

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013 – 4 p.m.
Personnel Office Conference Room

Open Session

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Closed Session

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SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

OPEN SESSION

<u>1. ROLL CALL:</u>	<u>Present</u>	<u>Absent</u>
Gail Sears, Chairperson	_____	_____
Rebecca French, Vice-Chairperson	_____	_____
Kent Taylor	_____	_____

2. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the Regular Personnel Commission Meeting of May 1, 2013, are presented on the following pages.

RECOMMENDATION:

It is recommended that the minutes of the regular meeting of May 1, 2013, be approved.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING MINUTES
May 1, 2013

Place of Meeting: Personnel Office Conference Room
1500 Lizzie Street
San Luis Obispo, California

Type of Meeting: Regular

Time of Meeting: 4:00 p.m.

OPEN SESSION

1. ROLL CALL:

Commissioners Present: Gail Sears, Chairperson
Rebecca French, Vice Chairperson
Kent Taylor

Staff Present: Ryan Pinkerton, Director of Personnel Services
Jean Keller, Personnel Analyst
Nancy Kunde, Personnel Assistant

Guests Present: Cheryl Hill, Administrative Assistant, Instructional Services, and
CSEA Past-President

2. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the regular meeting of March 20, 2013, were approved as presented. (M/S/P Taylor/French/Sears)

3. PUBLIC COMMUNICATION TO THE COMMISSION

There were no requests to address the Commission.

4. INFORMATION: ORAL REPORTS

Jean Keller provided the Commissioners with copies of the updated California School Employees Association 2012-15 contract.

It was announced that an Agenda Addendum Item 10A, Reclassifications: Pre-School Instructional Aides and Pre-School EL (English Learners) Instructional Aides, which had been posted and distributed on Monday, April 29, 2013, would not be discussed at this meeting but would be on the agenda for the May 22, 2013, meeting.

5. INFORMATION: REPORT OF TESTING

Nancy Kunde reported on the results of recent testings. Rick Stimson, Custodial Crew Chief II, San Luis Obispo High School, was promoted to Plumber. Damian Scudder, Custodian I, San Luis Obispo High School, was promoted to Custodial Crew Chief II. The Payroll Specialist opening, which was also posted as promotional only, is in process.

Commissioner Taylor observed that Personnel Commission Rules provide that promotional only job announcements are determined by the Commission. He suggested that the Commission revisit the Chapter 4 provisions prior to final adoption of the updated rules to determine if the rule should be revised to "as determined by the Commission or their designee."

6. INFORMATION: CORRESPONDENCE RECEIVED

The Commissioners were provided with copies of the 2013 directory of the Association of School Personnel Commissioners of Northern California.

7. DISCUSSION: CLASSIFICATION REVIEW: SECRETARY CLERK, SENIOR SECRETARY CLERK, REGISTRAR, ELEMENTARY SCHOOL SECRETARY, AND SECONDARY SCHOOL SECRETARY (First Reading)

Jean Keller reported that the classification review of Secretary Clerk, Senior Secretary Clerk, Registrar, Elementary School Secretary, and Secondary School Secretary has been completed. Site visits were made to Hawthorne and Pacheco Elementary Schools, Laguna Middle School, and Morro Bay and San Luis Obispo High Schools. For the most part, the suggested changes were fairly minor, except for the Senior Secretary Clerk class specification which has more extensive updates in the sections relating to assignments in Student Support Services and Instructional Services.

The Commissioners discussed the recommendation to change the education requirement from high school graduation to the equivalent of two years of college. It was clarified that this is not an absolute requirement, only a preference, and that an applicant will not be eliminated if they do not have two years of college. Applications are evaluated based on a combination of experience and education.

The Commissioners reviewed the suggested revisions in each of the class specifications and recommended a few additional changes. The class specifications will be presented for a second reading at the next meeting.

8. DISCUSSION: UPDATE OF PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 9 (First Reading)

Ryan Pinkerton reported that, during negotiations with the classified unions, new contract language was developed to define layoff procedures. Commissioner Taylor expressed concern that the Commission was being asked to change the Commission Rules after the fact and without their involvement in any earlier discussions. Mr. Pinkerton explained that the effects of layoffs are negotiable and the associations wanted to provide clarifying language in their contracts for their employees. The Commission can choose to adopt similar, or different, procedures which would apply to non-represented employees.

The proposed changes were discussed. A second reading will be conducted at the next meeting.

9. DISCUSSION: PROPOSED 2013-14 PERSONNEL COMMISSION BUDGET

Jean Keller presented the proposed 2013-14 Commission budget. The proposed budget for 2013-14 is basically unchanged from the 2012-13 budget except for the addition of salary step increases for staff and a projected increase in the cost of medical insurance. The Commission requested additional information on expenditures for legal services during the current year and mileage costs in 2011-12. Following discussion, the Commission asked staff to schedule a Public Hearing on the proposed budget for the next Personnel Commission meeting and to notify the Board of Education and the Administration of the hearing and invite them to attend.

10. DISCUSSION/ACTION: CLASSIFICATION OF NEW POSITION: STUDENT SUPPORT SERVICES

Jean Keller presented information on a new position which is needed to provide services to a hearing impaired student. Computer-aided transcription simultaneously transcribes class lectures and discussions and presents the information on a computer screen for the student.

Following discussion, the Commission approved the class specification for Educational Transcriber and allocated the position to Range 219 on the CSEA salary schedule.

REGULAR PERSONNEL COMMISSION MEETING MINUTES

May 1, 2013

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11. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 4 p.m., Wednesday, May 22, 2013.

12. CLOSED SESSION

There were no closed session discussions.

The meeting was adjourned at 6.42 p.m.

Ryan Pinkerton
Director of Personnel Services

(The agenda of this meeting and the informational materials, reports and personnel items provided to the Commission members are incorporated as attachments to the official minutes.)

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

3. PUBLIC COMMUNICATION TO THE COMMISSION

At this point on the agenda, opportunity is provided for an individual or a representative of a group to address the Commission. Each speaker shall be limited to three minutes and the total time allotted for Public Communication to the Commission will be 20 minutes.

In order to assist the Chairperson, please complete the Request to Address the Personnel Commission and hand the form to the Commission Chairperson prior to the beginning of the meeting.

The Commission will not take action on an item introduced during Public Communication as this would constitute an illegal act on the part of the Commission.

4. INFORMATION:
ORAL REPORTS

5. INFORMATION:
REPORT OF TESTING

Since the last regular meeting of the Personnel Commission, no tests were administered.

6. INFORMATION:
CORRESPONDENCE RECEIVED

No correspondence had been received as of the date this agenda was prepared.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

7. PUBLIC HEARING:
PROPOSED 2013-14 PERSONNEL COMMISSION BUDGET

In compliance with Education Code Section 45253, a public hearing on the proposed Personnel Commission budget for 2013-14 has been scheduled as part of this meeting agenda. Also in compliance with Commission direction and the Education Code, the Board of Education and the administration were notified of the public hearing and received copies of the proposed budget at the May 21, 2013, Board meeting.

The purpose of the public hearing is to permit input from Board of Education and administration representatives as well as other interested people.

The Commission is required to consider fully the views of the Board prior to the adoption of its proposed budget. Following adoption, the Commission then forwards its proposed budget to the County Superintendent of Schools for action. Upon approval by the County Superintendent of Schools, the Personnel Commission budget must, by law, be included by the Board of Education in the general fund budget of the District.

Should an unresolved difference between the Commission and the Board develop, the County Superintendent of Schools is empowered to hold hearings on the matter. After such public hearings, the County Superintendent may either reject, or, with the concurrence of the Commission, amend the proposed budget.

RECOMMENDATION:

That the Commission Chairperson open the public hearing and receive public comments on the proposed Personnel Commission budget for 2013-14.

8. DISCUSSION/ACTION:
PROPOSED 2013-14 PERSONNEL COMMISSION BUDGET

The proposed Personnel Commission Budget for the 2013-14 fiscal year is presented on the following page. To the right of each account description are respectively the 2011-12 actual expenditures, the amount budgeted for each category in the 2012-13 budget as adopted by the Commission, an estimate of 2012-13 expenditures, and the proposed 2013-14 budget.

At the previous meeting, the Commissioners questioned the amount of Mileage-Administration for 2011-12. This was a typo and has been changed from \$320 to \$1,920. The Commissioners also asked for additional information on legal expenditures for the current year. These charges include a disciplinary process for a classified employee, legal advice on classified lay-off procedures, and advice on contract language and Commission rules.

