre-employment Proficiency Test~~

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

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

~~None Specified~~

First Aid and CPR Training as needed

CLEARANCES

~~Criminal Justice Fingerprint/Background Clearance TB Clearance~~

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.

INSTRUCTIONAL ASSISTANT BILINGUAL

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned administrator and the day-to-day supervision of a certificated teacher, the Instructional Assistant Bilingual assists students, teachers and parents in communicating effectively; assists with preparing materials and implementing lesson plans; sets up work area displays and exhibits; operates a variety of classroom equipment; distributes and collects papers; assists in the evaluation of student progress and/or implementation of student objectives; supports teachers in maintaining student files and records and in the completion of their work activities; maintains a safe and positive classroom environment; monitors, documents and reports student progress regarding behavior and performance; provides feedback and results to students and teachers; reinforces instruction as directed by the teacher; and assists in evaluating students' English language ability.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant Bilingual is assigned to assist teachers of students whose English language skills require bilingual instructional support. This classification differs from other classes of Instructional Assistants in that the latter provide assistance to teachers in mainstream classrooms or to teachers of students with learning, physical, or behavioral challenges.

The primary purpose of this classification is to provide direct instructional support to assigned students and translate information as needed.

ESSENTIAL FUNCTIONS

- Translates verbal and written communications to assist students, teachers and/or parents in communicating effectively.
- Tutors students, individually or in small groups, in various subject areas to reinforce instruction as provided by the teacher.
- Compiles data regarding student progress in language acquisition to document student performance and maintain updated records in accordance with established guidelines.
- Assists teachers with preparing and implementing lesson plans for students with limited English language proficiency including translating instructional materials, interpreting information and/or modifying materials.
- Confers with teachers and other personnel to assist in the evaluation of students' progress and/or implement student objectives.
- Performs various clerical support and record keeping activities to support teachers in the completion of non-instructional tasks.
- Observes students within classroom (e.g. academic, behavioral) according to approved procedures to assist teachers with maintaining a safe and positive learning environment.

INSTRUCTIONAL ASSISTANT BILINGUAL

- Grades papers, essays, and exams using answer keys and scoring rubrics to provide results and feedback to students and teachers on students' mastery of subjects.
- Maintains various instructional records, files, supplies and work aids to ensure that the necessary materials are available as required.
- Administers tests and language assessments to students, under the guidance of a teacher, to evaluate students' language abilities and appropriate placement.
- Assists in the performance of other job-related duties as assigned to accomplish organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to English Language Learner students
- Basic subjects taught in the District schools, including math (e.g. algebra, geometry), grammar, spelling, language and reading
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary
- Reading, writing, and oral communication skills
- Record keeping techniques
- Basic clerical practices and procedures including applicable software programs

ABILITY TO:

- Translate written materials and oral communication from English to a designated second language and from a designated second language to English
- Tutor individuals and small groups in academic subject areas
- Make mathematical calculations quickly and accurately
- Schedule activities
- Gather and collate data
- Prepare and maintain accurate records
- Prepare documents following prescribed formats
- Use basic, job-related equipment including pertinent software applications
- Work with a variety of data; analyze data utilizing defined but different processes
- Present information to others
- Problem solve by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitations of assigned duties

INSTRUCTIONAL ASSISTANT BILINGUAL

- Supervise and discipline students according to approved policies and procedures
- Lead, guide, and coordinate students
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality
- Adhere to safety practices including safely handling hazardous materials
- Establish-and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the exceptional needs of English Language Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds

WORKING ENVIRONMENT

The usual and customary methods of performing the job's 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)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping
Occasionally	Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder; stooping/bending, squatting/crouching, kneeling
Frequently	Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexation/rotation

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

INSTRUCTIONAL ASSISTANT BILINGUAL

EXPERIENCE

Six months of job related experience working with children is required. Experience may be paid or volunteer.

EDUCATION

Targeted job related education that meets organization's prerequisite requirements, including any education provisions mandated by the State or federal government.

REQUIRED TESTING

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

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

First Aid and CPR Training as needed

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.

First Reading, Revision to Rules & Regulations for the Classified Service – 5.2, 6.16, 10.1

The Director, Classified Personnel has met with District and CSEA leadership to review proposed revisions to the Rules & Regulations for the Classified Service as outlined below. Both parties are in support of the revisions to Rule 5.2 and 10.1 as they more accurately reflect current practices. Support for the revision to Rule 6.16 is based on identifying an appropriate balance between ensuring proficiency in the minimum qualifications of a classification and unnecessary redundancy in examination participation.

5.2 Examination Procedures

- A. Competitors in any exam component ~~written test~~ must take the test required exams on the prescribed date unless an alternate date is approved by the Director, Classified Personnel. ~~religious affiliation or military service (promotional candidates) require other arrangements.~~ Alternate exam dates shall not delay the certification process for current vacancies.

