

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

Regular Meeting

3:30 P.M., August 7, 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., August 7, 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: Justin Cunningham...Susan Dixon
4. Approval of the Agenda for the August 7, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the August 7, 2018 Personnel Commission Regular Meeting.
5. Approval of the Minutes for the July 12, 2018 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the July 12, 2018 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 ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
7. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for OCCUPATIONAL THERAPIST, SR-60, Open/Promotional-Dual Certification, eligibility from 7/20/18.
 - B. Motion by _____, second by _____, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, eligibility from 7/18/18.
 - C. Motion by _____, second by _____, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional, eligibility from 8/1/18.
8. APPROVAL OF THE 2018-19 ANNUAL REPORT
Motion by _____, second by _____, to approve the 2018-19 Annual Report of the Personnel Commission for submission to the Board of Trustees.
9. JOB DESCRIPTION UPDATES
 - A. Motion by _____, second by _____, to approve class description revisions for Director of Nutrition Services as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other

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, September 11, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024. A special meeting has been scheduled for Thursday, August 23, 2018, at 3:30 P.M. to conduct interviews to fill the vacant Joint-Appointee Personnel Commissioner seat.

14. CLOSED SESSION

To consider an administrative matter relative to Personnel Commission staff.

15. ADJOURNMENT

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

Regular Meeting Minutes

10:00 A.M., July 12, 2018
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 10:45 a.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

Kamran Azimzadeh
John Baird

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Matt Colwell
April Llamas
Nathan Molina
Katherine Shoecraft

3. APPROVAL OF THE AGENDA FOR THE JULY 12, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the agenda for the July 12, 2018, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE JUNE 12, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the minutes for the June 12, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for OCCUPATIONAL THERAPIST, SR-60, Open/Promotional-Dual Certification, six months eligibility.

B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional, six months eligibility.

Both passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, eligibility from 6/07/18. Director Dixon requested extending the promotional list by one week to coincide with the open list. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to extend the promotional list by one week.
- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, eligibility from 6/19/18.
- C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for CONSTRUCTION PROJECT MANAGER I, Management Salary Group 5, Range 9, Open/Promotional-Dual Certification, eligibility from 6/20/18.
- D. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 6/22/18.
- E. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for GROUNDS MAINTENANCE WORKER II, SR-39, Open/Promotional, eligibility from 6/29/18.
All passed unanimously

7. CLASSIFICATION REVIEW

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve class description revisions for Job Placement Assistant as proposed.
It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to reallocate the salary from Range 35 to Range 37 of the Classified Salary Schedule.
Some discussion followed. Incumbent, Katherine Shoecraft, said the revised job description is clearer and spoke of the need for training. Transportation and Risk Management staff have been asked to provide/identify van driving training as well as general safety techniques for transporting students. Director Dixon emphasized that the Job Placement Assistants are passionate regarding the success of the WorkAbility and TPP programs and this review was a collaborative effort over the course of one year to determine the necessary revisions. In discussing the educational requirements, it was acknowledged by all that the District is very fortunate to currently have incumbents with such strong education and experience serving in these assignments.
Both passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Director Dixon reported a busy recruitment season and that the classroom portion of the School Bus Driver training program was successfully completed July 6, 2018. Barbara Bass was able to coordinate out of state testing with a school district in Idaho, to accommodate a qualified candidate for Theater Technician, a specialized classification with very few applicants.
- B. Personnel List Report
- C. Other

9. CORRESPONDENCE- SDCOE approved the Personnel Commission budget for 2018-19.

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 – Matt Colwell thanked Commissioner Azimzadeh for attending the meeting today, and for his service.
- 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, August 7, 2018, at 3:30 PM a.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED TO CLOSED SESSION - 11:17 a.m. to discuss interview questions for the joint appointee commissioner vacancy.

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

**Effective: 07/20/18
Expiration: 01/20/19**

Occupational Therapist

Rank	Applicant ID
1	3180365
1	2591050
1	1760798
2	3749191
2	3544593
3	3783323
3	3786027

S. Dixon

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

**Effective: 7/18/2018
Expiration: 1/18/2019**

Theater Technician

Rank	Applicant ID
1	3782517
2	3762033
2	3764891

S. Dixon

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

**Instructional Assistant-
SpEd (Behavior Intervention)**

**Effective:8-1-18
Expiration:2-1-19**

PROMO

Rank	Applicant ID
1	2045678
2	2819003
3	2827025
4	2108236
5	3176775

OPEN

Rank	Applicant ID
1	2468297
2	3692308
3	3732717

S.Dixon

San Dieguito Union High School District Personnel Commission

710 ENCINITAS BLVD., ENCINITAS, CA 92024
WWW.SDUHSD.NET

ANNUAL REPORT 2017-2018

The Annual Report for the 2017-18 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

The District has operated under the Merit System since its adoption in 1972. The San Dieguito Union High School District is comprised of five middle schools, four comprehensive high schools and one alternative high school and is located in coastal North San Diego County. The employees in the classified service proudly serve the students and the community in support of high education standards.