RECOMMENDATION:

It is recommended that the Commission adopt the 2013-14 Personnel Commission budget as presented and request that staff forward the budget to the County Superintendent of Schools.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES

PROPOSED PERSONNEL COMMISSION BUDGET - 2013-14

Account Number	Account Description	2011-12 Actual Expenditures	2012-13 Adopted Budget	2012-13 Estimated Expenditures	2013-14 Proposed Budget
1300	Director of Personnel Services	\$50,744	\$51,758	\$51,811	\$52,793
2270	Transportation Overtime	159	150	150	150
2300	Personnel Commission	1,200	1,800	1,750	1,800
2400	Secty/Clerks/Analyst	146,694	152,062	155,003	158,579
2430	Clerical and Office Hourly	528	800	700	800
2460	Clerical and Office Substitutes	480	400	200	400
3101	STRS (Certificated)	4,196	4,270	4,274	4,355
3202	PERS (Classified)	21,673	21,152	21,216	22,058
3302	Social Security (Classified)	8,675	9,502	9,271	9,916
3311	Medicare (Certificated)	716	750	742	765
3312	Medicare (Classified)	2,050	2,222	2,165	2,319
3322	Alternative (Classified)	29	90	20	30
3401	Health and Welfare (Certificated)	3,555	5,440	4,121	4,368
3402	Health and Welfare (Classified)	20,284	22,367	22,392	23,736
3501	Unemployment (Certificated)	794	833	549	581
3502	Unemployment (Classified)	2,272	2,468	1,644	1,759
3601	Worker's Compensation (Certificated)	809	849	880	919
3602	Worker's Compensation (Classified)	2,312	2,513	2,640	2,783
3901	Other Benefits (Certificated)	400	400	400	400
	Total Salaries and Benefits	<u>267,572</u>	<u>279,827</u>	<u>279,928</u>	<u>288,511</u>
4300	Materials and Supplies	2,782	1,700	1,700	1,700
4400	Equipment New	0	0	0	0
4401	Equipment Replacement	0	0	0	0
5200	Travel and Conference-Administration	1,845	2,000	1,835	2,000
5230	Mileage	0	25	25	25
5231	Mileage-Administration	1,920	1,920	1,920	1,920
5300	Dues/Memberships	2,507	2,507	2,507	2,507
5716	Duplicating	993	1,200	1,000	1,200
5760	Food Service Catering	69	30	30	30
5800	Professional/Consulting Services	3,879	4,400	4,400	4,400
5824	Contracts - Food	47	30	30	30
5840	Physicals/Fingerprints	17,717	16,000	17,000	17,000
5850	Advertising	868	1,000	900	1,000
5872	Legal Fees	2,580	8,000	8,000	8,000
	Total Supplies/Travel/Dues/Contracts/Equipment	<u>35,207</u>	<u>38,812</u>	<u>39,347</u>	<u>39,812</u>
	Total Costs	<u>302,779</u>	<u>318,639</u>	<u>319,275</u>	<u>328,323</u>

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

8. DISCUSSION/ACTION:
PROPOSED 2013-14 PERSONNEL COMMISSION BUDGET (continued)

The following are comments regarding the proposed 2013-14 budget:

- a. The proposed budget reflects salary schedule step increases for staff but no on-schedule increase. An estimated increase of 6% in the cost of medical insurance is included in the proposed budget.

The District funds 60% of the Director of Personnel Services and Senior Secretary Clerk positions, with the Commission budget funding the other 40%. The Personnel Commission budget funds one Personnel Assistant entirely, 50% of the Personnel Assistant (Substitutes), and 50% of the Personnel Analyst.

- b. Item 2270 - Transportation Overtime - \$150. To cover salary costs related to time beyond the normal duty day for random drug testing of employees who hold commercial driver licenses.
- c. Item 2300 - Personnel Commission - \$1,800. To pay Commissioners \$50/meeting attended.
- d. Item 2430 - Clerical and Office Hourly - \$800. To pay classified employees for participating in interview panels and other professional development activities which extend beyond the normal duty day.
- e. Item 2460 - Clerical Substitutes - \$400. To provide substitute clerical coverage for school site personnel who participate on interview panels or who attend training sessions coordinated by the Personnel Office.
- f. Items 3101-3901 - Fringe Benefits - All are required by law, policy, or contract.
- g. Item 4300 - Materials and Supplies - \$1,700. For paper products, toner, and other office supplies.
- h. Items 4400 and 4401 - Equipment, New and Replacement – No equipment needs have been identified at this time.
- i. Item 5200 - Conference--Administration - \$2,000. To pay registration fees and travel expenses for the annual Personnel Commissioners Association conference and to pay registration fees for conferences attended by staff.
- j. Item 5230 – Mileage - \$25. Mileage reimbursement to staff for use of personal car for site visits and travel to conferences.
- k. Item 5231 – Mileage--Administration - \$1,920. Mileage stipend for the Director of Personnel Services for the use of personal car on District business.
- l. Item 5300 - Dues/Memberships - \$2,507. For membership in CODESP and the California School Personnel Commissioners Association.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

8. DISCUSSION/ACTION:

PROPOSED 2013-14 PERSONNEL COMMISSION BUDGET (continued)

- m. Item 5716 - Duplicating - \$1,200. To meet anticipated duplication needs.
- n. Item 5760 - Food Service Catering - \$30. Beverages and food for various meetings ordered from the District's Food Service Department.
- o. Item 5800 - Professional/Consulting Services - \$4,400. Monthly fees for the automated substitute management system.
- p. Item 5824 – Contracts - Food - \$30. Beverages and food for various meetings ordered from non-District vendors.
- q. Item 5840 - Physicals/Fingerprints - \$17,000. Pre-placement physicals, annual asbestosis physicals, bus driver physicals, and fitness-for-duty physicals are estimated at \$9,500. Employee TB clearances are estimated at \$2,500. New employee fingerprinting is expected to cost \$3,000. The budget also includes \$2,000 for drug and alcohol testing of employees holding commercial driver licenses.
- r. Item 5850 - Advertising - \$1,000. To cover the cost of classified advertising in professional journals and publications and on recruiting websites.
- s. Item 5872 - Legal Fees - \$8,000. Reserves funds for any necessary legal representation related to employee discipline and grievances or appeals to the Commission.
- t. The District has implemented "zero-based budgeting" for all departments other than school sites. With this budgeting process, departments are encouraged to project budgets as accurately as possible. However, allowance is provided that, where necessary, transfers may be made from one account to another within the department budget to enable remaining within the overall total budget.
- u. The Business Office budgets for expenses related to collective bargaining, hence no entry is made or required in the Personnel Commission budget.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

9. DISCUSSION/ACTION:
CLASSIFICATION REVIEW: SECRETARY CLERK, SENIOR SECRETARY CLERK, REGISTRAR, ELEMENTARY SCHOOL SECRETARY, AND SECONDARY SCHOOL SECRETARY (Second Reading)

This item was presented for a first reading at the previous meeting. It is presented at this time for a second reading and action.

The classification review of the following clerical positions has been completed:

Secretary Clerk
Senior Secretary Clerk
Registrar
Elementary School Secretary
Secondary School Secretary

Continuation School Secretary was on the schedule for review this year; however, because the incumbent in the position is currently on an extended leave and there is an employee working out-of-class in the position, the review has been postponed and will be conducted after the incumbent returns.

A summary of the duties and qualifications for the classifications is presented on the following page.

Position questionnaires were distributed to all employees and supervisors. Staff conducted site visits at Hawthorne Elementary, Pacheco Elementary, Laguna Middle School, Morro Bay High School, and San Luis Obispo High School. Discussions were also held with clerical staff from the Instructional Services Office and the Student Support Services Office.

The information provided by employees and administrators was reviewed and the class specifications were updated. For the most part, the suggested changes in the class specifications are fairly minor. The class specification for Senior Secretary Clerk has more extensive updates in the sections relating to assignments in Student Support Services and in Instructional Services. Several of the school site clerical staff mentioned an increased amount of paperwork being done for students on Independent Study. This has been reflected in the appropriate class specifications.

A change in the education requirement from high school graduation to the equivalent of two years of college is also being suggested. It was observed that all of our clerical positions have become increasingly complex and additional study would enable new hires to meet these demands.

Drafts of the proposed changes in the class specifications are presented on the following pages. Deletions are ~~struck out~~ and additions are underlined. Additions made since the first reading are double-underlined.

RECOMMENDATION:

That the Commission approve the revisions in the class specifications for Secretary Clerk, Senior Secretary Clerk, Registrar, Elementary School Secretary, and Secondary School Secretary.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES

Clerical Job Family
 May 2013

Class Title	Purpose of Position	Qualifications	Number of Positions	Salary Range (Step A - Step E)
Secretary Clerk	Perform responsible clerical duties in support of supervisory staff at a school site or administrative office.	Equivalent to two years of general clerical work and graduation from high school with the equivalent of two years college preferred.	29	\$15.61-18.98/hour \$2,716 - \$3,303/month
Senior Secretary Clerk	Perform a variety of specialized clerical duties in support of an administrative office or school site function.	Equivalent to three years of increasingly responsible clerical experience, preferably in a school office setting, and the equivalent of two years college.	21	\$17.23-\$20.95/hour \$2,998-\$3,645/month
Registrar	Perform a variety of specialized clerical duties at a high school for the purpose of maintaining accurate student records and historical scholastic files.	Equivalent to three years of increasingly responsible clerical experience, preferably including the maintenance of student records in a school office, and the equivalent of two years college.	2	\$17.23-\$20.95/hour \$2,998-\$3,645/month
Elementary School Secretary	Perform highly responsible and complex secretarial duties in support of a Principal at an elementary school.	Equivalent to three years of increasingly responsible secretarial experience, preferably including one year in a public school, and the equivalent of two years college.	9	\$19.50-\$23.70/hour \$3,393-\$4,124/month
Secondary School Secretary	Perform highly responsible and complex secretarial duties in support of a Principal at a high school or middle school.	Equivalent to three years of increasingly responsible secretarial experience, preferably including one year in a public school, and the equivalent of two years college.	4	\$19.99-\$24.29/hour \$3,478-\$4,226/month

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

SECRETARY CLERK

PURPOSE OF POSITION

To perform a variety of responsible clerical duties in support of supervisory staff at a school site or administrative office; to provide general information and assistance to staff, parents, students, and the public; and to perform related duties as assigned.

SUPERVISION

Receive general supervision from site administrator. May exercise functional and technical supervision over student aides.

ESSENTIAL FUNCTIONS - The specific duties performed will vary depending on the school site to which assigned; duties may include, but are not limited to, the following:

When assigned to any site:

Serve as office or site receptionist to students, teachers, staff, and the public by answering inquiries and furnishing routine information on school standards, procedures, rules, regulations, programs, and policies. Respond to a variety of telephone requests for information.

