

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

Regular Meeting Agenda

4:15 P.M. May 14, 2024

SDUHSD District Office

710 Encintas Blvd, Encintas , CA 92024

(public may attend in person or virtually)

PUBLIC COMMENTS

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

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

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

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

AGENDA POSTING REQUIREMENTS

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

PUBLIC INSPECTION OF DOCUMENTS

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

RECORDING OF PERSONNEL COMMISSION MEETINGS

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

CELL PHONES/ELECTRONIC DEVICES

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

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

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

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

Regular Meeting Agenda

4:15 PM, May 14, 2024

MEETING/OPEN SESSION

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda for the May 14, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the May 14, 2024, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the April 9, 2024, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the April 9, 2024, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments, if any

- A. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 04/10/2024, individual eligibility valid for six months.
- B. Motion by_____, second by_____, to approve an Eligibility List for Executive Assistant, Confidential, SR1, Open/Promotional-Dual Certification, updated 04/15/2024, individual eligibility valid for six months.
- C. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 04/17/2024, individual eligibility valid for six months.
- D. Motion by_____, second by_____, to approve an Eligibility List for Nutrition Services Assistant - Floater, SR26, Open/Promotional-Dual Certification, updated 04/17/2024, individual eligibility valid for six months.
- E. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 04/17/2024, individual eligibility valid for six months.
- F. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 04/22/2024, individual eligibility valid for six months.
- G. Motion by_____, second by_____, to approve an Eligibility List for Electrician, SR49, Open/Promotional-Dual Certification, updated 04/22/2024, individual eligibility valid for six months.
- H. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification, updated 04/23/2024, individual eligibility valid for six months.
- I. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 04/23/2024, individual eligibility valid for six months.
- J. Motion by_____, second by_____, to approve an Eligibility List for Systems Integration Analyst, SR60, Promo Only, updated 04/24/2024, individual eligibility valid for six months.
- K. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 04/25/2024, individual eligibility valid for six months.
- L. Motion by_____, second by_____, to approve a Continuous Filing Eligibility List for Custodian - Floater, SR33, Open/Promotional-Dual Certification, updated 04/26/2024, individual eligibility valid for six months.

- M. Motion by _____, second by _____, to approve an Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification, updated 04/29/2024, individual eligibility valid for six months.
- N. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated 05/01/2024, individual eligibility valid for six months.
- O. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 05/01/2024, individual eligibility valid for six months.
- P. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Korean, SR31, Open/Promotional-Dual Certification, updated 05/02/2024, individual eligibility valid for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED *Public Comments, if any*

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Custodian Supervisor I, Supervisory, SR5, Promo Only.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Systems Integration Analyst, SR60, Promo Only.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.
- E. Motion by _____, second by _____, to establish a six-month Eligibility List for Nutrition Services Supervisor, Supervisory, SR4, Promo Only.
- F. Motion by _____, second by _____, to establish a six-month Eligibility List for Secretary - (part time), SR36, Open/Promotional-Dual Certification.
- G. Motion by _____, second by _____, to establish a six-month Eligibility List for Administrative Assistant III, SR42, Open/Promotional-Dual Certification.

8. JOB DESCRIPTION REVISION – INSTRUCTIONAL ASSISTANT –BILINGUAL *Public Comments, if any*

Discussion and possible action to adopt the proposed revisions to the Instructional Assistant – Bilingual Job Description, including adopting the proposed title change to Instructional Assistant – Multilingual Learners.

9. 2024-2025 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL
 - A. Open Public Hearing
 - B. Call for Public Comment
 - C. Close Public Comment
 - D. Motion by _____, second by _____, to approve the 2024-2025 Personnel Commission Budget as proposed.

10. Personnel Commission Calendar
 - Public Comment, if any*
 - Discussion and possible action to reschedule the June Personnel Commission meeting to an agreed upon date.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. RECLASSIFICATION REQUEST UPDATE – SECRETARIES SUPPORTING MIDDLE SCHOOL COUNSELING OFFICE
 - Public Comments, if any*

12. LEGISLATIVE UPDATE - AB 2088
 - Public Comments, if any*

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

14. CORRESPONDENCE
 - Public Comments, if any*

15. NEXT PERSONNEL COMMISSION MEETING

16. ADJOURNMENT

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

Regular Meeting Minutes

3:30 PM, April 9, 2024

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:43 p.m. by Commissioner JEFF CHARLES.