The Commission staff thanks each employee of the classified service for their dedication to the students of the San Dieguito Union High School District. Additional appreciation goes to the many individuals who have served as subject matter experts in the development and administration of examinations to ensure the employment of highly qualified individuals and to those employees who provided input for classification description updates.



**Recruitment, Selection,
Classification, Training,
and Retention**

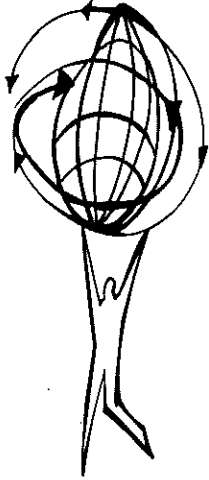
Personnel Commissioners

Established:

December 1, 1972

John Baird	Vacant	Justin Cunningham
CSEA Appointee	Commission Joint Appointee	Board of Trustees Appointee
Commissioner , Vice-Chair	Commissioner	Commissioner
Serving Since 2013	Serving Since 2018	Serving Since 2018

Personnel Commission Staff



Susan Dixon, Director of Classified Personnel

Responsible for the management of the District's personnel services within the Merit System for classified employees. Critical goals of the director include: enhancing and maintaining a sound recruitment process to identify highly qualified new employees as well as promote existing employees; review job descriptions and assignments and make appropriate recommendations for revisions; and recognize the outstanding contributions of classified staff.

Barbara Bass, Human Resources Analyst

Responsible for journey-level work in recruitment, test development and administration, classification and other analytical procedures in support of the Merit System.

Kathy Potter, Human Resources Technician

Responsible for a wide variety of complex clerical functions related to the recruitment, on-boarding and employment processes for the classified service. Additionally, responsible for administrative support to the Personnel Commission.

San Dieguito Union High School District Administration

Board of Trustees:

Beth Hergesheimer, President

Maureen "Mo" Muir, Vice-President

Joyce Dalessandro, Clerk

Amy Herman, Trustee

John Salazar, Trustee

District Administration:

Interim Superintendent

Larry Perondi

Associate Superintendent, Human Resources

Cindy Frazee

Associate Superintendent, Business Services

Tina Douglas

Associate Superintendent, Educational Services

Mike Grove

Associate Superintendent, Administrative Services

Mark Miller

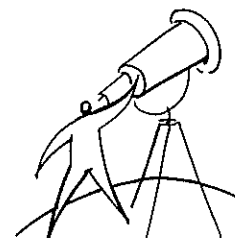
Classified Service

Classified Employees — 390

Confidential Employees — 4

Classified Supervisors — 14

Classified Management — 13



**Excellence is
our Standard**

The Merit System

The fundamental purpose of merit employment for classified employees under California Education Code is to ensure selection, promotion, and retention are without favoritism or prejudice and on the basis of merit and fairness. An independent Personnel Commission administers the Merit System. It is composed of three Commissioners, each appointed for a three-year term. The District appoints one Personnel Commissioner. The classified employees, through their bargaining unit, appoint the second Commissioner. Those two Commissioners then appoint the third member of the Commission.

The Commission has a threefold responsibility:

- To cooperate with the Board of Trustees and District administrators in the quest for high quality employees and sound human resources administration.
- To represent the interests of the general public by providing a personnel system dedicated to hiring and keeping competent employees to perform the classified work in the service of the jurisdiction.
- To ensure that classified employees receive fair and equitable treatment.

The three-way division of responsibilities sometimes places Commissioners in the position of being mediators between conflicting interests of employees, management and the general public. Commissioners must make decisions that are fair and contribute to the overall goal of a personnel program based on merit.

Goals of the Commission

Commissioners have the responsibility to oversee that classified employment is built on, and remains consistent with, core merit principles. The most important of these merit employment principles are best summarized as follows:

- Hiring and promoting employees on the basis of ability, with open competition for initial employment.
- Retaining employees on the basis of performance and separating from the service those whose

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.
- Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex or sexual preference/orientation, age, political affiliation, national origin, or a disability which may be reasonably accom-

modated, and with proper regard for their privacy and constitutional rights.

**MERIT:
DESERVE OR BE
WORTHY OF**

Personnel Commission Meetings



RULE 2.6 REGULAR MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of the month at 3:30 p.m., in the District Office Board Room, 101.

The Personnel Commission held 12 meetings over the 2017-2018 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.