Utilize the web-based student information system to maintain accurate attendance records and reports; receive absence information from parents/guardians and verify uncleared student absences with parent/guardian by telephone, letter, or in person.

May utilize the web-based student information system to update records, print special reports, and run queries; prepare and distribute attendance forms, locator cards, reports cards, and other student data forms. Generate a variety of attendance reports and enrollment summaries for the use of teachers and administrators and to meet the reporting requirements of outside agencies.

Receive, tally, and place lunch orders.

Issue absence slips and tardy slips.

Administer first aid and, with parent's permission, give medications to students.

Set up and maintain a variety of files for cumulative student records, student schedules, and correspondence.

Assist in registering and enrolling new students by obtaining necessary documents and forms.

Order office supplies through an on-line account. Prepare purchase requisitions. Receive deliveries and confirm accuracy of order. Inventory, store, and issue supplies.

Generate and maintain necessary forms and files for students on Independent Study.

Collect student obligations and prepare deposits.

Distribute incoming mail.

Prepare a wide variety of correspondence, reports, newsletters, and bulletins from rough drafts, marginal notes, and verbal instructions; collect and compile data for summary reports.

SECRETARY CLERK (continued)

Copy, assemble, and distribute a variety of documents.

Prepare for signature and route a variety of District forms including copy/print requisitions, printing requests, conference forms, and expense claim forms.

May assist in the coordination and administration of State and District assessment tests.

Assist in training student aides. Train new staff members, volunteers, and PTA members in the use of office machines and school/District procedures.

Utilize a two-way radio to communicate with the site administrator and custodial crew.

Operate a computer for the purpose of inputting, updating, and maintaining data bases and preparing correspondence, reports, forms, lists, and other documents. Utilize the District's e-mail and calendaring system software for correspondence and calendaring. Utilize the District's Office Suite software for word processing, spreadsheets, electronic filing, and District templates.

Operate and troubleshoot a variety of office equipment including copiers, calculators, typewriters, fax machines, ~~postage machines,~~ and phones.

When assigned to the dual immersion elementary school:

Schedule appointments and maintain the calendar for the Welcome Center where all students who have a primary language other than English are assessed.

When assigned to high school athletic department:

Coordinate transportation for all athletic events through District Transportation Department and rental agencies.

Maintain an up-to-date master calendar of all sports events and transportation arrangements.

Maintain and update a variety of databases related to student athletes, coaches, tournaments, and other athletic events.

Assist with arrangements for special events, such as the sports awards banquets, by contacting participants, arranging for facilities, ordering refreshments, and preparing certificates and other required materials.

Prepare and process athletic contracts.

Maintain list of volunteer coaches; verify eligibility to work alone with students and/or drive on field trips.

May assist with registration during weekend or evening athletic tournaments activities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of reading mail, policies, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine, and other office machines with dexterity; and occasionally move office supplies and printed materials weighing up to 25 pounds. The duties are performed in an office setting and there is frequent bending, crouching, kneeling, pushing/pulling, and reaching in all directions.

SECRETARY CLERK (continued)

QUALIFICATIONS

Experience/Training: Any combination of education, training, and experience equivalent to two years of general clerical work and graduation from high school with the equivalent of two years of college preferred. ~~Bilingual Spanish skills, oral and written, are preferred for assignment at the dual immersion elementary school.~~

License or Certificate: If assigned to a school site, will be required to participate in training for first aid certification.

Skills, Knowledge, and Abilities: Knowledge of modern office methods, practices, and procedures; computer equipment and word processing, spreadsheet, and data base programs; record keeping practices; and English usage, spelling, grammar, and punctuation.

Ability to interpret and apply school rules, regulations and policies; perform clerical work with speed and accuracy; operate and use a variety of office equipment; utilize or quickly learn to utilize the word processing, spreadsheet, and data base programs used at the site to which assigned; keyboard the equivalent of 45 words per minute; work independently in the absence of supervision; effectively manage multiple tasks and set priorities; function in a calm and capable manner in a hectic environment with almost constant interruptions; communicate effectively, both orally and in writing, including effective telephone communication skills; exercise tact and good judgment in dealing with students, staff, and the public; maintain confidentiality of work; and establish and maintain cooperative working relationships with those contacted in the course of work.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

SENIOR SECRETARY CLERK

PURPOSE OF POSITION

To perform a variety of specialized clerical duties in support of an administrative office or school site function and to perform related duties as assigned.

SUPERVISION

Receive general supervision from site or department administrator. May exercise functional and technical supervision over clerical staff, student aides, and substitute employees.

ESSENTIAL FUNCTIONS - The specific duties performed will vary depending on the office or school site to which assigned; duties may include, but are not limited to, the following:

When assigned to any office or school site:

Prepare and proofread a wide variety of reports, schedules, brochures, pamphlets, agendas, and correspondence from rough drafts, marginal notes, and verbal instructions; collect and compile data for special projects. Compose correspondence related to assigned responsibilities.

Serve as office or site receptionist to students, teachers, staff, and the public by answering inquiries and furnishing information on department or school standards, procedures, rules, regulations, programs, and policies. Respond to a variety of telephone and written requests for information.

Monitor site budget balances and prepare appropriate budget and expenditure transfers. ~~May assist in preparing annual budgets for such programs as VEA (Vocational Education Act), summer school, and GED (General Equivalency Diploma).~~

Prepare for signature and route a variety of District forms such as copy/print requisitions including printing requests, conference forms, and expense claim forms.

Assist with the coordination of special events by contacting participants, arranging for facilities, ordering refreshments, and preparing required materials.

Order office supplies through an on-line account. Prepare purchase requisitions. Receive deliveries and confirm accuracy of order. Inventory, store, and issue supplies.

Distribute incoming mail. Assist in preparing bulk mailings.

Operate and troubleshoot a variety of office equipment including copiers, calculators, typewriters, fax machines, ~~postage machines~~, and phones.

Operate a computer for the purpose of maintaining student attendance records, preparing progress reports and report cards, and preparing correspondence, forms, reports, lists, and other documents. Utilize the District's e-mail and calendaring system software for correspondence and calendaring. Utilize the District's Office Suite software for word processing, spreadsheets, electronic filing, and district templates.

SENIOR SECRETARY CLERK (continued)

When assigned to a school site:

Set up and maintain a variety of files for cumulative student records, student schedules, and correspondence.

Schedule appointments, meetings, and conferences and maintain calendar for assigned administrator(s) and/or counselor(s).

Register and enroll new students; obtain necessary documents and forms; review and route paperwork.

Prepare, review, and route paperwork on students withdrawing or transferring.

Assist in the administration of State and District assessment tests by ordering examination booklets and maintaining an exact count of tests administered and returned. ~~Facilitate GED testing by ordering materials, certifying examiners, and verifying scores.~~ Register, verify identity, and maintain records of adults taking the GED test.

Track student progress and academic status; notify staff, students, and parents of probation status, ineligibility for extracurricular activities, and credit deficiencies.

Assist in the development of the master class schedule and staff allocations by preparing, distributing, and collecting course selection sheets and inputting data to produce reports.

Assist in the development of registration time lines; gather and prepare information, booklets, flyers, and forms to be included in registration packets; assemble packets and prepare for mailing.

Maintain a complete record of locker numbers, combinations, and names of users; issue lockers; and check lockers of students who withdraw from school.

Prepare official transcripts for current and former students.

Compile diploma lists, honor rolls, and other graduation and promotion information.

Utilize the web-based student information system to establish and maintain accurate attendance records for each student; verify uncleared student absences with parent/guardian by telephone, letter, or in person.

Generate a variety of attendance reports and enrollment summaries for the use of teachers and administrators and to meet the reporting requirements of outside agencies.

Issue absence slips, tardy slips, and permits to leave school grounds.

Maintain the lost and found department.

Collect student obligations and prepare bank deposits. Maintain accurate receipts and records and reconcile petty cash checking account.

Supervise and train office/student aides; assign duties as necessary.

Administer first aid and, with parent's permission, give medications to students. Maintain listing of students' medical needs for reference by staff assigned to provide care.

SENIOR SECRETARY CLERK (continued)

When assigned to Instructional Services:

Develop and monitor department budget balances and prepare appropriate budget and expenditures transfers. May assist in preparing annual budgets for such programs as ROP (Regional Occupational Program) and pre-school.

Monitor department and school categorical budgets.

Assist with ~~pre-school and ROP registration; prepare and gather information, booklets, flyers, and forms for ROP-related meetings. to be included in registration packets; assemble packets and prepare for mailing.~~ Register and enroll students; obtain necessary documents and forms; review and route paperwork.

Generate a variety of ~~pre-school and ROP attendance reports and enrollment summaries for the use by of teachers and administrators and to meet the reporting requirements of outside agencies.~~ Assist ROP teachers as needed.

Assist with the preparation of mandated financial and District-related reports for County, State, and Federal agencies. Maintain related documentation and files.

Review and submit conference and travel claim forms, mileage payment requests, and employee claims for reimbursement.

Maintain and monitor site's petty cash checking account. Prepare bank deposits for incoming monies. Take deposits to bank.

Set up and maintain a variety of files for purchase requisitions, budget reports, and other financial records.

Act as a liaison to coordinate meetings and assist private schools with forms and processing claims regarding categorical funding.

Utilize a variety of financial, personnel, and student information database software to accomplish tasks.

When assigned to Personnel Services Department:

Process and monitor employee health insurance enrollments, changes, billings, and payment collections.

