PLEASE POST AND ANNOUNCE!!

September 25, 2013

CLASSIFIED POSITION ANNOUNCEMENT

LOCAL I EMPLOYEE TRANSFER / PROMOTIONAL OPPORTUNITY BULLETIN

CLOSING DATE: October 9, 2013 by 4:30 pm

<table>
<thead>
<tr>
<th>Job#</th>
<th>Classification</th>
<th>Salary/Range</th>
<th>Site</th>
<th>Hours/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>14TP102</td>
<td>Classroom Support Aide</td>
<td>10-43</td>
<td>Shannon Elementary</td>
<td>5.0 Hours/11 Months</td>
</tr>
<tr>
<td>14TP103</td>
<td>Duplication Specialist</td>
<td>5-56</td>
<td>Copy Central</td>
<td>7.5 Hours/12 Months</td>
</tr>
<tr>
<td>14TP104</td>
<td>Food Service Aide – Breakfast</td>
<td>10-39</td>
<td>Highland Elementary</td>
<td>1.5 Hours/11 Months</td>
</tr>
<tr>
<td>14TP105</td>
<td>Food Service Aide/Clerk</td>
<td>10-41</td>
<td>Tara Hills Elementary</td>
<td>2.6 Hours/11 Months</td>
</tr>
<tr>
<td>14TP106</td>
<td>Food Service Worker I</td>
<td>10-39</td>
<td>Pinole Valley High</td>
<td>3.5 Hours/11 Months</td>
</tr>
<tr>
<td>14TP107</td>
<td>Instructional Assistant Special Ed.</td>
<td>10-43</td>
<td>Fairmont Elementary</td>
<td>3.5 Hours/11 Months</td>
</tr>
<tr>
<td>14TP108</td>
<td>School Community Worker</td>
<td>13-52</td>
<td>Wilson Elementary</td>
<td>2.25 Hours/11 Months</td>
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<tr>
<td>14TP109</td>
<td>Special Ed. Assistant</td>
<td>10-49</td>
<td>Tara Hills Elementary</td>
<td>5.5 Hours/11 Months</td>
</tr>
<tr>
<td>14TP110</td>
<td>Typist Clerk I</td>
<td>17-43</td>
<td>Tara Hills Elementary</td>
<td>3.5 Hours/11 Months</td>
</tr>
<tr>
<td>14TP111</td>
<td>Typist Clerk I</td>
<td>17-43</td>
<td>Mira Vista Elementary</td>
<td>3.5 Hours/11 Months</td>
</tr>
<tr>
<td>14TP112</td>
<td>Typist Clerk I Bilingual</td>
<td>17-44</td>
<td>Dover Elementary</td>
<td>3.5 Hours/11 Months</td>
</tr>
</tbody>
</table>

CONTINUOUS JOB POSTING BELOW (OPEN UNTIL FILLED)

<table>
<thead>
<tr>
<th>Job#</th>
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<th>Salary/Range</th>
<th>Site</th>
<th>Hours/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>14C01</td>
<td>Interpreter Deaf and Hard of Hearing</td>
<td>10-63</td>
<td>Transition</td>
<td>6.0 Hours/11 Months</td>
</tr>
<tr>
<td>14C02</td>
<td>Food Service Worker I</td>
<td>10-39</td>
<td>Middle College</td>
<td>2.5 Hours/11 Months</td>
</tr>
<tr>
<td>14C03</td>
<td>Instructional Assistant Special Ed.</td>
<td>10-43</td>
<td>Olinda Elementary</td>
<td>3.5 Hours/11 Months</td>
</tr>
</tbody>
</table>

If any ADA accommodations are required for testing or interviewing, please contact Lori Walker at (510) 231-1180

TESTING

To qualify for these opportunities you must meet the minimum requirements of the position and pass the appropriate employment test if required. All testing must be completed by the closing date of this bulletin. If you meet the minimum requirements and need testing, contact Human Resources to schedule an appointment.