SUMMARY OF PERSONNEL COMMISSION ACTIVITIES

Recruitment

	2016-17	2017-18
Promotional Only Exams	2	4
Open/Promotional Exams	15	5
Open/Promotional Dual Certification	32	29
Applications Received	920	632
Candidates Tested	380	271
Candidates Eligible	279	188

Employment

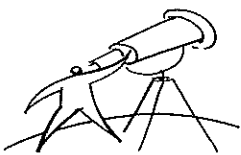
	2016-17	2017-18
Transfers	30	33
Promotions	19	21
New Hires	57	54
Re-employments	4	1
Limited Term Appointments	5	2
Leave of Absence	4	12
Voluntary Demotions	3	4
Placed in Unpaid Status	2	2

Terminations

	2016-17	2017-18
Resignations	36	25
Retirements	24	22
Layoffs/Reductions	0	0
Employees Affected	0	0
Appeals from Discipline	0	0

Classification Activities

	2016-17	2017-18
New Classifications Established	2	2
Classification Descriptions Revised	16	11
Positions/Incumbents Reclassified	0	0
Classifications Reallocated Upward	0	0
Classifications Reallocated Downward	0	0
Reclassification Requests Denied	1	3



A year in review

Presented to the Personnel Commission: 8/7/18 Presented to the Board of Trustees: 8/16/18

Classification Review Report	
Classification	Director, Nutrition Services
Classification Type	Classified Management
Salary Range	Management Range 4
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	May 29, 2018 June 26, 2018
Submission to Personnel Commission	August 7, 2018
Agenda Item	Job Description Update #9

Background Information

Personnel Commission staff recently conducted a recruitment for Director, Nutrition Services. As such, staff met with the incumbent and the Associate Superintendent of Business Services to identify any needed changes to the job description as well as identify appropriate exam content. Based on the information obtained from this meeting, the job description has been updated to better describe the duties performed and corresponding knowledge and abilities required as well as adopt the current format used for job descriptions. In addition, the education and experience requirement has been revised to align with specifications outlined by the Healthy, Hunger-Free Kids Act of 2010.

Sources of Information

- Director, Nutrition Services
- Associate Superintendent, Business Services
- Joint Powers Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

The classifications below have responsibility for directing nutrition services at our comparison districts. The districts have been listed in order of enrollment data to highlight that those districts with responsibility for a larger program and larger staff are typically paid more than a smaller sized program. Although the rate of pay for SDUHSD (after adjusting for benefits) is slightly less than the average rate of pay of our comparison districts, when factoring the size of the nutrition program the director manages, the current rate of pay seems appropriate.

District	Job Title	No. of Schools	Enrollment	Range	Minimum Salary	Maximum Salary
Escondido UHSD	Director, Student Nutrition	7	9,578	26	\$95,661	\$108,231
Ramona USD	Director of Food & Nutrition Services	10	5,546	18	\$91,386	\$108,632
Carlsbad USD	Director Nutrition & Purchasing Services	14	11,169	13	\$103,654	\$119,201
Grossmont UHSD	Director, Food Services & Warehouse	17	21,709	31	\$103,217	\$123,246
Escondido USD	Director Nutrition Services	25	18,965		\$90,220	\$107,727
Oceanside USD	Director of Child Nutrition	25	20,629	18	\$102,192	\$118,469
Sweetwater UHSD	Director of Nutrition Services	28	40,671	3	\$125,042	\$144,222
Vista USD	Director Child Nutrition Services	34	25,149	24	\$102,428	\$115,889
Poway USD	Director Food & Nutrition	36	35,956	21	\$111,744	\$131,460
Average					\$102,838	\$119,675
San Dieguito UHSD	Director, Nutrition Services	10	12,951	<i>as appears on Schedule</i>	\$110,061	\$125,800
				<i>formula pre flex dollar change</i>	\$100,541	\$116,281

Recommendation

Revise the Director, Nutrition Services class description as presented.
 Retain the current salary allocation of Range 4 on the Classified Management Salary Schedule.

Vote by Committee Members:

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

CLASSIFIED PERSONNEL

DIRECTOR OF NUTRITION SERVICES

OVERALL JOB PURPOSE STATEMENT SUMMARY

~~Under the direction of the Executive Director of Operations, the job of Director of Nutrition Services is done for the purpose/s of ensuring that departmental work goals are met and that all services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; complying with State and Federal program mandates and health requirements; and ensuring optimal utilization of personnel and other resources.~~

The Director of Nutrition Services plans, directs, and evaluates the nutrition services program for the District, ensuring that services meet the needs of the school community. The Director ensures the program and practices comply with local, state and federal regulations for child nutrition programs. The Director ensures financial, operational and program goals and objectives are met.

DISTINGUISHING CHARACTERISTICS:

~~This job is distinguished from similar jobs by the following characteristics: The position plans, organizes, and directs a district-wide program to meet student nutrition needs through a staff of supervisors and nutrition assistants.~~

ESSENTIAL JOB FUNCTIONS:

- ~~• Develops budgets and estimates for the purpose of addressing funding requirements to sustain a nutrition service program in accordance with State and Federal program mandates and health requirements.~~
- ~~• Develops long and short range plans/programs (e.g. menu plans, child nutrition and health education, programs, staff development, etc.) for the purpose of ensuring that the district's resources are effectively utilized.~~
- ~~• Prepares various documents (e.g., budgets, requisitions, child nutrition guidelines, various reports, etc.) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contract specifications.~~
- ~~• Presents various programs (e.g., safety, child nutrition and health programs) for the purpose of informing staff of appropriate procedures and safe practices.~~
- ~~• Attends various meetings (e.g., job training, health/nutrition, safety classes) for the purpose of addressing program needs, liability concerns and providing and/or receiving information.~~
- ~~• Evaluates personnel for the purpose of ensuring that standards are achieved and performance is maximized.~~
- ~~• Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining department wide services.~~

CLASSIFIED PERSONNEL

- ~~Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient departmental operation throughout the district.~~
- ~~Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Director of Nutrition Services may perform any combination of the essential functions listed below.