2. Pledge of Allegiance

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Jennifer Laity, Human Resources Technician

3. Approval of the Agenda for the April 9, 2024, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the April 9, 2024, Personnel Commission Regular Meeting with moving Discussion Item 1 to follow Public Comments, Item 5.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the March 12, 2024, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes of the March 12, 2024, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles
John Baird
Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD to approve a Continuous Filing Eligibility List for Instructional Assistant-SpEd, SR34, Open/Promotional-Dual Certification, updated 03/07/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- B. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/08/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

- C. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant-SpEd, SR34, Open/Promotional-Dual Certification, updated 03/12/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- D. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for School Bus Attendant, SR29, Open/Promotional, updated 03/12/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/13/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- F. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant-SpEd (Behavior Intervention), SR36, Open/Promotional-Dual Certification, updated 03/14/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- G. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional/Personal Care Assistant - SpEd, SR37, Open/Promotional-Dual Certification, updated 03/15/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes
- H. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/18/2024, individual eligibility valid for six months.
Justin Cunningham
Jeff Charles
John Baird

Passed with Three Ayes

- I. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Information Technology (IT) Support Technician, SR51, Open/Promotional, updated 03/19/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- J. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 03/21/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- K. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/22/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- L. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 03/25/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- M. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 03/28/2024, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- N. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 03/28/2024, individual eligibility valid for six months.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Secretary, SR36, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

B. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Receptionist, SR32, Open/Promotional-Dual Certification.

Justin Cunningham
Jeff Charles
John Baird
Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

1. RECLASSIFICATION REQUEST UPDATE – SECRETARIES SUPPORTING MIDDLE SCHOOL COUNSELING OFFICE

Public Comments – 2 Speakers

*Carloyn Kinnare
Tracy Ngo*

2. TRANSFER OF CLASSIFIED EMPLOYEES

Public Comments – Carmen Blum

- a. CSPCA Model Merit Rules
- b. AB 2088

3. PROPOSED 2024-2025 BUDGET REVIEW (First Read)

Public Comments - None

4. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

- a. Vacancy Report Summary
- b. Vacancy Report
- c. Personnel List Report

5. CORRESPONDENCE

Public Comments - None

6. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, May 14, 2024, at 3:30 p.m.

7. ADJOURNMENT - 4:56 p.m.

**San Dieguito Union High School District
Personnel Commission**

Instructional/Personal Care Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 4/10/2024

Applicant ID	Rank	Expiration Date	Source
3911919	1	5/28/2024	Open
6909434	2	4/18/2024	Open
3868153	3	10/10/2024	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Executive Assistant

Eligibility List
Open/Promo-Dual Certification

Effective date: 4/15/2024

Applicant ID	Rank	Expiration Date	Source
7191847	1	10/15/2024	Open
7213783	2	10/15/2024	Open
178	2	10/15/2024	Open
2959627	3	10/15/2024	Promo
1208163	4	10/15/2024	Promo
7180555	4	10/15/2024	Open
3709744	4	10/15/2024	Promo
166	5	10/15/2024	Open
153	5	10/15/2024	Open
6969275	5	10/15/2024	Open
1832658	6	10/15/2024	Promo
1144429	7	10/15/2024	Promo
2791914	8	10/15/2024	Promo
966400	9	10/15/2024	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Custodian

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Date: 4/17/2024

Applicant ID	Rank	Expiration Date	Source
7215041	1	10/17/2024	Open
6613092	2	10/17/2024	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant-Floater

Eligibility List

Open/Promo-Dual Certification

Effective Date: 4/17/2024

Applicant ID	Rank	Expiration Date	Source
6421403	1	4/20/2024	Promo
240	2	10/17/2024	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Student Health Care Specialist

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 4/17/2024

Applicant ID	Rank	Expiration Date	Source
7440755	1	10/17/2024	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 4/22/2024

Applicant ID	Rank	Expiration Date	Source
1458475	1	10/22/2024	Open
7336079	2	7/19/2024	Open
7466743	3	9/7/2024	Open
303179	4	9/12/2024	Open
2708769	5	6/4/2024	Open
6512695	6	9/18/2024	Promo
7407747	7	9/25/2024	Open
3868153	8	10/22/2024	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Electrician

Eligibility List

Open/Promo-Dual Certification

Effective Date: 4/22/2024

Applicant ID	Rank	Expiration Date	Source
231	1	10/22/2024	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Custodian