6.16 Certification from the Previous List for Same Class ~~Transfer of Exam Scores~~

~~Certification for a new eligibility list may include the option of employees transferring their test scores from an existing eligibility list for the same class provided that a similar test method shall be used to establish the new eligibility list.~~ Candidates competing for placement on an eligibility list may, at their option, transfer their written and/or performance exam score(s) from one recruitment to another provided the exam is sufficiently similar, as determined by the Director, Classified Personnel, and the exam was administered within the last two years. (EC 45291)

For bargaining unit members, performance appraisals are conducted according to contract provisions. When the collective bargaining contract is silent, these Rules prevail. For classified management, confidential and non-represented employees, the following applies:

10.1 When Evaluations Are To Be Made

All regular classified employees shall be evaluated by their immediate supervisors in accordance with the following schedule:

- A. Probationary employees—during the ~~third~~ second and the ~~sixth~~ fourth months of service. A Recommendation for Permanent Status form shall be completed as

specified in Rule 8.1 A. In classified management job classes, during the fourth, and eighth ~~and twelfth~~ months of service. A Recommendation for Permanent Status form shall be completed prior to completion of the one year probationary period.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 1/10/18

Classified Personnel

9 current/pending vacancies in 7 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
LCC	AA083	Receptionist	40	1.00	Selection interview 2/23/18
EW	AE422	Health Technician	30	0.75	Selection interview 1/22/18
FAC	AA164	Custodian Floater	40	1.00	Selection interview 2/7/18
CCA	AD542	Custodian	40	1.00	Selection interview 1/17/18
CCA	AD184	Custodian	40	1.00	Selection interview 1/17/18
OC	AA092	Secretary	40	1.00	Selection interview 1/12/18
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment
CCA	AB275	Custodian	40	1.00	Selection interview 1/17/18
LCC	AA042	Administrative Secretary	40	1.00	Selection interview 1/25/18

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2017-18 school year, effective 11/01/17 through 06/30/18, per attached supplement.
2. **Classified Substitutes**, employment for the 2017-18 school year, effective 11/01/17 through 06/30/18, per attached supplement.
3. **Del Val, Alfredo**, Custodian, SR32, 100.00% FTE, Pacific Trails Middle School, effective 11/01/17.
4. **Garay, Claudia**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, effective 10/31/17.
5. **Levron, Chelsea**, Secretary, SR36, 100.00% FTE, San Dieguito High School Academy, effective 12/04/17.
6. **McDermid, Selma**, Accounting Specialist, SR52, 100.00% FTE, District Office-Finance Department, effective 11/06/17.
7. **Montes, Marcelle**, Secretary, SR36, 100.00% FTE, San Dieguito High School Academy, effective 12/04/17.
8. **Plotzke, Gordon**, Loss Control Analyst, SR60, 100.00% FTE, District Office-Business Services, effective 12/04/17.
9. **Rangel-Paz, Juvencio**, Nutrition Services Transporter I, SR27, 34.37% FTE, Torrey Pines High School, effective 11/01/17.

Change in Assignment

1. **Benbow, Nancy**, from Secretary, SR36, 100.00% FTE, Canyon Crest Academy to Registrar, SR40, 100.00% FTE, Canyon Crest Academy, effective 11/28/17.
2. **Caron, Diane**, from Secretary, SR36, 100.00% FTE, San Dieguito High School Academy to Secretary, SR 36, 100.00% FTE, District Office, effective 12/05/17.
3. **Jahed, Yasaman**, from Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP to 75.00% FTE, La Costa Canyon High School, effective 10/30/17.
4. **Lemken, Joseph**, from Custodian Floater, SR33, 100.00% FTE, Facilities Department to Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities Department, effective 11/27/17.
5. **Margiotta, Kathleen**, from Health Technician, SR35, 100.00% FTE, Canyon Crest Academy to Secretary, SR36, 100.00% FTE, Canyon Crest Academy, effective 11/27/17.
6. **Meneses, Angel**, from Custodian, SR32, 100.00% FTE, Canyon Crest Academy to unpaid status and 39 month re-employment list, effective 11/28/17.
7. **Teague, Colleen**, from Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP to 75.00% FTE, La Costa Canyon High School, effective 10/30/17.
8. **Varela-Fusco, Vanessa**, from Instructional Assistant-SpEd (S), SR36, 75.00% FTE, La Costa Canyon High School-ATP to 68.75% FTE, La Costa Canyon High School-ATP, effective 11/01/17.

Leave of Absence

1. **Gonzalez, Michael**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Earl Warren Middle School, effective 12/05/17.
2. **Morales, Laura**, from 100.00% Unpaid Leave of Absence to Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Earl Warren Middle School, effective 11/29/17.

Resignation

1. **Naldoza, Katarina**, Health Technician, SR35, 100.00% FTE, Carmel Valley Middle School, effective 12/22/17.
2. **Rincon, James**, Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities Department, effective 10/29/17.
3. **Ruhe, Lauren**, Instructional Assistant-SpEd (BI), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 11/09/17.
4. **Sorensen, Sharon**, Administrative Secretary, SR40, 100.00% FTE, La Costa Canyon High School, resignation for the purpose of retirement, effective 12/29/17.
5. **Taylor, David**, School Bus Driver, SR38, 75.00% FTE, Transportation Department, resignation for the purpose of retirement, effective 01/31/18.
6. **Van Leeuwen, Robert**, School Bus Driver, SR38, 63.50% FTE, Transportation Department, resignation for the purpose of retirement, effective 12/29/17.

sj
12/14/17
classbdagenda

Classified Personnel Supplement, December 14, 2017

Classified Substitutes

Miller, Michelle, effective 11/8/2017

Shelley, Jesse, effective 11/7/2017

Classified Artist in Residence

Aust, Emily, Canyon Crest Academy, Envision Program with Jeannine Marquie,
effective 11/20/2017

Sokol, Michael, Canyon Crest Academy, Envision Program with Anne Whatoff, effective
11/1/2017