Administration

- Develop and recommend both short and long-term plans, policies and procedures to meet Department's goals and objectives.
- Develop the annual department budget and monitor revenue and expenses throughout the year.
- Ensure effective and economical use of department funds, initiate and authorize purchases, and ensure expenses are within budget.
- Prepare or oversee the preparation of state and federal compliance reports and compose other written communications such as information for Board meetings and e-mails.
- Collect and analyze information in order to measure and monitor progress against goals, identify potential improvements to operations, and make sound business decisions.

Operations

- Establish and oversee the safety program for food service staff and ensure staff compliance with food safety, sanitation, and environmental regulations.
- Provide specifications for the procurement of foods, supplies, equipment, materials and contracted services and recommend bid awards.
- Ensure that purchased food meets nutrition objectives.
- Establish and oversee standards for receiving, storing and inventory of food and non-food supplies based on safety principles.
- Manage and monitor student purchasing and meal fees using an electronic revenue control system.
- Oversee the activities of menu planning, production, pricing, marketing, distribution, and serving of food.

Compliance

- Comply with local, state, and federal laws, regulations and polices related to nutrition services in a school environment.
- Inspect food production, storage and serving areas to ensure compliance with local, state, and federal regulations.

Customer Service

- Develop an annual marketing plan to promote nutrition awareness and nutrition services to the school community.
- Provide students and staff with a variety of affordable, nutritious, and appealing foods that meet health and nutritional needs.
- Provide a clean environment for students and staff to enjoy meals.

CLASSIFIED PERSONNEL

- Keep current with customer preferences, industry trends, and research to ensure the Nutrition Services program meets the needs of the school community.
- Support catering needs for District and school events.
- Promote applications for free and reduced meal benefits and online payment systems.
- Analyze and solve problems, and respond appropriately to sensitive or complex inquiries and service complaints.

Maintenance

- Ensure equipment and smallwares are maintained properly and repaired as needed.
- Maintain up-to-date capital improvement plan with details of projected timeline when equipment needs to be replaced.
- Provide recommendations to District on construction and maintenance projects related to the Nutrition Services Department.
- Properly and safely operate and troubleshoot standard kitchen equipment.

Personnel Management

- Manage and direct a large staff operating at multiple locations.
- Train, supervise, coach, evaluate, and manage performance of assigned staff.
- Implement staff policies and procedures that adhere to local, state and federal regulations and District policies.
- Conduct and participate in Nutrition Services staff meetings and in-services.
- Provide training for employees aligned with USDA Professional Learning Objectives for school nutrition professionals.
- Support professional development and training opportunities for department staff.
- Evaluate staffing needs at school sites.
- Monitor school kitchens by regular onsite visits to observe and ensure quality of food and service, compliance with health and safety practices, and provide leadership and support to staff.

District

- Establish and maintain effective working relationships with staff, other District employees, students, parents, community, and vendors.
- Work with District management on future department needs.
- Represent the District on matters related to nutrition-related services and programs.
- Keep current on child nutrition legislative issues and attend meetings, conferences, and workshops related to child nutrition programs.
- May participate on various committees, special interest groups or community groups.
- Attend District and public meetings as required.
- Present information to individuals and groups.
- Perform other job-related duties consistent with the scope and intent of the position as assigned.

Job Requirements – Qualifications

Skills, Knowledge and Abilities:

~~SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include the ability to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws including those of State and Federal occupational health and safety; communicate with persons of varied cultural and educational~~

CLASSIFIED PERSONNEL

backgrounds; utilize pertinent software applications; perform standard accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budget and financial plans, program staffing projections, and dietary recommendations.

KNOWLEDGE is required to: review and interpret highly technical information, write technical materials; 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 principles and practices of safe food handling/preparation and food service management and supervisions; laws, policies and procedures pertinent to public school nutrition programs and requirements; direction and management through subordinate supervisors of a school food service operation with multiple kitchens and satellite serving areas; marketing techniques to maintain self-sustaining operations based on customer participation and preference trends; interpersonal relations to represent the program to parent and student groups.