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Date: 4/23/2024

Applicant ID	Rank	Expiration Date	Source
7215041	1	10/17/2024	Open
2386766	2	10/23/2024	Open
6613092	3	10/17/2024	Open

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

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant - Bilingual Spanish

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 4/23/2024

Applicant ID	Rank	Expiration Date	Source
7408737	1	10/23/2024	Open
7388511	2	8/8/2024	Open
7185022	3	8/27/2024	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Systems Integration Analyst

Eligibility List

Promo Only

Effective Date: 4/24/2024

Applicant ID	Rank	Expiration Date	Source
2791375	1	10/24/2024	Promo

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant - Bilingual Spanish

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 4/25/2024

Applicant ID	Rank	Expiration Date	Source
7408737	1	10/23/2024	Open
7388511	2	8/8/2024	Open
7185022	3	8/27/2024	Open
7470484	4	10/25/2024	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Custodian Floater

Eligibility List-Continuous Filing
Open/Promo-Dual Certification

Effective Date: 10/26/2024

Applicant ID	Rank	Expiration Date	Source
6613092	1	10/26/2024	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Secretary

Eligibility List

Open/Promo-Dual Certification

Date: 04/29/2024

Applicant ID	Rank	Expiration Date	Source
7299671	1	10/29/2024	Open
1195756	2	10/29/2024	Open
7180555	3	10/29/2024	Open
966400	4	10/29/2024	Open
7362682	5	10/29/2024	Open
1972605	6	10/29/2024	Open

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

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Asst II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 5/1/2024

Applicant ID		Expiration Date	Source
2690552		6/29/2027	Reinstatement

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 5/1/2024

Applicant ID	Rank	Expiration Date	Source
6860705	1	11/1/2024	Open
6435218	2	11/1/2024	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant - Bilingual Korean

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 5/2/2024

Applicant ID	Rank	Expiration Date	Source
6591147	1	11/2/2024	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray



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

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Classified Personnel Commission
 John Baird, Commissioner
 Jeff Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Gray, Director

Classification Review Report	
Classification	Instructional Assistant – Bilingual (Job Description Revision) Proposed New Title: Instructional Assistant – Multilingual Learners
Classification Type	Classified
Salary Range	31
Submission to Classification Advisory Committee	April 2, 2024
Submission to Personnel Commission	May 14, 2024

Background Information

The District has proposed revisions to the Instructional Assistant – Bilingual job description including a change in title to Instructional Assistant – Multilingual Learners.

The District is proposing the revisions as part of its efforts to support multilingual learners. The revised job duties will shift from translating and interpreting to a more holistic approach in support of multilingual learners’ journey towards English language proficiency. The District has experienced an increase of students who speak a variety of languages. The proposed job description changes are intended to provide support to all multilingual learners through various language learning techniques.

The revisions also remove a number of duties that are no longer performed by this class, including grading and clerical support.

The District has also proposed eliminating the bilingual requirement. The change in this requirement is hoped to open this position to other qualified candidates who may otherwise have the skills and abilities to support multilingual learners but who may not necessary be fluent in another language and therefore increasing the applicant pool for this hard to fill position.

Personnel Commission staff has reviewed the proposed changes with 3 current Instructional Assistant – Bilingual staff and with the school Principals.

Sources of Information

Briahna Weatherford, Director of Teaching, Learning & Innovation
 Ana Ortega, Instructional Assistant – Bilingual
 Denise Ayoub, Instructional Assistant – Bilingual
 Adriana Ruiz Velasco, Instructional Assistant – Bilingual
 Comparable districts in San Diego County

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented to see whether the district is competitive.

A review of the standard comparison school districts indicates that SDUHSD is slightly above the market median (3.2%). As such, there is no recommendation for a change in salary range.