Process and monitor life insurance coverage enrollment and changes.

Provide payroll health benefits deduction information to Payroll staff.

Prepare and submit receipts for health insurance payments to Fiscal Services Department.

Prepare and submit quarterly retiree journal entry spreadsheet to Fiscal Services Department.

Assist employees and retirees in obtaining answers to insurance questions, completing forms, and resolving problems.

Prepare and distribute annual open enrollment notification for health benefits and the Flex 125 Plan.

Send insurance coverage information to new and newly eligible employees.

Process retiree and past employee health insurance enrollments, monthly billings, payment collections, and rate change notifications. Maintain database of retiree enrollments and transactions.

Prepare and send letters regarding health benefits relating to COBRA, leaves of absence, and Medicare-eligible retirees.

SENIOR SECRETARY CLERK (continued)

Reconcile billings from the insurance third party provider.

Serve on Health Insurance Advisory Committee (HIAC).

Maintain database of all employee and volunteer fingerprint clearances and costs. Respond to inquiries from employees and volunteers regarding fingerprint clearance procedures. Follow-up when clearances are not received. Notify Personnel staff and/or hiring supervisors when clearances are received.

Respond to written and phone requests for employment verifications.

Assist the Director with a variety of administrative duties and assist other department staff with projects relating to recruitments and maintenance of employee files.

Utilize specialized computer program to enter and retrieve a variety of employee data.

Copy and assemble packets for new employee orientations. Copy and distribute job vacancy opening announcements

Maintain and monitor site's petty cash checking account.

Utilize specialized computer software and digital camera to prepare employee identification badges.

In the absence of the Personnel Assistant (Substitute Desk), utilize specialized computer program to assign substitute employees.

When assigned to Student Support Services Department:

Coordinate, process, and track Medi-Cal reimbursement for all school sites, including the Medi-Cal Administrative Activities (MAA) program and Local Educational Agency (LEA) billing.

Process and maintain Special Education Transportation Certificates for all students who qualify for free transportation or accommodations.

Track and maintain a variety of data, such as students who are receiving classroom or testing accommodations, suspensions, and Student Success Team meetings per site.

Provide clerical support for specialized off-site programs such as the DeGroot Home, independent living skills training, and pre-school for students with disabilities.

Prepare all paperwork and schedule hearings for the School Attendance Review Board (SARB), including District Attorney referrals and County Truancy Board referrals.

Prepare and submit all Community School referrals.

Collect Special Education Paraeducator toileting logs and process monthly stipend payments.

Prepare annual duty day calendars for Student Support Services staff, including speech therapists, nurses, psychologists, program specialists, occupational therapists, and administrators.

Prepare monthly attendance report, including absence reports, for Student Support Services staff and off-site program staff.

Prepare paperwork and schedule performance evaluations for all Student Support Services staff.

SENIOR SECRETARY CLERK (continued)

Prepare for, set up, and track attendance for Student Support Services professional development activities. Maintain database and notify staff when CPR and crisis intervention training needs renewal.

Prepare Board agenda items for the review of California High School Exit Exam (CAHSEE) waivers.

Receive, track, process, and disseminate initial and triennial assessment documents.

Assist in the hiring process for the Special Education Extended School Year (ESY) program and in hiring and assigning instructors to students who are receiving individual instruction.

Utilize specialized software to maintain student data, prepare class lists, create queries, and prepare specialized State and District reports to track special education students.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of reading mail, policies and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine, and other office machines with dexterity; and occasionally move office supplies and printed materials weighing up to 25 pounds. The duties are performed in an office setting and there is frequent bending, crouching, or kneeling at files, pushing/pulling, reaching in all directions, and working for prolonged periods of time at a computer.

QUALIFICATIONS

Experience/Training: Any combination of education, training, and experience equivalent to three years of increasingly responsible clerical experience preferably in a school office setting, and ~~graduation from high school~~ the equivalent of two years college. Additional secretarial and computer applications technology course work is desirable.

License or Certificate: If assigned to a school site, will be required to participate in training for first aid certification.

Skills, Knowledge, and Abilities: Knowledge of modern office methods, practices, and procedures; computer equipment and word processing, spreadsheet, and data base programs; record keeping practices; basic bookkeeping principles and practices; English usage, spelling, grammar, and punctuation; and basic principles and practices of supervision and training.

Ability to interpret and apply school rules, regulations and policies; ability to learn state and federal laws relating to the area of responsibility; perform complex clerical work with speed and accuracy; operate and use a variety of office equipment; utilize or quickly learn to utilize the word processing, spreadsheet, and data base programs used at the site to which assigned; keyboard the equivalent of 45 words per minute; work independently in the absence of supervision; effectively manage multiple tasks and set priorities; function in a calm and capable manner in a hectic environment with almost constant interruptions; communicate effectively, both orally and in writing, including effective telephone communication skills; exercise tact and good judgment in dealing with students, staff, and the public; maintain confidentiality of work; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted February 2013

Approved by the Personnel Commission on _____

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

REGISTRAR

PURPOSE OF POSITION

To perform a variety of specialized clerical duties ~~at~~ in a high school for the purpose of maintaining accurate student records and historical scholastic files and to perform related duties as assigned.

SUPERVISION

Receive general supervision from high school administrator. May exercise functional and technical supervision over clerical staff, ~~student aides,~~ and substitute employees.

ESSENTIAL FUNCTIONS - The specific duties performed will vary depending on the school site to which assigned; duties may include, but are not limited to, the following:

Utilize the web-based student information system to maintain and update transcripts and cumulative records of current students and to update student address and phone number information.

Maintain and store historical scholastic files for former students.

Register new students and post grades.

Finalize files and post grades for students who withdraw or transfer.

Prepare and transmit official transcripts and scholastic and personal records for students who transfer to other schools.

Maintain and update immunization records; verify that incoming students have all required immunizations; and during registration, remind ~~notify parents and~~ students of needed immunizations.

~~Process and distribute progress reports.~~

~~Distribute, collect, and~~ Process progress grades and final grades for report cards. ~~report forms.~~ Process ~~and distribute~~ report cards each semester/trimester.

~~Post standardized test scores for each student on the student information system.~~

Process and post grades from summer school, adult school, and college classes.

Post graduation dates ~~and permanently affix standardized test scores to~~ on transcripts.

Compile diploma lists, honor rolls, and other graduation and promotion information. Order diplomas.

Provide official transcripts to current and former students for college, employment, and military applications.

Receive, record, track, and deposit monies for book obligations, choir uniforms, shop fees, and other student fees; maintain a complete record of the prices of all textbooks for the purpose of assessing book obligations.

Respond to a variety of telephone and written requests for information on records, transfers, and registration from current and former students, parents, prospective employers, and military units.

Compile, maintain, and electronically submit verification information related to State-funded student grants.

REGISTRAR (continued)

Maintain a complete record of all keys for campus facilities; issue and collect keys as necessary.

Maintain a complete record of locker numbers, combinations, and names of users; issue lockers; and check lockers of students who withdraw from school.

Order and maintain paper supplies.

~~Supervise and train office/student aides; assign duties as necessary.~~

During the summer, assist in other areas of the office by registering new students, issuing work permits, covering the multi-line telephone, and answering inquiries from visitors.

Operate a variety of office equipment including copiers, calculators, typewriters, fax machines, and phones; operate a computer for the purpose of maintaining student transcripts, preparing progress reports and report cards, preparing correspondence, forms, reports, lists and other documents. Utilize the District's e-mail and calendaring system software for correspondence and calendaring. Utilize the District's Office Suite software for word processing, spreadsheets, electronic filing, and District templates.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of reading student records, policies, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine, and other office machines with dexterity; and occasionally move office supplies and printed materials weighing up to 25 pounds. The duties are performed in an office setting and there is frequent bending, crouching, or kneeling at files, pushing/pulling, reaching in all directions, and working for prolonged periods of time at a computer.

QUALIFICATIONS

Experience/Training: Any combination of education, training, and experience equivalent to three years of increasingly responsible clerical experience preferably including the maintenance of student records in a school office and the equivalent of two years of college graduation from high school. Additional secretarial and computer applications course work is desirable.

Skills, Knowledge, and Abilities: Knowledge of modern office methods, practices, and procedures; computer equipment and word processing, spreadsheet, and data base programs; record keeping practices; and English usage, spelling, grammar, and punctuation; ~~and record keeping practices; and basic principles and practices of supervision and training.~~

Ability to learn District policies and procedures for student registration and maintenance of scholastic records; perform responsible and difficult clerical work with accuracy and speed; compile, maintain, and verify complete and accurate records and reports; operate and use a variety of office equipment; utilize or quickly learn to utilize the word processing, spreadsheet, and data base programs used at the site to which assigned; make arithmetical calculations accurately; keyboard the equivalent of 45 words per minute; communicate clearly and concisely, both orally and in writing, including effective telephone communication skills; work independently in the absence of supervision; exercise tact and good judgment in dealing with students, staff, and the public; maintain confidentiality of work; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted February 2013

Approved by the Personnel Commission on _____

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

ELEMENTARY SCHOOL SECRETARY

PURPOSE OF POSITION

To perform highly responsible and complex secretarial duties in support of a Principal at an elementary school; serve as lead secretary at the school site; disseminate information and provide assistance to staff, parents, students, and community members; and perform related duties as assigned.

SUPERVISION

Receive general supervision from Elementary School Principal. May exercise functional and technical supervision over clerical staff, playground ~~room~~ supervisors, crossing guards, work-study students, and substitute employees.