ABILITY is required to schedule a number of activities, meetings, and events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; to work with data of widely varied types and/or purposes; and to utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines, and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include adhering to safety practices; being attentive to details; meeting deadlines and schedules; and working under time constraints.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Federal and state laws, rules, regulations and policies and District policies related to nutrition programs, food handling, safety and sanitation.
- Program planning, budgeting and administrative procedures.
- Principals and current practices related to nutrition, food handling, preparation, and safety.
- Federal and state laws, rules, regulations and practices governing food, equipment, safety and sanitation.
- Business practices such as operational efficiencies and process improvements, recordkeeping, bookkeeping, documentation, marketing and merchandising, and procurement.
- Effective employee management and training practices.
- Large-scale food preparation, production, and menu planning.
- Safe operation of a variety of food service equipment.
- Software applications related to food service management.
- Customer service standards and practices.
- Effective verbal and written communications.
- Mathematical computations related to budgets and financial information.

ABILITY TO:

- Understand and ensure compliance with federal and state laws, rules, regulations and District policies related to nutrition programs, food handling, safety and sanitation.
- Plan and implement short and long-term department goals and objectives.

CLASSIFIED PERSONNEL

- Perform standard budgeting, bookkeeping, and accounting procedures.
 - Read, interpret and apply guidelines, policies and procedures.
 - Develop and write policies and procedures.
 - Establish and maintain effective working relationships with staff, other District employees, students, parents, community, and vendors.
 - Provide direction and leadership to others.
 - Perform personnel functions including selecting, training, staffing, scheduling, motivating, and managing employee performance.
 - Effectively resolve personnel problems and grievances.
 - Research, analyze and purchase appropriate equipment and supplies.
 - Work independently under broad organizational guidelines.
 - Control the use of funds and other resources.
 - Establish effective inventory controls and the distribution of supplies.
 - Operate a variety of food service equipment and ensure equipment is operated safely by others and properly maintained.
 - Learn and use software applications related to food service management.
 - Communicate effectively both orally and in writing.
 - Perform accurate mathematical computations related to budgets and financial information.
 - Plan and manage initiatives and projects.
 - Plan, prioritize and organize work, meeting schedules and timelines.
-
- Work under pressure and with time constraints.
 - Exercise appropriate judgment when making decisions.
 - Effectively handle confidential matters.
 - Effectively resolve problems and complaints.

Responsibility

~~Responsibilities include: working under limited supervision using standardized practices and methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.~~

EDUCATION AND EXPERIENCE

The educational requirements for this classification are aligned with the provisions of the Healthy, Hunger-Free Kids Act of 2010. The educational requirement can be met in any one of the following three ways:

1) Bachelor's degree, or equivalent educational experience, with academic major in: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;

OR 2) Bachelor's degree in any academic major, and State recognized certificate for school nutrition directors;

OR 3) Bachelor's degree in any academic major and at least five years of experience in management of school nutrition programs.

CLASSIFIED PERSONNEL

Two years of job related experience within the specialized field (e.g., quantity food production and service, health menu planning, food service marketing) with increasing levels of responsibility is required. Experience with the National School Lunch Program is preferred.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The position plans, organizes, and directs a district-wide program to meet student nutrition needs and directs a staff of supervisors and nutrition assistants.

Working Environment

~~The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard-free environment.~~

Experience

~~Job related experience within the specialized field (e.g. quantity food production and service, health menu planning, food service marketing) with increasing levels of responsibility is required.~~

Education

~~Bachelors degree in job related area such as business administration, hospitality, food service, and health/nutrition.~~

Required Testing

~~Pre-employment Proficiency Test.~~

Certificates

~~Valid driver's license, evidence of insurability,
Current certification as a Registered Dietitian preferred but not required~~

Continuing Education/Training

~~Food Service Manager's Training Certificate.~~

Clearances

~~Criminal Justice Fingerprint/Background Clearance and
Tuberculosis Clearance.~~

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license and evidence of insurability

CLASSIFIED PERSONNEL

- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.
- Current certification as a Registered Dietitian preferred but not required.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

FLSA Status: Exempt

Salary Range: Management, Group 5, Range 4

DIRECTOR OF NUTRITION SERVICES

JOB SUMMARY

The Director of Nutrition Services plans, directs, and evaluates the nutrition services program for the District, ensuring that services meet the needs of the school community. The Director ensures the program and practices comply with local, state and federal regulations for child nutrition programs. The Director ensures financial, operational and program goals and objectives are met.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Director of Nutrition Services may perform any combination of the essential functions listed below.

Administration

- Develop and recommend both short and long-term plans, policies and procedures to meet Department's goals and objectives.
- Develop the annual department budget and monitor revenue and expenses throughout the year.
- Ensure effective and economical use of department funds, initiate and authorize purchases, and ensure expenses are within budget.
- Prepare or oversee the preparation of state and federal compliance reports and compose other written communications such as information for Board meetings and e-mails.
- Collect and analyze information in order to measure and monitor progress against goals, identify potential improvements to operations, and make sound business decisions.

Operations

- Establish and oversee the safety program for food service staff and ensure staff compliance with food safety, sanitation, and environmental regulations.
- Provide specifications for the procurement of foods, supplies, equipment, materials and contracted services and recommend bid awards.
- Ensure that purchased food meets nutrition objectives.
- Establish and oversee standards for receiving, storing and inventory of food and non-food supplies based on safety principles.
- Manage and monitor student purchasing and meal fees using an electronic revenue control system.
- Oversee the activities of menu planning, production, pricing, marketing, distribution, and serving of food.