District	Salary Range	Job Title	Min	Median	Max
Escondido USD	24	Paraeducator I - Bilingual	\$ 17.25	\$ 19.64	\$ 22.02
Escondido UHSD	20	Bilingual IA	\$ 19.42	\$ 22.72	\$ 26.02
Grossmont UHSD	33	Bilingual Cross Cultural Aide	\$ 20.43	\$ 23.17	\$ 25.91
Poway USD	21	IA - English Language Learner	\$ 18.25	\$ 20.81	\$ 23.36
Ramona USD	12	Bilingual Para-Educator	\$ 16.87	\$ 19.20	\$ 21.53
Sweetwater UHSD	42	IA - Bilingual	\$ 19.15	\$ 21.02	\$ 22.88
San Diego COE	36	English Language Development Asst.	\$ 21.48	\$ 24.45	\$ 27.41
Vista	38	Instructional Asst. II - ELD/BB	\$ 17.26	\$ 20.24	\$ 23.22
Average			\$ 18.76	\$ 21.40	\$ 24.04
SDUHSD	31	Instructional Asst., Bilingual	\$ 18.88	\$ 22.09	\$ 25.30
			0.6%	3.2%	5.2%

Recommendation

It is recommended the job descriptions for the classification of Instructional Assistant - Bilingual be updated as proposed to include the change in title to Instructional Assistant – Multilingual Learners. Based on the salary of comparison districts, there is no recommendation for salary range reallocation.

The Classification Advisory Committee unanimously approved the recommended changes.

Vote by Committee Members:

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

INSTRUCTIONAL ASSISTANT - MULTILINGUAL LEARNERS

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned administrator and the day-to-day supervision of a certificated teacher, the Instructional Assistant - Multilingual Learners (IA-MLL) assists students and teachers with facilitating student learning by encouraging student participation and collaboration in daily classroom activities. The IA-MLL also conducts study/small student groups and provides additional support to students and teachers related to English language acquisition skills. The IA-MLL helps to create an engaging learning environment where students feel comfortable as members of the learning community and provides ongoing learning resources to support all students.

The IA-MLL assists in the acquisition of English language skills; operates a variety of classroom equipment; 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.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant - Multilingual Learners (MLL) is assigned to assist teachers of Multilingual Learner students whose English language proficiency skills benefit from additional instructional support. This classification differs from other classes of Instructional Assistants in that other positions in the Instructional Assistant series provide assistance to teachers of students with learning, physical, or behavioral challenges.

The primary purpose of this classification is to provide direct instructional support to Multilingual Learners focused on the acquisition of English language skills across all subject areas.

ESSENTIAL FUNCTIONS

- Supports students, individually or in small groups, in various subject areas to reinforce instruction from the teacher and to assist in the acquisition of English language skills.
- Confers with teachers and other personnel to assist in the evaluation of students' language acquisition progress and/or implementation of student learning outcomes.
- Observes students within the classroom academically and behaviorally according to approved procedures to assist teachers with maintaining a safe and positive learning environment.
- Administers tests and language assessments to students, under the guidance of a teacher, to evaluate students' language abilities and appropriate placement.

INSTRUCTIONAL ASSISTANT - MULTILINGUAL LEARNERS

- Assists in the performance of other job-related duties as assigned to meet student learning and language development goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to Multilingual Learner students
- Core subjects taught in the District schools, including math, science, social science, and English Language Arts.
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and second language usage, grammar, spelling, punctuation, and vocabulary
- Reading, writing, and oral communication skills
- Basic applicable software programs

ABILITY TO:

- Tutor individuals and small groups in academic subject areas
- Make mathematical calculations quickly and accurately
- Schedule activities
- Gather and collate data
- Prepare documents following the 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
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with students and adults
- Read, interpret, and follow rules, regulations, policies, and procedures
- Maintain confidentiality
- Adhere to safety practices including safely handling hazardous materials

INSTRUCTIONAL ASSISTANT - MULTILINGUAL LEARNERS

- 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 needs of Multilingual 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 flexion/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.

EXPERIENCE

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

INSTRUCTIONAL ASSISTANT - MULTILINGUAL LEARNERS

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.

CLASSIFIED

INSTRUCTIONAL ASSISTANT ~~BILINGUAL-~~ MULTILINGUAL LEARNERS (MLL)

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- Multilingual Learners (MLL)~~ assists students, ~~and 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~~ with facilitating student learning by encouraging student participation and collaboration in daily classroom activities. The IA-MLL also conducts study/small student groups and provides additional support to students and teachers related to English language acquisition skills. The Instructional Assistant - Multilingual Learners (MLL) helps to create an engaging learning environment where students feel comfortable as members of the learning community and provides ongoing learning resources to support all students.