ESSENTIAL FUNCTIONS - The specific duties performed will vary depending on the school site to which assigned; duties may include, but are not limited to, the following:

Screen office and telephone callers; respond to requests for information and complaints from students, teachers, staff, and the public pertaining to regulations and procedures relative to school policies. Resolve inquiries or direct to appropriate staff.

Receive daily e-mail notification of employee absences; verify accuracy of absence information entered on the web-based substitute assignment system and make corrections as necessary. Check-in substitutes and provide keys and necessary materials. Release substitutes at the end of the assignment, sign timecards, and apply account code budget number for school business absences. Ensure that a substitute is in place for each absent ~~wherever an~~ employee who is eligible for a substitute ~~is absent~~. Arrange emergency coverage by regular staff as needed.

Possess a knowledge of the leave provisions of the employee contracts in order to maintain records of staff absences and substitute usage and to prepare accurate payroll reports, including absence reports and the monthly attendance report ~~timesheets~~.

Utilize the web-based student information system to oversee and coordinate the maintenance of accurate attendance records and reports; provide the monthly attendance ~~and GATE~~ report to the District Office. May also utilize attendance system to compile data for Student Attendance Review Board referrals.

Receive absence information from parents/guardians; verify uncleared student absences with parent/guardian by telephone, letter, or in person.

Issue absence slips and tardy slips.

Oversee and coordinate the maintenance of accurate enrollment information in order to provide data for State-required reports.

Register new students; obtain all necessary documents and forms; review and route paperwork; request and follow-up on documents still needed; refer appropriate students to Welcome Center. Input all student data, including detailed immunization records, into the web-based student information system.

Open and distribute mail; review Principal's mail and determine priority and action to be taken in order to identify, anticipate, and execute administrative details not requiring Principal's attention.

Prepare for signature and route a variety of District forms including personnel action requests, substitute requests, printing requests, conference forms, expense claim forms, and student and employee accident report forms. Utilize specialized software to prepare maintenance and transportation requests.

Provide first aid and, with parent's permission, give medications to students.

ELEMENTARY SCHOOL SECRETARY (continued)

Prepare paperwork and request forms for field trips.

Oversee and coordinate the processing of forms and files for students on Independent Study.

Receive and process various district transfer requests and change of residence forms; provide information to staff and parents regarding transfer procedures.

Utilize specialized financial software to monitor site budget balances, prepare appropriate budget and expenditure transfers, and determine and assign account numbers to transactions.

Assist in preparing the annual ~~yearly~~ budget for the assigned site by providing input and completing required District budget ~~request~~ forms.

Prepare and distribute school newsletter and bulletin; coordinate the distribution of school notices.

Maintain Principal's appointment calendar; schedule a variety of meetings and conferences.

Prepare and maintain master calendar for school functions and facility usage by the public and outside agencies.

Set up and maintain files for cumulative student records.

Order office supplies through an on-line account; store and issue office supplies. Maintain inventory records of office supplies, office equipment, and textbooks. Prepare purchase requisitions and process invoices.

Maintain supply of postage stamps and post outgoing US mail. ~~or use postage machine at the District Office.~~ Arrange for shipment of materials via UPS or other carriers as necessary.

Maintain a complete record of site keys. Monitor issuance and return of keys in order to control access and ensure security of the facility.

Collect student obligations and prepare deposits. Maintain accurate receipts and records and reconcile site's petty cash checking account.

Prepare and process paperwork for after-school enrichment programs, including the collection of monies.

Receive, tally, and place lunch orders.

Prepare and proofread a wide variety of reports, letters, memos, charts, and forms; type from rough drafts, marginal notes, and verbal instructions; collect and compile data for special projects; and compose routine correspondence for signature.

Set up and maintain correspondence, administrative, and employee files.

Set up and maintain volunteer file; verify eligibility to work alone with students and/or drive on field trips.

Assist in the selection of new clerical staff and coordinate training of new staff.

Coordinate and prioritize the work of the clerical staff.

Provide input on performance evaluations of subordinate staff and work with employees to correct deficiencies.

Train new staff members, volunteers, and PTA members in the use of office machines and school/District procedures.

ELEMENTARY SCHOOL SECRETARY (continued)

May occasionally prepare meeting agendas and take, transcribe, and distribute minutes.

Assist the Principal in disaster preparedness planning and scheduling and serve as an integral part of emergency drills and evacuations.

Coordinate with outside agencies in emergency and non-emergency situations.

Utilize a two-way radio to communicate with the site administrator and custodial crew.

Operate a computer for the purpose of inputting, updating, and maintaining data bases and preparing correspondence, reports, forms, lists, and other documents. Utilize the District's e-mail and calendaring system software for correspondence and calendaring. Utilize the District's Office Suite software for word processing, spreadsheets, electronic filing, and District templates.

Operate and troubleshoot a variety of office equipment including copiers, calculators, typewriters, fax machines, ~~postage machines,~~ and phones.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of reading mail, policies, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine and other office machines with dexterity; and occasionally move office supplies and printed materials weighing up to 25 pounds. The duties are performed in an office setting and there is frequent bending, crouching, kneeling, pushing/pulling, and reaching in all directions.

QUALIFICATIONS

Experience/Training: Any combination of education, training, and experience equivalent to three years of increasingly responsible secretarial experience preferably including one year in a public school and the equivalent of two years of college graduation from high school. Additional secretarial and computer applications course work is desirable.

License or Certificate: ~~Possession of a valid California driver's license.~~ Will be required to participate in training for first aid certification.

Skills, Knowledge, and Abilities: Knowledge of procedures, practices, and operations of an elementary school; computer equipment and word processing, spreadsheet, and data base programs; English usage, spelling, grammar and punctuation; basic budgeting principles and practices; business letter writing and basic report preparation; ~~and~~ record keeping practices; and basic principles and practices of supervision and training.

Ability to perform responsible secretarial work involving the use of independent judgment and personal initiative; effectively manage multiple tasks and set priorities; function in a calm and capable manner in a hectic environment with almost constant interruptions; learn District policies and procedures; independently prepare correspondence and memorandums; compile and maintain accurate and complete records and reports; keyboard the equivalent of 50 words per minute; operate and use a variety of office equipment; operate computers and peripheral equipment, and utilize or quickly learn to utilize word processing, spreadsheet, and data base programs, as well as specialized software, used at the site to which assigned; work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing, including effective telephone communication skills; exercise tact and good judgment in dealing with students, staff, and the public; maintain confidentiality of work; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted February 2013

Approved by the Personnel Commission on _____

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

SECONDARY SCHOOL SECRETARY

PURPOSE OF POSITION

To perform highly responsible and complex secretarial duties in support of a Principal at a high school or middle school and, if assigned to a middle school, the Assistant Principal; serve as lead secretary at the school site; disseminate information and provide assistance to staff, parents, students, and community members; and perform related duties as assigned.

SUPERVISION

Receive general supervision from Secondary School Principal. May exercise functional and technical supervision over clerical staff, crossing guards, student aides, and substitute employees.

ESSENTIAL FUNCTIONS - The specific duties performed will vary depending on the school site to which assigned; duties may include, but are not limited to, the following:

Screen office and telephone callers; respond to requests for information and complaints from students, teachers, staff, and the public pertaining to regulations and procedures relative to school policies. Resolve inquiries or direct to appropriate staff.

Receive daily e-mail notification of employee absences; verify accuracy of absence information entered on the web-based substitute assignment system and make corrections as necessary. Check-in substitutes and provide keys and necessary materials. Release substitutes at the end of the assignment, sign timecards, and apply account code budget number for school business absences. Ensure that a substitute is in place for each absent wherever an employee who is eligible for a substitute is absent. Arrange emergency coverage by regular staff as needed.

Possess a knowledge of the leave provisions of the employee contracts in order to maintain records of staff absences and substitute usage and to prepare accurate payroll reports, including absence reports and the monthly attendance report timesheets.

Maintain and update the Principal's appointment calendar and the school calendar; schedule meetings and conferences.

Open, read, and distribute Principal's mail; review incoming mail and determine priority and action to be taken in order to identify, anticipate, review, and execute administrative details not requiring Principal's attention.

Assist in preparing the annual yearly budget for the assigned site by providing input and completing required District budget ~~request~~ forms.

Utilize specialized financial software to monitor site budget balances, prepare appropriate budget and expenditure transfers, and determine and assign account numbers to transactions.

Prepare and proofread a wide variety of reports, letters, memos, charts, and forms; type from rough drafts, marginal notes, and verbal instructions; collect and compile data for special projects; and compose routine correspondence for signature.

Prepare for signature and route a variety of District forms including personnel action requests, substitute requests, printing requests, conference forms, expense claim forms, and student and employee accident report forms. Utilize specialized software to prepare maintenance and transportation requests.

Maintain a complete record of site keys or oversee the coordination of record keeping for site keys. Monitor issuance and return of keys in order to control access and ensure security of the facility.

SECONDARY SCHOOL SECRETARY (continued)

Assign lockers to students and maintain a complete record of locker assignments. Submit requests for locker repairs.

Order office supplies through an on-line account; store and issue office supplies. Maintain inventory records of office supplies and office equipment. Prepare purchase requisitions and process invoices. Receive deliveries and confirm accuracy of order.

Maintain accurate receipts and records and reconcile site's petty cash checking account. Track issuance and return of gas credit cards and appropriate receipts.

Maintain supply of postage stamps and post outgoing US mail ~~or use postage machine at the District Office.~~ Arrange for shipment of materials via UPS or other carriers as necessary.

Assist in the selection of new clerical staff and coordinate training of new staff.

Provide input on performance evaluations of subordinate staff and work with employees to correct deficiencies.