TESTING INFORMATION

BY APPOINTMENT ONLY

Clerical/Secretarial
- Typing Test
- Written Test
- Computer Test

Monday, September 30, 2013, 2:30 p.m.
Administration Building/ Computer Lab

Current Employees please call Debbie Sellers at (510) 231 – 1100, ext. 23355 to schedule an appointment (NO DROP-INS). Outside applicants will be invited to testing if they meet minimum qualifications.
Hiring Procedure:

1. The Bulletin will be on the job hotline, on the District web site, emailed to each site and sent to each site for posting in common areas.
2. The bulletin will include the job title, site hours per day, number of work months and shift if applicable. People who meet the minimum qualifications may apply for the position(s) in which they have interest. If a person has passed the appropriate test for a job classification, they need not retest. However, if the test has not been passed, interested employees must apply and if they meet minimum requirement they will be notified for testing. For more information regarding testing, contact Human Resources at (510) 231-1100 extension 23355.
3. The number of specific positions will be identified on the posting. The District may fill vacancies in the posted classification that exists at the time the posting closes.
4. Those meeting the minimum qualifications will be placed in the following order by seniority:
   a. Laid off employees shall automatically be recalled;
   b. If there are no laid off employees in the classification, then transfers of employees which is defined as: Office and Technical Unit is by salary range all other units are by job classification;
   c. Promotions within the unit;
   d. Voluntary demotions within the unit;
   e. Promotions or demotions for WCCUSD permanent employees;
   f. Local One substitutes;
   g. All others including outside applicants.
5. Any special needs of the position will be listed on the posting.
6. The top four candidates, as per number 4(c) – 4(g) above, will be interviewed by the appropriate administrator, who shall make a selection amongst the four.
7. An employee on leave shall have the right to have his/her designee submit an application on his/her behalf.

If you are interested and wish to apply, please complete and submit the attached Transfer/Promotion Application form. ADDITIONAL COPIES OF THE APPLICATION FORMS AND JOB DESCRIPTIONS CAN BE FOUND ON THE DISTRICT WEBSITE: www.wccusd.net and at the Human Resources Department.
DEFINITION: Under general supervision, and direction of the teacher, will perform work of complex difficulty in providing specialized health care procedures and instructional support services in various general education, pre K-12 and adult, special education settings including but not limited to severely disabled, autistic, behavioral, full inclusion or assistive technology; and performs related work and attends related training as required.

EXAMPLES OF DUTIES: (The incumbent may or may not perform all the duties below):

- Assists the classroom teacher in reinforcing instruction with students in a group or individual basis assisting with specific instructional tasks and accommodating the special needs of individual students;
- Assist special needs students in learning or using special equipment of instructional media;
- Assist special needs students in the development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques, activities and/or materials;
- Guides students and/or provides appropriate modeling in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, appropriate dress, vocational skills, and is often assigned to do more in-depth work in one of these areas;
- May administer medications according to physician orders with parent permission and under the supervision of the assigned school nurse;
- Assists lifting of students in and out of wheelchairs, braces, and other orthopedic equipment, assists in physically transferring/lifting students from and to their wheelchairs for busing, school, classroom and/or community activities;
- Encourage and assist special needs students in communicating and engaging in social activities such as field trips and extracurricular activities;
- Assists the teacher in establishing and maintaining a clean, safe, and cooperative classroom and learning environment;
- Supervise students in snack and lunch activities and outdoor/campus activities;
- Assist students with special needs in learning gross motor skills and teaching independent mobility;
- Support students of diverse levels and types of disabilities, gender, ethnic and cultural backgrounds;
- Maintains confidentiality of student records and classroom information in accordance with legal requirements and policies;
- Assists teachers in maintaining student records and assists in preparing instructional material;
- Actively engage students with outdoor play activities;
- May assist students with personal hygiene functions including toileting, diapering, eating, dressing and other self-help skills which involves frequent lifting;
- May attend to students’ physical needs which may include, but are not limited to, gastronomy feeding tubes/buttons; catheterization; urinal, colostomy and iliostomy bags; diabetes testing, supervise diabetes management; change wound dressings; tracheotomy suctioning and care: nasal and oral suctioning;
- Maintain a positive, helpful, constructive attitude and working relationship with the classroom teacher, principal, site staff, district employees, students, parents and the general public in all situations;
Participates with the classroom teacher or Special Ed Program Specialist on determining strategies on supporting a student based on Individual Education Plans (IEP’s);
Will be required to travel from location to location;
Attend required training and job-related meetings;
Perform related duties as assigned.

QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to high school graduation and one year experience working with special needs students or adults. Successful completion of the Instructional Assistant Proficiency Examination (NCLB) and/or have a minimum of forty-eight (48) college semester units.

Knowledge of:
- The appropriate subject matter, program and special instructional or communication procedures;
- Correct English usage, spelling, grammar, punctuation and mathematics;
- Reading and writing communication skills;
- Interpersonal relations skills using tact, patience and courtesy;
- General classroom procedures, practices and equipment;
- General needs relative to students who are physically challenged and/or disabled;
- Techniques of learning reinforcement and behavior modification for students;
- First aid techniques;

Skill in:
- Applying special instructional or communication procedures;
- Following oral and written directions;
- Communicating clearly both orally and in writing;
- Recordkeeping and providing clerical support duties;
- Establishing and maintaining cooperative working relationships with school staff, students and parents;
- Reading, writing and arithmetic;
- Keeping school and student matters confidential;
- Understand and appropriately respond to the needs of disabled students and to possess a genuine liking for students;
- Using computers and associated software

Ability to:
- Perform the duties of the position with or without accommodation;
- Assist teachers and staff in meeting the educational and behavioral goals of students;
- Learn, apply and interpret rules, policies, regulations and procedures;
- Act calmly and appropriately in emergencies;
- Assist in feeding and toileting of students;
- Work cooperatively and communicate effectively with those contacted during the course of work

WORKING CONDITIONS:

Environment:
- Indoors within a specialized classroom environment; outdoor playground environment;
- While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.);
• Noise level in the work environment is usually moderate. Approximately 30 minutes each day maybe spent at bus loading area where noise is extremely shrill and loud.

Physical Demands:
• Dexterity of hands and fingers to operate standard office and classroom equipment;
• Hearing and speaking to exchange information;
• Sitting or standing for extended periods of time;
• Seeing to read a variety of materials and monitor student activities;
• Hearing and speaking to exchange information;
• Bending at the waist, twist, push, pull, climb, squat, crawl, kneeling or crouching to assist students;
• Pushing wheelchairs for special needs students;
• Ability to run;
• Lifting children in and out of wheel chairs as needed.
• Reaching overhead, above the shoulders and horizontally;
• Lift 50 lbs. to waist height

SALARY:
Schedule: 10
Salary Range: 43

- Plus a 10% stipend for supporting students with personal hygiene such as toileting and diapering
- Plus a 13.4% stipend for supporting students with personal hygiene such as toileting and diapering and performing medical procedures.

Approved by the Human Resources Division: June 28, 2011
Approved by the Board of Education: June 28, 2011
DUPLICATION SPECIALIST

DEFINITION:

- Able to perform all aspect of duties pertaining to the Copy Central and Mailroom departments.

EXAMPLES OF DUTIES:

- Operate and maintain mailing machines.
- Operate and maintain postal meter.
- Operate and maintain high-speed digital copiers.
- Operate and maintain paper folder machine.
- Operate and maintain shrink-wrap machine.
- Operate and maintain letter folder and inserter machine.
- Operate and maintain book-binding equipment.
- Operate and maintain paper cutter.
- Operate a computer.
- Deliver and sort U.S. and District mail to Administration Building.
- Deliver and collect District mail at District sites.
- Deliver and collect Copy Central materials at District sites.
- Do related work in Copy room settings as required by supervisor.