Compliance

- Comply with local, state, and federal laws, regulations and polices related to nutrition services in a school environment.
- Inspect food production, storage and serving areas to ensure compliance with local, state, and federal regulations.

Customer Service

- Develop an annual marketing plan to promote nutrition awareness and nutrition services to the school community.
- Provide students and staff with a variety of affordable, nutritious, and appealing foods that meet health and nutritional needs.
- Provide a clean environment for students and staff to enjoy meals.

DIRECTOR OF NUTRITION SERVICES

- Keep current with customer preferences, industry trends, and research to ensure the Nutrition Services program meets the needs of the school community.
- Support catering needs for District and school events.
- Promote applications for free and reduced meal benefits and online payment systems.
- Analyze and solve problems, and respond appropriately to sensitive or complex inquiries and service complaints.

Maintenance

- Ensure equipment and smallwares are maintained properly and repaired as needed.
- Maintain up-to-date capital improvement plan with details of projected timeline when equipment needs to be replaced.
- Provide recommendations to District on construction and maintenance projects related to the Nutrition Services Department.
- Properly and safely operate and troubleshoot standard kitchen equipment.

Personnel Management

- Manage and direct a large staff operating at multiple locations.
- Train, supervise, coach, evaluate, and manage performance of assigned staff.
- Implement staff policies and procedures that adhere to local, state and federal regulations and District policies.
- Conduct and participate in Nutrition Services staff meetings and in-services.
- Provide training for employees aligned with USDA Professional Learning Objectives for school nutrition professionals.
- Support professional development and training opportunities for department staff.
- Evaluate staffing needs at school sites.
- Monitor school kitchens by regular onsite visits to observe and ensure quality of food and service, compliance with health and safety practices, and provide leadership and support to staff.

District

- Establish and maintain effective working relationships with staff, other District employees, students, parents, community, and vendors.
- Work with District management on future department needs.
- Represent the District on matters related to nutrition-related services and programs.
- Keep current on child nutrition legislative issues and attend meetings, conferences, and workshops related to child nutrition programs.
- May participate on various committees, special interest groups or community groups.
- Attend District and public meetings as required.
- Present information to individuals and groups.
- Perform other job-related duties consistent with the scope and intent of the position as assigned.

DIRECTOR OF NUTRITION SERVICES

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Federal and state laws, rules, regulations and policies and District policies related to nutrition programs, food handling, safety and sanitation.
- Program planning, budgeting and administrative procedures.
- Principals and current practices related to nutrition, food handling, preparation, and safety.
- Federal and state laws, rules, regulations and practices governing food, equipment, safety and sanitation.
- Business practices such as operational efficiencies and process improvements, recordkeeping, bookkeeping, documentation, marketing and merchandising, and procurement.
- Effective employee management and training practices.
- Large-scale food preparation, production, and menu planning.
- Safe operation of a variety of food service equipment.
- Software applications related to food service management.
- Customer service standards and practices.
- Effective verbal and written communications.
- Mathematical computations related to budgets and financial information.

ABILITY TO:

- Understand and ensure compliance with federal and state laws, rules, regulations and District policies related to nutrition programs, food handling, safety and sanitation.
- Plan and implement short and long-term department goals and objectives.
- Perform standard budgeting, bookkeeping, and accounting procedures.
- Read, interpret and apply guidelines, policies and procedures.
- Develop and write policies and procedures.
- Establish and maintain effective working relationships with staff, other District employees, students, parents, community, and vendors.
- Provide direction and leadership to others.
- Perform personnel functions including selecting, training, staffing, scheduling, motivating, and managing employee performance.
- Effectively resolve personnel problems and grievances.
- Research, analyze and purchase appropriate equipment and supplies.
- Work independently under broad organizational guidelines.
- Control the use of funds and other resources.
- Establish effective inventory controls and the distribution of supplies.
- Operate a variety of food service equipment and ensure equipment is operated safely by others and properly maintained.
- Learn and use software applications related to food service management.
- Communicate effectively both orally and in writing.
- Perform accurate mathematical computations related to budgets and financial information.
- Plan and manage initiatives and projects.
- Plan, prioritize and organize work, meeting schedules and timelines.

DIRECTOR OF NUTRITION SERVICES

- Work under pressure and with time constraints.
- Exercise appropriate judgment when making decisions.
- Effectively handle confidential matters.
- Effectively resolve problems and complaints.

EDUCATION AND EXPERIENCE

The educational requirements for this classification are aligned with the provisions of the Healthy, Hunger-Free Kids Act of 2010. The educational requirement can be met in any one of the following three ways:

1) Bachelor’s degree, or equivalent educational experience, with academic major in: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;

OR 2) Bachelor’s degree in any academic major, and State recognized certificate for school nutrition directors;

OR 3) Bachelor’s degree in any academic major and at least five years of experience in management of school nutrition programs.