Conduct office clerical staff meetings for the purpose of reviewing and prioritizing workloads and calendars and resolving interoffice clerical staff issues.

Train new staff members, volunteers, and PTA members in the use of office machines and/or school/District procedures.

Supervise and train office/student aides; assign duties as necessary.

Perform a variety of general clerical duties in support of the Principal and, at the middle school, the Assistant Principal, including the preparation of correspondence and reports; answering telephones, copying documents, and organizing and maintaining correspondence, administrative, and employee files.

Prepare meeting agendas, take minutes, transcribe notes, and distribute minutes.

Prepare and maintain master calendar for school functions and usage; coordinate activities with other departments, the public, and outside agencies.

Prepare and distribute the school newsletter; prepare and distribute the daily bulletin; and coordinate the distribution of school notices.

May assist other clerical staff with attendance, registration, and collection of student obligations.

Provide first aid and, with parent's permission, give medications to students.

Submit computer repair work orders for site computers. Submit maintenance requests related to installation, relocation, and repair of computers and peripheral equipment. ~~and~~ Follow up to insure that requests repairs are completed.

Utilize a two-way radio to communicate with the site administrator and custodial crew.

Operate a computer for the purpose of inputting, updating, and maintaining data bases and preparing correspondence, reports, forms, lists, and other documents. Utilize the District's e-mail and calendaring system software for correspondence and calendaring. Utilize the District's Office Suite software for word processing, spreadsheets, electronic filing, and District templates.

Operate and troubleshoot a variety of office equipment including copiers, calculators, typewriters, fax machines, ~~postage machines,~~ and phones.

SECONDARY SCHOOL SECRETARY (continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of reading mail, policies and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate computer equipment, typewriter, calculator, copy machine, and other office machines with dexterity; and occasionally move office supplies and printed materials weighing up to 25 pounds. The duties are performed in an office setting and there is frequent bending, crouching, or kneeling at files, pushing/pulling, reaching in all directions, and working for prolonged periods of time at a computer.

QUALIFICATIONS

Experience/Training: Any combination of education, training, and experience equivalent to three years of increasingly responsible secretarial experience preferably including one year in a public school and ~~graduation from high school~~ the equivalent of two years college. Additional secretarial and computer applications technology course work is desirable.

License or Certificate: ~~Possession of a valid California driver's license.~~ May be required to participate in training for first aid certification.

Skills, Knowledge, and Abilities: Knowledge of the procedures, practices, and operations of a secondary school; computer equipment and word processing, spreadsheet, and data base programs; English usage, spelling, grammar, and punctuation; basic budgeting principles and practices; business letter writing and report preparation; record keeping practices; and basic principles and practices of supervision and training.

Ability to perform responsible secretarial work involving the use of independent judgment and personal initiative; effectively manage multiple tasks and set priorities; function in a calm and capable manner in a hectic environment with almost constant interruptions; learn District policies and procedures; independently prepare correspondence and memorandums; compile and maintain accurate and complete records and reports; keyboard the equivalent of 55 words per minute; operate and use a variety of office equipment; operate computers and peripheral equipment and utilize or quickly learn to utilize word processing, spreadsheet, and data base programs, as well as specialized software, used at the site to which assigned; work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing, including effective telephone communication skills; exercise tact and good judgment in dealing with students, staff, and the public; maintain confidentiality of work; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted February 2013
Approved by the Personnel Commission on _____

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

10. DISCUSSION/ACTION:
UPDATE OF PERSONNEL COMMISSION RULES AND REGULATIONS: CHAPTER 9 (Second Reading)

This item was presented for a first reading at the previous meeting. It is presented at this time for a second reading and action.

Presented for discussion at this meeting are proposed revisions in Chapter 9 of the Personnel Commission Rules and Regulations. Changes being suggested by staff are underlined.

Over the last couple of months, the District has met with both of the classified unions, CSEA and SEIU, to develop layoff language for the contracts. The changes being suggested in Chapter 9 of the Personnel Commission Rules provide for similar layoff procedures for non-represented employees.

CHAPTER 9

LAYOFF

9.1 Procedure Regarding Layoff

- A. Layoff is defined as any reduction in assigned daily hours and/or work year due to lack of work or lack of funds. (Reference: CSEA Article XIV.A) ~~When classified employees are laid off for lack of work or lack of funds, layoff shall be made in inverse order of seniority in the class for which the layoff occurs.~~

- B. Computation of Seniority

In accordance with the agreements between the classified unions and the District, and as allowed under Education Code 45308, seniority shall, for purposes of layoff and recall, be determined by length of service in the affected classification, plus higher classifications, using the employee's date of hire ~~(beginning date and ending date, if applicable)~~ in the relevant classification(s). (Reference: CSEA Article XIV.D; SEIU Article 7.6) Periods of separation from the District due to duly granted leaves of absence or layoff are to be counted towards an employee's seniority. ~~(Revised 9/28/04)~~

Layoff shall be made in reverse order of seniority in the class for which the layoff occurs. If two or more employees who are subject to layoff or reduction have equal length of service in their classification, the employee with the earliest District hire date shall be considered the most senior. If their District hire date is equal, determination shall be by lot. (Reference: CSEA Article XIV.D)

- C. ~~Employees affected by layoff shall be given written notice on or before April 29, or not less than forty five (45) days prior to the effective date of layoff and shall be informed of their displacement (bumping) rights, if any, and reemployment rights.~~

When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of the any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement (bumping) rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of layoff. (Reference: Education Code 45117(a))

When, as a result of a bona fide reduction or elimination of services being performed, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff and informed of their displacement (bumping) rights, if any, and reemployment rights. (Reference: Education Code 45117(b))

- D. A permanent classified employee who has received written notice of impending layoff shall have the following bumping (displacement) rights, provided that the right to bump shall not be allowed if there is a vacant position of equal or greater assigned daily hours and/or work year in the employee's class to which he can be assigned:

1. He may bump the least senior employee in the same class so as to minimize loss of assigned daily hours and/or work days per year ~~whose assigned hours of duty are most nearly equivalent to his own and who has less seniority.~~
2. If he has served ~~had permanent status~~ in an equal class (a class at the same salary level as his present class) he may bump the least senior employee in the equal class so as to minimize loss of assigned daily hours and/or work days per year ~~whose assigned hours of duty are most nearly equivalent to his own and who has less seniority.~~
3. If he has served ~~had permanent status~~ in a lower class (a class at a lower salary level than his present class), he may bump the least senior employee in the lower class so as to minimize loss of assigned daily hours and/or work days per year ~~whose assigned hours of duty are most nearly equivalent to his own and who has less seniority.~~
4. An employee faced with layoff who has previously ~~held permanency~~ served in two or more equal or lower classes may bump into the most recent voluntarily held class in which that employee has sufficient seniority.

~~In layoff situations bumping is permitted only into an equal or lower class where permanency has previously been held.~~

5. Any ~~permanent~~ classified employee who is bumped by an employee with greater seniority shall have bumping rights as though he were laid off for lack of work or funds.
- E. Employees shall have three (3) working days from the date of contact to accept or reject any displacement rights to which they are entitled. ~~(Revised 9/28/04.)~~ (Reference: CSEA Article XIV.F.1)

~~Notwithstanding the bumping rights described above:~~

- ~~1. The right to bump shall not be allowed if there is a vacant position of equal or greater time in the employee's class to which he can be assigned.~~
 - ~~2. A permanent classified employee who will suffer a layoff for lack of work or funds despite the exercising of bumping rights in order to avoid layoff may, with Commission approval, elect demotion to an equal or lower classification in the same job family in which the employee had not served in a permanent or probationary status, provided the employee possesses the minimum qualifications for the classification. The demotion shall not result in the layoff or demotion of an employee whose length of service is greater than that of the employee electing demotion.~~
- ~~F. A probationary employee subject to layoff shall have bumping rights to an equal or lower class where permanence has previously been established. An employee faced with layoff who has previously held permanency in two or more equal or lower classes may bump into the most recent voluntarily held class in which that employee has sufficient seniority.~~
- F. G. An employee who is demoted in lieu of layoff shall be placed on the step of the salary range of the lower class that is closest to his present salary in that class from which he was demoted, provided that he shall not receive a salary increase thereby. (Reference: CSEA Article XIV.F.2; SEIU Article 15.9)

- ~~H. The number of assigned months of work per year shall have no bearing or effect upon bumping rights, i.e., a 12-month employee may bump a 10-month employee who has less seniority and conversely.~~
- G I. Provisional, substitute, limited-term and emergency employees shall have no bumping rights, nor shall probationary employees, except as indicated in section (F) of this rule.
- ~~J. When the assigned time per day or week is to be reduced by an amount greater than the equivalent of one hour per day because of lack of work or funds for most or all of an entire class, such reduction shall be considered a layoff. Affected incumbents having permanence in the class shall have the bumping rights contained in sections (B) through (F) of this rule.~~
- H K. Employees on layoff may be appointed to vacant positions in classes where they have not served in probationary or permanent status without reference to their placement on any eligibility list as long as they meet the minimum qualifications for the position. The employee shall contact the Director of Personnel Services to determine their ability to meet these minimum qualifications.
- I E. A permanent employee who transfers into an equal or lower class shall retain permanent status.
- ~~M. Instructional Aides employed because of class size will be considered to constitute a separate class for the purpose of this section.~~

9.2 Reemployment Lists

- A. The names of ~~permanent and probationary~~ employees laid off, demoted, or reduced in time, pursuant to this rule shall be placed upon the reemployment list for the class from which they were laid off, demoted, or reduced in time. Names on the reemployment list shall be in the relative order of seniority with the person who holds the highest seniority being offered the first opportunity for reemployment.