QUALIFICATIONS:

- Able to lift and carry heavy objects of approximately 65 pounds.
- Able to drive light vans or light trucks.
- Able to operate postal meter and mailing machinery.
- Knowledge of the operation of copy room machinery.
- Knowledge of computers sufficient to computerize printing processes
- Ability to follow oral and written directions.
- Ability to meet dead lines.
- Ability to work under stressful conditions.
- Valid California Drivers License

EXPERIENCE:

- Experience in working in copy room and mailroom.

EDUCATION:

- High School Diploma or equivalent in training and experience.

SALARY:

Schedule 5
Range 56

Approved by the Human Resources Division
Approved by the Board of Education December 14, 2005.
FOOD SERVICES AIDE

PRIMARY FUNCTION:
Under supervision, receives food items and other inventory, serves meals, performs routine cleaning in work area, keeps accurate records and prepares required reports; coordinates with school site staff and nutrition center to resolve discrepancies; and does related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Set up and serve hot food items, cold food items, beverages and other meal items at serving lines.
- Heat hot portion of meals.
- Collect and count meal tickets and/or verifies computer count.
- Record number of meals served using a computer or ticket count.
- Prepare Food Services required reports for accounting.
- Check accuracy of deliveries of meals, meal items and beverages.
- Order all necessary meals, meal items, beverages and supplies in advance per Food Services guidelines.
- Estimate number of meals needed and adjust meal count when necessary with central kitchen.
- Keeps work area and equipment clean and sanitary.
- Check, record and maintain temperature logs daily and complies with Food Safety requirements.
- Assist Food Services department in training new employees and substitutes.
- Work cooperatively with school staff and district personnel regarding nutrition program.
- Attend training workshops and professional development as directed.
- Participate in Food Services marketing and promotional activities.
- Comply with school and Food Services department policies and regulations and adheres to federal, state and county guidelines.

Knowledge of:

- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions;
- Keep records and prepare related reports.
- Read and write English with sufficient comprehension to perform duties accurately and competently.
- Multi-task while attending to the needs of staff and students.
- Establish and maintain effective working relationships with staff and students.
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Operate a heating oven and other kitchen equipment
- Use a computer proficient with level of duties required.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, vendors and various community partners.
EDUCATION AND EXPERIENCE:

Education:
- High school diploma or G.E.D.

Experience:
- Successful work experience in food services or related field preferred.

Licenses or Certificates Needed:
- Possession of a valid California Driver’s License.
- Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:
- Indoor environment.
- Some utilization of phones, computer, customer contact and other communications.

Physical Abilities:

Employees in this position must have/be able to:
- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit, stand or walk for intermittent periods of time.
- Dexterity of hands and fingers to operate food service equipment.
- Lift and carry up to twenty five (25) pounds.

SALARY:

Schedule: 10
Salary Range: 39
Work year/days: 11 months

Approved by the Human Resources Division
Approved by the Board of Education August 12, 2013
FOOD SERVICES AIDE / CLERK

PRIMARY FUNCTION:

Under supervision, performs a variety of routine clerical and food services work; serves meals and performs routine cleaning in assigned work area; keeps accurate records and prepares Food Services accountability reports; receives and processes student eligibility applications; and performs other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Sets up and serves hot food, cold food, beverages and other meal items at the serving line.
- Heats and prepares hot portion of meals per Food Services specifications.
- Assists with staging of food items accurately, which is based on transportation or production reports for serving and/or delivery.
- Receives money for meals and beverage sales, maintains records of receipts, maintains records of meal and/or milk pass issuances, and submits requisitions for meal and/or milk passes and authorizations.
- Prepares and makes regular bank deposits.
- Accepts and processes student meal applications and forwards to Food Services Operations for final approval.
- Tracks and follows up with collection of outstanding student meal payments.
- Prepares financial and statistical reports in a timely manner for submission to Food Services Operations.
- Maintains, tabulates, records, verifies and files accurate financial and statistical data.
- Collects and counts meal tickets to record and verify number of meals served.
- Accounts for transactions on district reporting forms and submits routine reports to Food Services’ central accounting office.
- Checks accuracy for deliveries of meals, milks, beverages and other meal items.
- Order all necessary meals, meal items, beverages and supplies in advance per Food Services guidelines, which includes meals needed for field trips or adjusted student schedules.
- Estimate number of meals needed and adjust meal count when necessary with central kitchen.
- Assists in cleaning and storing cafeteria utensils, equipment and food supplies.
- Cleans, sweeps kitchen area and washes pots and pans, as needed.
- May operate cash register or Point of Service (POS) terminal.
- Keeps work area and equipment clean and sanitary.
- Checks, records and maintains temperature logs daily and complies with all pertinent Food Safety requirements.
- Assists Food Service department in training new employees and substitutes.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Methods of handling and accounting for money and keeping records of transactions.
- Basic food service equipment, utensils and appliances.
- Sanitation principles applicable to food safety.
• Food Services procedures, policies and rules.
• Effective oral and written communication skills.
• School and district policies, rules and regulations.

Ability to:

• Understand and carry out verbal and written directions.
• Count and record numbers accurately to keep records.
• Operate a calculator for arithmetical calculations.
• Operate a heating oven and other kitchen equipment.
• Follow applicable health, safety and sanitation requirements.
• Read and write English with sufficient comprehension to perform duties accurately and competently.
• Make cash and change transactions accurately and rapidly.
• Establish and maintain effective working relationships with staff and students.
• Work effectively and cooperatively with individuals from diverse backgrounds.
• Use a computer or POS terminal commensurate with major duties and responsibilities duties required of this classification.
• Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

• High school diploma or G.E.D.

Experience:

• Experience handling money, receipts, balancing accounts and making deposits.
• Some clerical background in keeping records and preparing reports.
• Successful work experience in food services preferred.

Licenses or Certificates Needed:

• Possession of a valid California Driver’s License.
• Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

• Indoor environment, kitchen area.

Physical Abilities:

Employees in this position must have/be able to:

• Observe safe lifting and carrying practices.
• Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
• Hear and understand speech at normal levels and on the telephone with/without assistive devices.
• See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
• Bend at the waist.
• Reach overhead, above the shoulders and horizontally; grasp.
• Sit, stand or walk for intermittent periods of time.
• Dexterity of hands and fingers to operate food services equipment.
• Lift and carry up to twenty (20) pounds.

**SALARY:**

Schedule: 10
Salary Range: 41
Work year/days: 11 months

Approved by the Human Resources Division
Approved by the Board of Education **August 12, 2013**
FOOD SERVICES WORKER I

PRIMARY FUNCTION:

Under close supervision, assists in preparation and serving of meals and food items, which include assembling, measuring, cooking, baking, serving and other routine food services activities; performs routing cleaning in assigned work area; complies with food safety and sanitation requirements; and performs other related work as required.

Employees in this classification may work at central kitchen production center or at an assigned school site. If assigned to a school site, this classification is responsible for keeping accurate records (number of students served, inventory of meal items and supplies, etc.) and preparing required reports for food services.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists in kitchen by preparing fruits, vegetables, sandwiches, meat, main entrees, and other foods.
- Prepares, portions, packages, sets up and serves hot food, cold food, beverages and other meal items.
- Heats and prepares hot portion of meals per Food Services specifications.
- Assists with staging of food items accurately, which is based on transportation or production reports for serving and/or delivery.
- Verifies, collects and accounts for meal payments and eligibility. (Site)
- Assists with checking accuracy for deliveries of meals, milks, beverages and other meal items. (Site)
- Assists in cleaning and storing cafeteria utensils, equipment and food supplies. (Site)
- Cleans, sweeps kitchen area and washes pots and pans. (Sites)
- May perform routine cooking duties. (Site)
- May operate cash register or Point of Service (POS) terminal. (Site)
- Keeps work area and equipment clean and sanitary.
- Assists in laundering kitchen linens.
- Checks, records and maintains temperature logs daily and complies with all pertinent Food Safety requirements.
- Assists Food Service department in training new employees and substitutes.
- Participate in Food Services marketing and promotional activities.
- Attend training workshops and professional development as directed.