Two years of job related experience within the specialized field (e.g., quantity food production and service, health menu planning, food service marketing) with increasing levels of responsibility is required. Experience with the National School Lunch Program is preferred.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The position plans, organizes, and directs a district-wide program to meet student nutrition needs and directs a staff of supervisors and nutrition assistants.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license and evidence of insurability
- Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.
- Current certification as a Registered Dietitian preferred but not required.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

DIRECTOR OF NUTRITION SERVICES

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.

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from school sites, the District Office and other locations on a regular basis. 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)

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

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

Seldom	Climbing/balancing, reaching above shoulder, operating hand controls (mixers and other kitchen equipment; kneeling, lifting up to 40 lbs. at waist height (cases of canned food/beverages and milk, carrying up to 40 lbs. up to 20 feet (bags of food, large pans of hot and cold food, cases of paper products, kitchen equipment), handling/simple grasping, twisting back, walking, standing
Seldom/Occasionally	Power/firm grasping
Occasionally	Reaching at shoulder, sitting
Frequently	Lifting up to 10 pounds, fingering/fine manipulation

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, vendors and others contacted within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

FLSA Status: Exempt

Salary Range: Management, Group 5, Range 4

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 8/02/18

Classified Personnel

8 current/pending vacancies in 8 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
FAC	AA210	Plumber	40	1.00	Selection interview late August 2018
DG	AA140	Custodian	40	1.00	Selection interview 8/7/ 2018
EW	AH436	Instructional Asst SpEd (Behavior Intervention)	40	1.00	Selection interview 8/7/ 2018
TRANS	AF521	School Bus Driver	20	0.50	Continuous recruitment
SDA	AA030	Administrative Secretary	40	1.00	Selection interview 8/15/18
PT	AJ708	Health Technician	30	0.75	Selection early September 2018
OC	AL595	Nutrition Services Assistant I	10	0.25	Selection interview 8/7/ 2018
CV	AD298	Nutrition Services Assistant II	19.5	0.49	Selection interview 8/7/ 2018

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Artist in Residence**, employment for the 2018-19 school year, effective 07/01/18 through 06/30/19, per attached supplement.
2. **Coaches**, employment for the 2018-19 school year, effective 07/01/18 through 06/30/19, per attached supplement.
3. **Alston, Pierre**, Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 07/16/18.
4. **Hoyos, Yvonne**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/20/18.

Change in Assignment

1. **Bernard, Ralf**, from Facilities Construction Planner, SR52, 100.00% FTE, Facilities Construction Department to Construction Projects Manager I, Management G5,R9, 100.00% FTE, Facilities Construction Department, effective 07/02/18.
2. **Mendoza, Omar**, from Custodian, SR32, 100.00% FTE, Facilities Department to Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities Department, effective 07/16/18.
3. **Ryan-Sonnich, Leah**, from Administrative Secretary, SR40, 100.00% FTE, San Dieguito High School Academy to Administrative Assistant-High School, SR44, 100.00% FTE, San Dieguito High School Academy, effective 07/23/18.

Resignation

1. **Benware, Nancy**, School Bus Attendant, SR35, 87.50% FTE, Transportation Department, resignation for the purpose of retirement, effective 06/29/18.
2. **Dill, Eric**, District Superintendent, Management G5,R1, 100.00% FTE, District Office-Office of the Superintendent, effective 6/30/18.
3. **Varela-Fusco, Vanessa**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, resignation effective 07/10/18.
4. **Toler, Johnnie**, Plumber/Irrigation Specialist, SR49, 100.00% FTE, Facilities Department, resignation for the purpose of retirement, effective 08/31/18.

sj
7/26/18
classbdagenda

Classified Artist in Residence

Hall, Tarua, Torrey Pines High School, Dance with Sarah Kaye, effective 7/1/2018
Kwak, Jisoo, Torrey Pines High School, Dance with Sarah Kaye, effective 7/1/2018

Coaches

CCA – Certificated

Black, Christopher, Girls Tennis, Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

Corman, Andrew, Cross Country, Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

Farrar, James, Girls Golf, Junior Varsity Assistant, Canyon Crest Academy, Fall Season, effective 7/1/2018

Haas, Ariel, Girls Volleyball, Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

Happ, Garrett, Girls Volleyball, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 7/1/2018

Lackey, Dustin, Girls Golf, Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

CCA – Walk-on

Belinsky, Jordan, Girls Tennis, Junior Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

Cuatok, Luis, Girls Volleyball, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 7/1/2018

De La Vega, Luis, Cross Country, Junior Varsity Assistant, Canyon Crest Academy, Fall Season, effective 7/1/2018

Duncan, Kiana, Field Hockey, Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

Montilla, Alberto, Field Hockey, Junior Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

Pfefferle, Anna, Girls Volleyball, Freshmen, Canyon Crest Academy, Fall Season, effective 7/1/2018

Ratekin, Nicholas, Boys Water Polo, Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