Employees who are laid off shall have reemployment rights for no less than 39 months from the effective date of layoff. An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his present position rather than be reassigned, shall retain eligibility to be considered for reemployment for an additional period of 24 months. (Education Code 45298(b))

- B. An employee on a layoff may decline three offers of reemployment in the former class and status. An employee offered reemployment shall have three (3) working days from the date of contact to accept or decline. After the third refusal no additional offers need be made and the employee shall be considered unavailable.
- C. Employees on layoff lists shall be eligible to compete in promotional examinations ~~for which they qualify.~~ (Reference: Education Code 45298(a)(2))

Chapter 9 References: Education Code

45117	Notice of layoff due to expiration of specially funded program or bona fide reduction or elimination of service
45298	Reemployment and promotional examination preference of persons laid off; voluntary demotions or reduction in time
45308	Order of layoff and reemployment; length of service

45117. (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

(c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 60-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 45103, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 45103, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(d) This section does not preclude the governing board of a school district from implementing either of the following actions without providing the notice required by subdivision (a) or (b):

(1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.

(2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240).

45298. (a) A person laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months as follows:

(1) The person's reemployment shall take preference over new applicants.

(2) The person shall have the right to participate in promotional examinations within the district during the period of 39 months.

(3) If the person is reemployed in a new position and fails to complete the probationary period in the new position, he or she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or

to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

45308. (a) Classified employees shall be subject to layoff for lack of work or lack of funds. If a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in order of seniority.

(b) For purposes of this section, in school districts with an average daily attendance below 400,000, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 45128. Nothing in this section shall preclude the governing board of a school district from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date. For purposes of this section, in school districts with an average daily attendance of 400,000 or more, for service commencing or continuing after January 1, 1986, "length of service" shall be determined by the date of hire.

If a governing board enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the governing board may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit.

(c) Nothing contained in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, unpaid maternity leave, unpaid family care leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 45297. In the event an employee returns to work following any other unpaid leave of absence, no further seniority shall be accrued for the time not worked.

(d) "Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions as provided in this chapter.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

11. DISCUSSION/ACTION: RECLASSIFICATIONS: PRE-SCHOOL INSTRUCTIONAL AIDES AND PRE-SCHOOL EL (ENGLISH LEARNERS) INSTRUCTIONAL AIDES

On February 22, 2012, the Commission adopted revisions in the training requirements sections of the class specifications for Instructional Aide and EL (English Learners) Instructional Aide in order to meet the Child Care Advocate Program Licensing Division requirements that Instructional Aides and EL (English Learners) Instructional Aides assigned to work in pre-school classrooms have completed 6 semester units in early childhood education.

During the 2012-13 school year, there were pre-school classrooms at Hawthorne, Smith, and Pacheco Elementary Schools. Another classroom will open in 2013-14 at Baywood Elementary School.

At this time, staff is recommending that new class specifications be adopted specifically for Pre-School Instructional Aide and Pre-School EL (English Learners) Instructional Aide. By establishing separate classes for the pre-school classrooms, staff will be able to more easily track the employees who have met the 6 semester unit requirement. In addition, it will provide the employees with the opportunity to gain seniority in the class in which they are working.

Copies of the current class specifications for Instructional Aide and EL (English Learners) Instructional Aide, with suggested changes, are presented on the following pages. Also presented are drafts of the proposed new class specifications for Pre-School Instructional Aide and Pre-School EL (English Learners) Instructional Aide. The primary difference between the current and new class specifications is the requirement to have completed 6 semester units in early childhood education. Staff will not be recommending any change in salary range for the new classifications.

Personnel Commission Rule 3.13.A.2 states that "when a portion of the positions within a class are reclassified to a higher class, an incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his position." Because this reclassification is not to a higher level class, staff is recommending that the employees in the positions be reclassified with their current positions to the new class.

RECOMMENDATION:

The Commission may ask that the proposal be brought back for a second reading at the next meeting or the Commission may:

- 1) Approve the revisions in the Instructional Aide and EL (English Learners) Instructional Aide class specifications as presented;
- 2) Approve the new class specifications for Pre-School Instructional Aide and Pre-School EL (English Learners) Instructional Aide as presented;
- 3) Approve the reclassification of incumbent Instructional Aides currently assigned to pre-school classrooms as Pre-School Instructional Aides, range 209 of the CSEA salary schedule; and
- 4) Approve the reclassification of incumbent EL (English Learners) Instructional Aides currently assigned to pre-school classrooms as Pre-School EL (English Learners) Instructional Aides, range 210 of the CSEA salary schedule.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

INSTRUCTIONAL AIDE

PURPOSE OF POSITION

To assist a teacher with a variety of instructional support tasks relating to the operation of a classroom or other instructional program, work with individual or small groups of students, and perform related duties as assigned.

SUPERVISION

Receive general supervision from certificated staff.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following; the specific duties performed and work hours—during, before, or after the school day—will vary depending on the classroom or instructional program to which assigned:

Tutor individuals and small groups of students; monitor and assist students through drill, study, and research activities after lessons and instructions have been provided by the teacher.

Assist teachers with the presentation of learning materials and instructional activities; assist small groups in reading, language, math, and other subject areas.

Assist students in the use of computers including instructional software, keyboarding, and word processing.

Assist teacher in preparation of instructional materials and learning activities.

Assist teacher with routine clerical and record-keeping activities including correcting papers, preparing correspondence and forms, and filing.

Assist in preparing bulletin board materials and decorating classroom; assist in maintaining a neat, orderly, and attractive learning environment.

Assist teacher with classroom management and discipline.

Assist with special classroom activities and projects as directed by the teacher.

Collect, assemble, and distribute textbooks and other learning materials; assist in ordering instructional materials as directed.

Operate audiovisual equipment, computer, copy machines, risographs, and other equipment that is related to the instructional program.

Attend and participate in staff meetings, training sessions, parent conferences, and other meetings as required.

On occasion, may assist in the office.

INSTRUCTIONAL AIDE (continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, observing students, and reading instructional materials, tests, student records, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate audiovisual equipment, computer, typewriter, copy machine, and other office and classroom equipment with dexterity; and occasionally lift/carry supplies and printed materials weighing up to 25 pounds. The duties are performed in a classroom setting and there is frequent bending, crouching, kneeling, and sitting on the floor to interact with students, climbing to decorate bulletin boards, pushing/pulling equipment, and reaching in all directions.

QUALIFICATIONS

Experience/Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include some experience working with school-age children and graduation from high school. Additional specialized training in child care, psychology/guidance, instructional technology, child development, or a related field is desirable.

~~For assignments in pre-school classrooms, Instructional Aides must be able to provide transcripts verifying completion of six semester units of college course work in early childhood education prior to beginning the assignment.~~

Skills, Knowledge, and Abilities: Knowledge of the general purposes and goals of public education; general methods of education and teaching; techniques to control and motivate students; student behavior and characteristics; basic arithmetic and science; English usage, spelling, grammar, and punctuation; and basic record-keeping procedures.

Ability to learn instructional terminology, program philosophies, concepts, materials, methods, and procedures; utilize or quickly learn to utilize the computer equipment and software used in the classroom to which assigned; use standard teaching aids and office machines; perform routine clerical work, light typing, and maintain records; read, write, and understand the English language; demonstrate patience, warmth, and liking for students; assume responsibility for assisting in the supervision of students; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted November 2009
Approved by the Personnel Commission on February 24, 2010
Revised by the Personnel Commission on February 22, 2012
Revised by the Personnel Commission on _____

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

EL (ENGLISH LEARNERS) INSTRUCTIONAL AIDE

PURPOSE OF POSITION

To assist a teacher, or teachers, with a variety of instructional support tasks for EL (English Learners) students in a school setting and perform related duties as assigned.

SUPERVISION

Receive general supervision from certificated staff.

ESSENTIAL FUNCTIONS – The specific duties performed will vary depending on the site to which assigned. When assigned to a K-6 classroom, the EL Instructional Aide will, for the most part, work with and assist one classroom teacher. When assigned to a middle school or high school, the EL Instructional Aide will assist students in several classrooms and in a variety of academic subjects. Duties may include, but are not limited to, the following:

When assigned to any school site:

Tutor individuals and small groups of students; monitor and assist students through drill, study, and research activities after lessons and instructions have been provided by the teacher.

Assist teachers with the presentation of learning materials and instructional activities, including testing. Assist small groups in reading, writing, speaking, and listening to English.

Instruct non-English speaking students in English language and American culture.

Assist teacher in preparation of teaching materials and learning activities.

Assist teacher with classroom management and discipline.

Assist students in the use of computers including instructional software, keyboarding, and word processing.

Assist in translating correspondence and newsletters.

Attend and participate in staff meetings, training sessions, parent conferences, and other meetings as required.

Participate in discussions with teachers, counselors, and parents regarding programs, activities, and student progress.

Serve as an interpreter for non-English speaking parents during school site meetings and on the telephone.

Operate audiovisual equipment, computer, copy machines, and other equipment that is related to the instructional program.

When assigned to an elementary school:

Assist teacher with routine clerical and record-keeping activities including correcting papers, preparing correspondence and forms, and filing.

Assist in supervising students during recess, at assemblies, and on field trips. Escort younger students to buses at the end of the school day.

EL (ENGLISH LEARNERS) INSTRUCTIONAL AIDE (continued)

Prepare bulletin board materials and decorate classroom; assist in maintaining a neat, orderly, and attractive learning environment.

Listen to oral book reports and reports on short stories.

Collect, assemble, and distribute textbooks and other learning materials; assist in ordering instructional materials as directed.