Knowledge of:

- Proper methods for preparing, packaging and distribution of meals and food items.
- Basic food service equipment, utensils and appliances.
- Sanitation principles applicable to food safety.
- Food Services procedures, policies and rules.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Understand and carry out verbal and written directions.
- Count and record numbers accurately to keep simple records.
- Operate a heating oven and other kitchen equipment.
- Follow applicable health, safety and sanitation requirements.
• Read and write English with sufficient comprehension to perform duties accurately and competently.
• Make cash and change transactions accurately and rapidly.
• Establish and maintain effective working relationships with staff and students.
• Work effectively and cooperatively with individuals from diverse backgrounds.
• Use a computer or POS terminal commensurate with level of duties required.
• Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION AND EXPERIENCE:

Education:

• High school diploma or G.E.D.

Experience:

• Successful work experience in food services or related field preferred.

Licenses or Certificates Needed:

• Possession of a valid California Driver’s License.
• Must have and maintain a Food Safety Certificate.

WORKING CONDITIONS:

Environment:

• Indoor environment, kitchen area.

Physical Abilities:

Employees in this position must have/be able to:
• Observe safe lifting and carrying practices.
• Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
• Hear and understand speech at normal levels and on the telephone with/without assistive devices.
• See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
• Bend at the waist.
• Reach overhead, above the shoulders and horizontally; grasp.
• Sit, stand or walk for intermittent periods of time.
• Dexterity of hands and fingers to operate food services equipment.
• Lift and carry up to twenty (20) pounds.

SALARY:

Schedule: 10
Salary Range: 39
Work year/days: 11 months

Approved by the Human Resources Division
Approved by the Board of Education August 12, 2013
INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION

DEFINITION:
Under supervision, to assist a teacher in carrying out the educational program by helping handicapped children; work may be performed with children individually or in small groups; and to do related work as required.

EXAMPLE OF DUTIES:
Assists the teacher in carrying out the educational program by helping children with their learning tasks; assists in preparing instructional materials; works individually with children needing assistance; assists in setting up visual aids; assists in distributing books and classroom materials; assists children in meeting instructional demands and classroom assignments; assists in supervising children during play and recreation.

QUALIFICATIONS:
Ability to:
- Work well with handicapped children;
- Cooperate with teacher and staff members;
- Understand and follow written directions.

Experience:
Some experience in supervising or caring for children with physical or learning handicaps.

Education:
Sufficient to learn the duties and responsibilities of the position.

Effective February 1, 1986, any applicant for this position shall be notified at the job interview that the following duties and criteria may be applied with differential payment in accordance with the agreement dated November 26, 1985, applicable:

Criteria for Differential for Instructional Aide - Special Education:
An Instructional Aide - Special Education who performs any of the following duties has been paid a ten per cent (10%) differential:
- Loading and unloading children upon arrival and departure from school, (wheelchair only);
- Positioning or assisting in the positioning of students in wheeled equipment or chairs;
- Transporting and/or escorting children in wheelchairs or walkers or related equipment;
- With training and supervision, feeds and serves food to children, including those with special procedures;
- Toileting students, including lifting, changing diapers, and personal hygiene. Does not perform any medically prescribed procedure, such as: crede process, catherizing or changing colostomy bags, but may include cleaning, sterilizing, and maintaining adaptive equipment.

MB:hs
8/22/74
SCHOOL COMMUNITY WORKER

**DEFINITION:**
The School Community Worker will be assigned to elementary schools and will work and be supervised by the principal. The District will provide district supervision and coordination. Assignment of all cases to the School Community Worker will be made through the Principal.