The Instructional Assistant - Multilingual Learners (MLL) assists in the acquisition of English language skills; operates a variety of classroom equipment; 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 the English language ability of students.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant ~~Bilingual- Multilingual Learners (MLL)~~ is assigned to assist teachers of Multilingual Learner students whose English language ~~skills require bilingual-proficiency skills benefit from additional~~ instructional support. This classification differs from other classes of Instructional Assistants in that ~~other positions in the Instructional Assistant series 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 Multilingual Learners focused on the acquisition of English language skills across all subject areas.

ESSENTIAL FUNCTIONS

- ~~Tutors~~ Supports students, individually or in small groups, in various subject areas to reinforce instruction from 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. and to assist in the acquisition of English language skills.~~
- Confers with teachers and other personnel to assist in the evaluation of students' language acquisition progress and/or ~~implement student objectives.~~
- ~~Performs various clerical support and record keeping activities to support teachers in the completion of~~

~~non-instructional tasks implementation of student learning outcomes.~~

- Observes students within the classroom academically and behaviorally according to approved procedures to assist teachers with maintaining a safe and positive learning environment.
- ~~• 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 meet student learning and language development~~ goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to ~~English Language Learner Multilingual Learner~~ students
- ~~Basic~~Core subjects taught in the District schools, including math ~~(e.g. algebra, geometry), grammar, spelling, language and reading, science, social science, and English Language Arts.~~
- 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 Basic 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 Prepare~~ documents following ~~the~~ 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 • 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~~ students 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 Multilingual](#) 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)

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

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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 flexion/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.

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.

PERSONNEL COMMISSION				
Description	2023-24 Budget	2023-24 Expenses	2024-25 Budget	Notes
Cert bd Members Salary	900	400	900	Commissioner Cunningham - 12 reg mtgs, 6 special mtgs
Benefits			211	Benefits for Commissioner Cunningham
Class Superv & Admin Salaries	137,153	90,262	163,338	Salary for Director
Class.Bd.Members Salary	1,800	800	1,800	Commissioners Baird & Charles - 12 reg mtgs, 6 special mtgs
Benefits	209	13	38,785	Benefits for Director
Clerical And Office Salaries	154,170	102,769	154,169	Salaries for PC Staff
Clerical Overtime Wages	1,500	133	1,500	Overtime for PC Staff
Benefits			58,415	Benefits for PC Staff
Clerical Subs-Illness/Leave	0	0	0	
Clerical-Extra Help	250	0	250	Internal Raters
Other.Class-Extra Help	250	19	250	Internal Raters
Benefits	145,574	94,136	118	Benefits for Internal Raters
Materials And Supplies	1,500	0	1,000	
Refreshments	950	19	300	Classified Employee of Year celebrations
Non-Capitalized Equipment	0	0	0	
Non-Capitalized Tech Equipment	0	0	0	
Conference,Workshop,Sem.	6,400	2,397	5,500	CSPCA Conference (Commissioners & PC Staff - no travel)
Mileage	500	179	500	Mileage reimbursement for PC staff.
Dues And Memberships	3,400	3,350	3,525	\$2675 CODESP, \$800 CSPCA,\$50 SDCSPCA
Rents & Leases	2,000	591	2,000	Copier Machine, PC pays 1/3 of department cost
Copy Charges	2,000	478	2,000	Copies, PC pays 1/3 of department cost
Professional/Consult Svs	10,000	0	10,000	Hearing expenses - Hearing Officer, Transcriber, Translator
Legal Expense	14,275	0	14,275	
Computer Licensing	5,000	4,500	5,000	eskill
Advertising	5,500	6,572	7,000	\$1,600 Edjoin, \$1,200 School Spring, other job postings. Printing.
Other Serv.& Oper.Exp.	0	42	0	
Communications-Postage	25	0	25	Certified Mail
	493,356	306,661	470,861	

Vacancy Summary Report May 2, 2024

Site/Department	Full-Time	Part-Time	Grand Total
Canyon Crest Academy	1	4	5
Carmel Valley Middle School		1	1
Diegueno Middle School	1	1	2
District Office	1		1
Earl Warren Middle School		3	3
Facilities, Planning & Construction	1		1
La Costa Canyon High School	1	6	7
Maintenance & Operations	3		3
Oak Crest Middle School		6	6
Pacific Trails Middle School	2	5	7
Requeza Education Center		15	15
San Dieguito High School Academy	1	5	6
Torrey Pines High School	4	15	19
Transportation	1	19	20
Grand Total	16	80	96