On occasion, may assist in the office.

When assigned to a secondary school:

Work with site counselors and EL teacher to review the skill levels of the EL students and to schedule the students in classes.

Under the direct and indirect supervision of classroom teachers, implement academic instruction in a variety of subject areas to individuals or small groups of EL students.

Translate examinations for the EL student. Reword or restate exam questions if needed for the student's understanding.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, observing students, and reading instructional materials, tests, student records, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate audiovisual equipment, computer, typewriter, copy machine, and other office and classroom equipment with dexterity; and occasionally lift/carry supplies and printed materials weighing up to 25 pounds. The duties are performed in a classroom setting and there is frequent bending, crouching, and kneeling to interact with students, pushing/pulling equipment, and reaching in all directions.

QUALIFICATIONS

Experience/Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include some experience working with English learners, preferably in a school setting, and graduation from high school. Ability to speak, read, and write a specified foreign language is required. Additional specialized training in instructional technology, child development, or a related field is desirable.

~~For assignments in pre-school classrooms, EL Aides must be able to provide transcripts verifying completion of six semester units of college course work in early childhood education prior to beginning the assignment.~~

Skills, Knowledge, and Abilities: Knowledge of correct language structure and usage (both English and a specified foreign language) including grammar, spelling, pronunciation, punctuation, vocabulary, and comprehension; core academic subject areas, including mathematics, science, English, and social sciences, at a level appropriate to assignment; testing and grading procedures; and basic record-keeping procedures.

EL (ENGLISH LEARNERS) INSTRUCTIONAL AIDE (continued)

Ability to speak, read, and write fluently in both English and a specified foreign language; learn to utilize standard teaching aids and office machines; learn and utilize simple methods and procedures to be followed in instructional settings; learn instructional terminology, program philosophies, concepts, materials, methods, and procedures; learn techniques to control and motivate students; learn to understand student behavior and characteristics; utilize or quickly learn to utilize the computer equipment and software used in the classroom to which assigned; perform routine clerical work and light typing; maintain records; assume responsibility for assisting in the supervision of students; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted November 2009
Approved by the Personnel Commission on February 24, 2010
Revised by the Personnel Commission on February 22, 2012
Revised by the Personnel Commission on _____

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

PRE-SCHOOL INSTRUCTIONAL AIDE

PURPOSE OF POSITION

To assist a teacher with a variety of instructional support tasks relating to the operation of a pre-school classroom, work with individual or small groups of students, and perform related duties as assigned.

SUPERVISION

Receive general supervision from certificated staff.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following; the specific duties performed and work hours—during, before, or after the school day—will vary depending on the classroom or instructional program to which assigned:

Tutor individuals and small groups of students; monitor and assist students through drill, study, and research activities after lessons and instructions have been provided by the teacher.

Assist teachers with the presentation of learning materials and instructional activities; assist small groups in reading, language, math, and other subject areas.

Assist students in the use of computers including instructional software, keyboarding, and word processing.

Assist teacher in preparation of instructional materials and learning activities.

Assist teacher with routine clerical and record-keeping activities including correcting papers, preparing correspondence and forms, and filing.

Assist in preparing bulletin board materials and decorating classroom; assist in maintaining a neat, orderly, and attractive learning environment.

Assist teacher with classroom management and discipline.

Assist with special classroom activities and projects as directed by the teacher.

Collect, assemble, and distribute textbooks and other learning materials; assist in ordering instructional materials as directed.

Operate audiovisual equipment, computer, copy machines, and other equipment that is related to the instructional program.

Attend and participate in staff meetings, training sessions, parent conferences, and other meetings as required.

On occasion, may assist in the office.

PRE-SCHOOL INSTRUCTIONAL AIDE (continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, observing students, and reading instructional materials, tests, student records, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate audiovisual equipment, computer, typewriter, copy machine, and other office and classroom equipment with dexterity; and occasionally lift/carry supplies and printed materials weighing up to 25 pounds. The duties are performed in a classroom setting and there is frequent bending, crouching, kneeling, and sitting on the floor to interact with students, climbing to decorate bulletin boards, pushing/pulling equipment, and reaching in all directions.

QUALIFICATIONS

Experience/Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include some experience working with school-age children and graduation from high school. Additional specialized training in child care, psychology/guidance, instructional technology, child development, or a related field is desirable. Transcripts verifying completion of six semester units of college course work in early childhood education are required.

Skills, Knowledge, and Abilities: Knowledge of the general purposes and goals of public education; general methods of education and teaching; techniques to control and motivate students; student behavior and characteristics; basic arithmetic and science; English usage, spelling, grammar, and punctuation; and basic record-keeping procedures.

Ability to learn instructional terminology, program philosophies, concepts, materials, methods, and procedures; utilize or quickly learn to utilize the computer equipment and software used in the classroom to which assigned; use standard teaching aids and office machines; perform routine clerical work, light typing, and maintain records; read, write, and understand the English language; demonstrate patience, warmth, and liking for students; assume responsibility for assisting in the supervision of students; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Approved by the Personnel Commission on _____

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

PRE-SCHOOL EL (ENGLISH LEARNERS) INSTRUCTIONAL AIDE

PURPOSE OF POSITION

To assist a teacher with a variety of instructional support tasks for EL (English Learners) students in a pre-school classroom and perform related duties as assigned.

SUPERVISION

Receive general supervision from certificated staff.

ESSENTIAL FUNCTIONS – The specific duties performed will vary depending on the site to which assigned. Duties may include, but are not limited to, the following:

Tutor individuals and small groups of students; monitor and assist students through drill, study, and research activities after lessons and instructions have been provided by the teacher.

Assist teachers with the presentation of learning materials and instructional activities, including testing. Assist small groups in reading, writing, speaking, and listening to English.

Instruct non-English speaking students in English language and American culture.

Assist teacher in preparation of teaching materials and learning activities.

Assist teacher with classroom management and discipline.

Assist students in the use of computers including instructional software, keyboarding, and word processing.

Assist in translating correspondence and newsletters.

Attend and participate in staff meetings, training sessions, parent conferences, and other meetings as required.

Serve as an interpreter for non-English speaking parents during school site meetings and on the telephone.

Operate audiovisual equipment, computer, copy machines, and other equipment that is related to the instructional program.

Assist teacher with routine clerical and record-keeping activities including correcting papers, preparing correspondence and forms, and filing.

Assist in preparing bulletin board materials and decorating classroom; assist in maintaining a neat, orderly, and attractive learning environment.

Collect, assemble, and distribute textbooks and other learning materials; assist in ordering instructional materials as directed.

On occasion, may assist in the office.

PRE-SCHOOL EL (ENGLISH LEARNERS) INSTRUCTIONAL AIDE (continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, observing students, and reading instructional materials, tests, student records, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate audiovisual equipment, computer, typewriter, copy machine, and other office and classroom equipment with dexterity; and occasionally lift/carry supplies and printed materials weighing up to 25 pounds. The duties are performed in a classroom setting and there is frequent bending, crouching, and kneeling to interact with students, pushing/pulling equipment, and reaching in all directions.

QUALIFICATIONS

Experience/Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include some experience working with English learners, preferably in a school setting, and graduation from high school. Ability to speak, read, and write a specified foreign language is required. Additional specialized training in instructional technology, child development, or a related field is desirable. Transcripts verifying completion of six semester units of college course work in early childhood education are required.

Skills, Knowledge, and Abilities: Knowledge of correct language structure and usage (both English and a specified foreign language) including grammar, spelling, pronunciation, punctuation, vocabulary, and comprehension; and basic record-keeping procedures.

Ability to speak, read, and write fluently in both English and a specified foreign language; learn to utilize standard teaching aids and office machines; learn and utilize simple methods and procedures to be followed in instructional settings; learn instructional terminology, program philosophies, concepts, materials, methods, and procedures; learn techniques to control and motivate students; learn to understand student behavior and characteristics; utilize or quickly learn to utilize the computer equipment and software used in the classroom to which assigned; perform routine clerical work and light typing; maintain records; assume responsibility for assisting in the supervision of students; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Approved by the Personnel Commission on _____

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
May 22, 2013

12. DISCUSSION/ACTION:
CLASSIFICATION OF NEW LIBRARY POSITIONS

With the resignation of the High School Librarian (a certificated position) at Morro Bay High School in June 2012, the District moved to a Library Media Center Technician model to deliver library services at the high school. A new position at the Morro Bay High School library was classified as Library Media Center Technician by the Commission at the July 2012 meeting.

On February 19, 2013, the Board of Education adopted a resolution to reduce certificated library services at San Luis Obispo High School, Los Osos Middle School, and Laguna Middle School, with the elimination of three certificated School Librarian positions. The District's budget included a proposal to provide library services at these schools using the same model that has worked very successfully at Morro Bay High School during the past year. It is planned that District Librarian, Sharon Haupt, will supervise the operations at all of the elementary and secondary libraries.

Staff is recommending that the new positions be classified as Library Media Center Technicians, an existing class specification.

RECOMMENDATION:

That the Commission approve the classification of the three new positions in the libraries at San Luis Obispo High School, Laguna Middle School, and Los Osos Middle School as Library Media Center Technicians.

13. DISCUSSION:
EVALUATION OF THE DIRECTOR OF PERSONNEL SERVICES

At this time the Commission will discuss the format and timeline for conducting the annual evaluation of the Director of Personnel Services.

14. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 4 p.m., Wednesday, June 26, 2013.

CLOSED SESSION

15. The Commission may meet in Closed Session to discuss items relating to appointment, employment, dismissal, evaluation, discipline, and resignation of District employee(s).