**EXAMPLES OF DUTIES:**
When assigned by the principal, conduct home visits to students; when assigned by principal, serve as an added resource to the school in dealing with in-school behavior problems; teachers will refer pupils to the School Community Worker’s office, with the approval of the principal, as an isolation technique. Here the pupil may be able to relate to the School Community Worker as a “friendly adult”: who can provide atmosphere for “cooling off: as well as a willing ear; when assigned by the principal, seek out and meet with community groups and leaders in the school neighborhood (Neighborhood Council, block clubs, churches, ministers, etc.) To interpret and explain school programs and policies; attempt to involve these groups in thinking through and developing ways and means for them to become active participants in school programs; relate to the appropriate personnel in the schools the attitudes and concerns of these citizens and groups as they are expressed and having bearing on school programs; when assigned by the principal, work with other agencies in the community that might be concerned with a particular family or problem.

**QUALIFICATIONS:**

**Knowledge of:**
District’s policies, rules, and regulations.

**Ability to:**
Establish and maintain cooperative working relations with students, faculty, and parents;
Understand and follow oral and written directions of the principal.

**Experience:**
None required.

**Education:**
High school education or equivalent in training and experience.

**Special Qualifications:**
Must be 21 years old or over.

**License:**
Possession of a California Driver’s License.

JJD:elw
9/15/77
SPECIAL EDUCATION ASSISTANT

DEFINITION:
Under supervision, to assist a teacher in carrying out an educational program to meet the special needs of severely disabled students in a variety of settings.

EXAMPLE OF DUTIES:
Loads and unloads children arriving or leaving school; positions and repositions children in wheeled equipment or in chairs during school hours; assists in positioning all medical equipment, such as hand braces, food braces, leg braces, and head gear; performs medically prescribed procedures, such as: crede process; catheterizing; or changing colostomy bags; assists children with washing, toilet, and other personal care; feeds and serves food to children; assists teachers in inventory, storage, and handling of instructional materials and equipment; assists teachers in the instructional program, and in lunchroom and playground supervision; assists in keeping facilities neat, clean, and safe.

QUALIFICATIONS:

   Ability to:
   Learn the requirements for the care of the handicapped;
   Work with children who have special needs;
   Lift and move children;
   Understand and follow oral and written directions.
   Cooperate with teachers and other staff members;
   Learn CPR and safe lifting techniques.

   Experience:
   Six (6) months of experience working with individuals with severe disabilities.

   Education:
   High school education or the equivalent in training and experience.

MB
4/26/94
Range 49
DEFINITION:
Under supervision, to perform a variety of routine clerical work and typing in connection with such duties; and to do related work as required.

EXAMPLES OF DUTIES:
Does a variety of clerical work including typing, proofreading, filing, checking, recording information on records; answers the telephone and waits on a public counter giving information on routine, procedural or directional questions; types from oral direction, rough draft, copy or notes, a wide variety of materials including records, tests, reports, memoranda, tables, lists, documents, etc.; cuts mimeograph stencils; operates adding machines and other office appliances; sorts and files documents and records according to pre-determined classifications; maintaining alphabetical, index, and cross reference files; performs mathematical calculations; checks records and papers for clerical and mathematical accuracy, completeness, and for compliance with established standards or procedures; mails out letters, forms, and applications; receives, sorts, and distributes incoming and outgoing mail; acts as receptionist; assists in making out forms; makes appointments and runs errands; may operate a PBX switchboard on a relief basis.

QUALIFICATIONS:

Knowledge:
Correct English usage, spelling, grammar, and punctuation.

Ability to:
- Perform routine clerical work with speed and accuracy;
- Make simple mathematical calculations;
- Understand and carry out verbal and written instructions;
- Meet the public tactfully and courteously;
- Type at a speed of 45 words per minute;
- Learn to operate a mimeograph, duplicator, adding machine, and other office appliances;
- Learn office rules, methods, and procedures.

Experience:
None

Education:
High school education or equivalent in training and experience.