Hard to Fill Positions	Count of STATUS
Bus Driver Trainer	1
Campus Supervisor	5
Electrician	1
Facilities Planning Analyst	1
Instructional Assistant - Behavior Intervention	12
Instructional Assistant - Bilingual/CHINESE/KOREAN	1
Instructional Assistant - Bilingual/SPANISH	3
Instructional Assistant Special Education	15
Instructional/Personal Care Assistant	15
Nutrition Services Assistant I	10
School Bus Driver	19
Student Health Care Specialist	2
Grand Total	85

Status	Count of STATUS
Hold	2
Interviews conducted	1
Interviews scheduled	4
Job Offer Made	3
Recruitment in progress	83
Selection Clearing	2
Testing in Progress	1
Grand Total	96

95 Approved Requisitions							
20 Different Job Classifications							
SITE	SLOT	Position	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
Diegueno Middle School	AA015	Administrative Assistant III	11	40	8	1.00	Recruitment in progress
Transportation	AA481	Bus Driver Trainer	12	40	8	1.00	Recruitment in progress
San Dieguito High School Academy	AO550	Campus Supervisor	10	40	8	1.00	Recruitment in progress
La Costa Canyon High School	AO531	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Canyon Crest Academy	AO539	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Carmel Valley Middle School	AO538	Campus Supervisor	10	19.5	3.9	0.49	Recruitment in progress
Diegueno Middle School	AO533	Campus Supervisor	10	40	8	1.00	Recruitment in progress
Maintenance & Operations	AA165	Custodian Floater	12	40	8	1.00	Job Offer Made
Maintenance & Operations	AJ158	Custodian Supervisor	12	40	8	1.00	Testing in Progress
Pacific Trails Middle School	AJ705	Custodian	12	40	8	1.00	Selection Clearing
Maintenance & Operations	AA180	Electrician	12	40	8	1.00	Job Offer Made
Facilities, Planning & Construction	AO236	Facilities Planning Analyst	12	40	8	1.00	Hold
District Office	AA052	Executive Assistant	12	40	8	1.00	Interviews conducted
La Costa Canyon High School	AO042	Interpreter for the Deaf and Hard-of-Hearing	10	32.5	6.5	0.81	Hold
Pacific Trails Middle School	AO543	Instructional Assistant - Bilingual/CHINESE/KOREAN	10	19.5	3.9	0.49	Interviews scheduled
San Dieguito High School Academy	AN487	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
Earl Warren Middle School	AO540	Instructional Assistant - Bilingual/SPANISH	10	19.5	3.9	0.49	Recruitment in progress
San Dieguito High School Academy	AO546	Instructional Assistant - Bilingual/SPANISH	10	16.5	5.5, 3X/Wk	0.49	Recruitment in progress
La Costa Canyon High School	AP763	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AJ965	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AN155	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AN571	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AO547	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AN488	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
San Dieguito High School Academy	AO407	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO568	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ212	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ225	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AI331	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ225	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AO933	Instructional Assistant Special Education	10	19.5	3.9	0.49	Recruitment in progress
Earl Warren Middle School	AI068	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO418	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AA382	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AJ266	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO424	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Torrey Pines High School	AO425	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Canyon Crest Academy	AA437	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Oak Crest Middle School	AA420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AP609	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in progress
Pacific Trails Middle School	AN655	Instructional Assistant Special Education	10	30	6	0.75	Selection Clearing
Requeza Education Center	AH447	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AD636	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AG338	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AJ218	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
Requeza Education Center	AJ543	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AD640	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AH761	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Torrey Pines High School	AI308	Instructional/Personal Care Assistant	10	30	6	0.75	Job Offer Made
Requeza Education Center	AI375	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AJ674	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN656	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AN149	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AH436	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress

95 Approved Requisitions							
Requeza Education Center	AJ180	Instructional/Personal Care Assistant	10	27.5	5.5	0.69	Recruitment in progress
Requeza Education Center	AO416	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AA238	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
Earl Warren Middle School	AH628	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in progress
Diegueno Middle School	AJ075	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in progress
San Dieguito High School Academy	AO756	Nutrition Services Assistant I	10	15	3	0.36	Recruitment in progress
Oak Crest Middle School	AN328	Nutrition Services Assistant I	10	10	2	0.25	Recruitment in progress
Pacific Trails Middle School	AO545	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in progress
Canyon Crest Academy	AN671	Nutrition Services Assistant I	10	16.25	3.25	0.41	Recruitment in progress
Torrey Pines High School	AA232	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
Torrey Pines High School	AA220	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in progress
La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in progress
Torrey Pines High School	AA283	Nutrition Services Supervisor	10	40	8	1.00	Recruitment in progress
Torrey Pines High School	AA080	Receptionist	10	40	8	1.00	Recruitment in progress
Transportation	AA530	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA494	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA513	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA531	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA507	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA510	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA515	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AF521	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AJ470	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AE711	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA516	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA525	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AJ471	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AE717	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA527	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA491	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA495	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA506	School Bus Driver	10	30	6	0.75	Recruitment in progress
Transportation	AA512	School Bus Driver	10	30	6	0.75	Recruitment in progress
La Costa Canyon High School	AO739	Secretary	10	19.5	3.9	0.49	Recruitment in progress
Pacific Trails Middle School	AJ687	Secretary	11	40	8	1.00	Interviews scheduled
Torrey Pines High School	AA106	Secretary	10	40	8	1.00	Interviews scheduled
Oak Crest Middle School	AO341	Student Health Care Specialist	10	30	6	0.75	Interviews scheduled
Oak Crest Middle School	AO340	Student Health Care Specialist	10	30	6	0.75	Recruitment in progress

Classified Personnel Listing
APRIL 24, 2024

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Change In Assignment	Classified	Bravo-Saltzman	Marielle	Information Systems Support Technician	District Office	04/22/2024		1.00	Vacancy
Employment	Classified	Bennett	Cortney	Instructional Assistant - SpED	TPHS	04/09/2024		0.75	Vacancy
Employment	Classified Management	Dickinson	Stephen	Associate Superintendent Business Services	District Office	04/02/2024		1.00	Vacancy
Employment	Classified	Gilligan	Cristaine	Nutrition Services Production Assistant	CCA	03/18/2024		1.00	Vacancy
Employment	Classified	Gross	Eric	Instructional Assistant - SpED	SDA	04/09/2024		0.75	Vacancy
Employment	Classified	Maya-Peini	Lisa	Student Health Care Specialist	District Office	03/04/2024		1.00	Vacancy
Employment	Classified Management	Mendoza	Edwin	Communications Coordinator	District Office	05/06/2024		1.00	Vacancy
Employment	Classified	Moon	Ji-Yun	Nutrition Services Assistant I	TPHS		03/29/2024	0.49	Resignation
Employment	Classified Management	Schoonmaker	Rachel	Communications Coordinator	District Office	04/30/2024		1.00	Vacancy
Employment	Classified	Valdez de Chairez	Amalia	School Bus Attendant	Transportation	03/25/2024		0.50	Vacancy
Employment	Classified	White	Christine	Campus Supervisor	LCC	03/18/2024		1.00	Vacancy
Employment	Classified	Whiteside	Heather	Clerical and Test Proctor	District Office	04/04/2024		N/A	Vacancy
Resignation	Classified	Duguay	Diana	Instructional Assistant - SpED	TPHS		02/21/2024	0.75	Resignation
Resignation	Classified	Marden	Jason	Custodial Supervisor	Facilities-Construction		06/28/2024	1.00	Retirement
Resignation	Classified	Martin	Anne	Secretary	LCC		03/29/2029	0.49	Resignation
Resignation	Classified	Read	Maria	Nutrition Services Assistant II	PTMS-Cafe		03/29/2024	0.49	Resignation

Classified Personnel Listing

APRIL 24, 2024

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE	Reason
Resignation	Classified	Tico	Becky	Instructional Assistant - SpED (BI)	SDA		04/11/2024	0.75	Resignation
Resignation	Classified	Wilkinson	Elizabeth	Nutrition Services Assistant I	DNO-Cafe		05/31/2024	0.81	Retirement
Termination	Classified	Caster	Madison	Receptionist	TPHS		03/28/2024	1.00	Release From Probation
Termination	Classified	Gomez	Soledad	Campus Supervisor	SDA		03/28/2024	1.00	Release From Probation
Termination	Classified	Hernandez Galeana	Omar	Campus Supervisor	DNO	03/24/2024		1.00	Release From Probation
Termination	Classified	Lui	Ludan	Secretary	TPHS		02/29/2024	1.00	Release From Probation
Termination	Classified	Tellez	Ruben	Campus Supervisor	CCA		03/29/2024	1.00	Release From Probation