Ziamba, Lisa, Cross Country, Junior Varsity, Canyon Crest Academy, Fall Season, effective 7/1/2018

LCC – Certificated

DiGiulio, Kari, Field Hockey, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Farr, Chalise, Cheerleading, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Happ, Justin, Football, Junior Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

McCullough, Matthew, Girls Golf, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Sovacool, Casey, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Sovacool, Sean, Football, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Vice, William, Cross Country, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Vincent, Rebecca, Cheerleading, Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Vollstedt, Todd, Cross Country, Junior Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Witzmann, Adam, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

LCC – Walk-on

Barnett, Brenda, Girls Tennis, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Becker, Damon, Football, Junior Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Bosier, Andre, Football, Freshmen, La Costa Canyon High School, Fall Season, effective 7/1/2018

Bowen, Bryn, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Casinelli, Patrick, Football, Junior Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Cataldo, Nicholas, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Cormier, Morgan, Girls Volleyball, Junior Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Damon Moore, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Driver, Jacob, Football, Freshmen Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Eden Borsack, Field Hockey, Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Erin Gorman, Cheerleading, Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Esquivel, Mark, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Freeman, Clint, Boys Water Polo, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Goldberg, Lauren, Girls Tennis, Junior Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Harrington, Grant, Boys Water Polo, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Hartley, Taylor "Scott", Girls Volleyball, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Hartwig, Thomas, Boys Water Polo, Freshmen, La Costa Canyon High School, Fall Season, effective 7/1/2018

Henry, Dale, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Hull, Alfred, Football, Freshmen Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Morris, Christopher, Girls Volleyball, Freshmen, La Costa Canyon High School, Fall Season, effective 7/1/2018

Morris, Rachel, Girls Volleyball, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Pendelton, Amanda, Cheerleading, Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Rich, Joshua, Football, Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Sebastian Frausto, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Solomon, Caitlin, Field Hockey, Junior Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

Soto, Cory, Football, Freshmen Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Steele, Riley, Football, Freshmen Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Ta'amu, Edward, Football, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Tanner, Tamara, Girls Tennis, Varsity Assistant, La Costa Canyon High School, Fall Season, effective 7/1/2018

Wollbrinck, Casey, Field Hockey, Varsity, La Costa Canyon High School, Fall Season, effective 7/1/2018

SDA – Certificated

Meyer-Abrahamson, Deborah, Girls Tennis, Junior Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

SDA – Walk-on

Evans, Dana, Field Hockey, Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Fitchett, Mike, Cross Country, Varsity Assistant, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Giblin, Zachary, Boys Water Polo, Junior Varsity Assistant, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Gibson, Scout, Field Hockey, Junior Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Glass, Hank, Cross Country, Assistant, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Haskett, Gordon, Boys Cross Country, Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Kling, Scott, Boys Water Polo, Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

L'Abbate, Giovanna, Girls Cross Country, Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Ragan, John, Girls Volleyball, Freshmen, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Raschke, William, Girls Volleyball, Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Sullivan, Daniel, Boys Water Polo, Junior Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Tomasi, Joseph, Girls Tennis, Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

Zamora, Alfred, Girls Golf, Varsity, San Dieguito High School Academy, Fall Season, effective 7/1/2018

TP – Certificated

Ashby, Scott, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Collins, Robert, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Doerrer, Charles, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Drake, Christopher, Girls Golf, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Escontrias, Kyle, Girls Volleyball, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Hildebrand, Kaitlin, Cross Country, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Livingston, Matthew, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Mihalinec, Josh, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

TP – Walk-on

Acacio, Reynaldo, Cheerleading, Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Ahles, Miles, Football, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Ashby, Jake, Football, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Bath, Ryan, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Bickett, Duane, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Busby, Lucy, Field Hockey, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Castaneda, Angelina, Boys Water Polo, Junior Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Chodorow, Suzanne, Cheerleading, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Chu, Donald, Girls Tennis, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Ciancimino, James, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Dean, Brennan, Girls Volleyball, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Fely, Josh, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Figueira, Felipe, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Gladnick, Ronald, Football, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Goodenough, Kyle, Cross Country, Junior Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Gutzwiller, Mark, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Harrison, Dax, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Holman, Jeana, Girls Volleyball, Junior Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018

Holman, Jeana, Girls Volleyball, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018

Hourani, Victor, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018
Hughley, Scott, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018
Kessler, Nicole, Girls Volleyball, Freshmen, Torrey Pines High School, Fall Season, effective 7/1/2018
Long, Austin, Cheerleading, Junior Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018
Montes, Frank, Football, Freshmen, Torrey Pines High School, Fall Season, effective 7/1/2018
Principi, John, Football, Junior Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018
Simsiman, Roger, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018
Singh, Arshdeep, Field Hockey, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018
Sipe, Brian, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018
Strode, Morris, Girls Tennis, Junior Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018
Swagart, Kaitlin, Field Hockey, Varsity Assistant, Torrey Pines High School, Fall Season, effective 7/1/2018
Williams, Alexander, Boys Water Polo, Varsity, Torrey Pines High School, Fall Season, effective 7/1/2018