JJD:elw
8/22/74
TYPIST CLERK I - BILINGUAL  
(Spanish/English)

DEFINITION:  
Under supervision, to perform a variety of routine clerical work and typing in connection with such duties and assist with related project clerical work; and to do related work as required.

EXAMPLES OF DUTIES:  
Does a variety of clerical work including typing, proofreading, filing, checking; serves as receptionist, answers the telephone and waits on the public, giving information on routine, procedural or directional questions; types from oral direction, rough draft, copy or notes, a wide variety of materials including records, letters tests, reports, memoranda, tables, lists, documents, etc.; cuts mimeograph stencils, and dittoes; operates adding machines and other office equipment; sorts and files documents, and records according to pre-determined classifications, maintaining alphabetical, index, and cross reference files; performs mathematical calculations; checks records, and papers for clerical and mathematical accuracy, completeness and for compliance with established standards or procedures; mails out letters, forms, and applications; receives, sorts, and distributes incoming and outgoing mail; makes appointments and runs errands; operates duplicating and mimeograph machines; may compose letters in Spanish and English; may operate a PBX switchboard on a relief basis.

QUALIFICATIONS:  
Knowledge of:  
Correct English usage, spelling, grammar, and punctuation;  
Correct Spanish usage, spelling, grammar, and punctuation;  
Must be bilingual and bicultural.

Ability to:  
Translate English to Spanish and Spanish to English;  
Speak English and Spanish fluently;  
Become informed as to district policies and legal requirements;  
Be sensitive to multicultural differences and lifestyles;  
Type at a rate of 45 words per minute;  
Learn to operate a mimeograph, duplicator, adding machine, and other office appliances;  
Learn office rules, methods, and procedures;  
Understand and carry out verbal and written instructions;  
Perform routine clerical work with speed and accuracy;  
Meet the public tactfully and courteously;  
Demonstrate skills in interpersonal relations.

Experience:  
None required.

Education:  
High school education or equivalent in training and experience.
Interpreter for the Deaf and Hard of Hearing

PRIMARY FUNCTIONS:
The educational interpreter’s primary responsibility is to function under the direction of the classroom teacher as the classroom interpreter in the public school. The educational interpreter will provide interpreting/transliterating services to facilitate communication for hearing-impaired students, their hearing peers, the classroom teacher, and other personnel, and to do other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES:
Under the direct supervision of the site administrator, assists the classroom teacher in carrying out the educational program by helping deaf students with their learning tasks; performs interpreting services individually or in a group setting; assists deaf students in meeting instructional demands and classroom assignments.

QUALIFICATIONS:
Knowledge of:
- Subject matter (English usage, vocabulary, grammar, spelling; Language of signs and finger spelling-receptively and expressively)

Ability to:
- Translate spoken English into an acceptable form of signed English; Translate sign language into spoken English
- Demonstrate professionalism in all areas

EDUCATION AND EXPERIENCE:
- Must meet current requirements of No Child Left Behind through one of the following:
  A). Completed at least 2 years (48 units) of study at an institution of higher education;
  B). Obtained an associate’s (or higher) degree; or
  C). Successfully passed District’s NCLB TEST
- Meet the State of California Educational Interpreter Regulations; must be certified by the national RID, or equivalent; in lieu of RID certification or equivalent, an educational interpreter must have achieved a score of 4.0 or above on the EIPA, the
ESSE-I/R, or the NAD/ACCI assessment. If providing Cued Language transliteration, a transliteration shall possess TECUnit certification, or have achieved a score of 4.0 or above on the EIPA – Cued Speech.

- Possess at least 6 months experience providing interpreting services to hearing impaired
- Possession of a valid I.D. or Driver’s License

**SALARY:**

Schedule: 5

The salary will gradually increase over a three year period, from range 55 to 63 as follows:

Effective January 1, 2007  
Range: will be from 55 to 57

Effective January 1, 2008  
Range: will be from 57 to 60

Effective January 1, 2009  
Range: will be from 60 to 63

Approved by the Human Resources Division  
Approved by the Board of Education **JUNE 20, 2007.**