

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

Regular Meeting

3:30 P.M., September 11, 2018
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

PUBLIC COMMENTS

If you wish to speak regarding an item on the agenda, please complete a "Request to Address the Personnel Commission" slip located at the sign-in table and present it to Personnel Commission staff prior to the start of the meeting. When the Personnel Commission Chair invites you to speak, please state your name, address, and the name of your organization before making your presentation. In the interest of time and order, presentations from the public should be focused and on topic. The Commission Chair will curtail public comments that become repetitive, unfocused or off topic.

Persons wishing to address the Personnel Commission on any Commission-related issue not elsewhere on the agenda are invited to do so when the Commission calls for "Public Comments" under that item of the agenda. Please follow the same directions (above) for speaking to agenda items.

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

AGENDA POSTING REQUIREMENTS

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

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review in the Classified Personnel Office between 8:00 AM and 4:30 PM, and is available on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

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

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

Regular Meeting Agenda

3:30 P.M., September 11, 2018

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office - Large Board Room

REGULAR MEETING/OPEN SESSION

1. Call to Order Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the September 11, 2018, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the September 11, 2018 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 7, 2018 Personnel Commission Regular meeting.
Motion by _____, second by _____, to approve the minutes for the August 7, 2018 Personnel Commission Regular Meeting.
5. Approval of the Minutes for the August 23, 2018 Personnel Commission Special meeting.
Motion by _____, second by _____, to approve the minutes for the August 23, 2018 Personnel Commission Special Meeting.

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.
7. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional-Dual Certification, eligibility from 8/10/18.
 - B. Motion by _____, second by _____, to approve an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, eligibility from 8/21/18.
 - C. Motion by _____, second by _____, to approve an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, eligibility from 8/30/18.
8. JOB DESCRIPTION UPDATES
 - A. Motion by _____, second by _____, to approve class description revisions for Theater Technician as proposed.

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES
 - A. Vacancy Report

- B. Personnel List Report
- C. Other, Next Steps for Personnel Commissioner Appointment

10. CORRESPONDENCE

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association
- B. San Dieguito Union High School District
- C. Public

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 9, 2018, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

13. CLOSED SESSION

Annual Evaluation of Director, Classified Personnel

14. ADJOURNMENT

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

Regular Meeting Minutes

3:30 P.M., August 7, 2018
710 Encinitas Blvd., Encinitas, CA 92024
San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:33 p.m. by JOHN BAIRD. As Vice-Chair, Commissioner Baird chaired the meeting.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Jesus Ferrar
Tina Peterson

3. OATH OF ALLEGIANCE FOR NEW PERSONNEL COMMISSIONER: JUSTIN CUNNINGHAM was administered by Director Dixon.

4. APPROVAL OF THE AGENDA FOR THE AUGUST 7, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda for the August 7, 2018, Personnel Commission Regular Meeting.

Passed unanimously

5. APPROVAL OF THE MINUTES FOR THE JULY 12, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the July 12, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

6. ELIGIBILITY LISTS TO BE ESTABLISHED – Director Dixon gave a detailed explanation of the three types of eligibility lists and the exam process to acquaint Justin Cunningham.

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE SECRETARY, SR-40, Open/Promotional-Dual Certification, six months eligibility. Commissioner Baird requested clarification regarding the timeline for opening a recruitment in relation to Personnel Commission approval at regularly scheduled meetings. Given that there is a vacant position on the Personnel Commission, Director Dixon suggested that this

topic be placed as a Discussion/Information Item on the agenda once the third commissioner is appointed.

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for PLUMBER, SR-49, Open/Promotional-Dual Certification, six months eligibility.
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional, six months eligibility.
All passed unanimously

7. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for OCCUPATIONAL THERAPIST, SR-60, Open/Promotional-Dual Certification, eligibility from 7/20/18.
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, eligibility from 7/18/18.
- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Behavior Intervention), SR-36, Open/Promotional, eligibility from 8/1/18.
All passed unanimously

8. APPROVAL OF THE 2018-19 ANNUAL REPORT-Director Dixon presented an overview.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the 2017-18 Annual Report of the Personnel Commission for submission to the Board of Trustees.
Passed unanimously

9. JOB DESCRIPTION UPDATES

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve class description revisions for Director of Nutrition Services as proposed.
Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Director Dixon shared that most classified positions will be staffed for the start of the 2018-19 school year.
- B. Personnel List Report
- C. Other

11. CORRESPONDENCE- An employee sent correspondence requesting an open hearing for a disciplinary matter.

12. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – Carmen Blum welcomed Commissioner Cunningham to the District.
- B. San Dieguito Union High School District – A welcome was extended to Justin Cunningham from Tina Peterson.
- C. Public – Employee, Jesus Ferrar, also gave a warm welcome to our newest Personnel Commissioner, Justin Cunningham.

13. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 11, 2018, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024. A special meeting has been scheduled for Thursday, August 23, 2018, at 3:30 P.M to conduct interviews to fill the vacant Joint-Appointee Personnel Commissioner seat.

14. ADJOURNED TO CLOSED SESSION – 4:52 p.m. to consider an administrative matter relative to Personnel Commission staff.

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

Special Meeting Minutes

3:30 PM, August 23, 2018
710 Encinitas Boulevard, Encinitas, CA 92024
District Office Board Room 101

SPECIAL MEETING/OPEN SESSION

1. Call to Order
The meeting was called to order at 3:32 P.M. by John Baird, Commission Chair.

2. Pledge of Allegiance
The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

John Baird
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst

Guests

Carmen Blum
Matt Colwell
Debbie Johnson
April Llamas
Tina Peterson

1. **APPROVAL OF THE AGENDA**
It was moved by Justin Cunningham, seconded by John Baird, to approve the agenda for the August 23, 2018 Personnel Commission Special Meeting.
A discussion regarding the order of items on the agenda took place to ensure the commissioners were in agreement with the agenda as prepared and to familiarize those in attendance with the steps involved in selecting a joint-appointee, including the announcement of an "intended appointee" and the holding of a public hearing prior to appointment.
Passed unanimously

2. **PUBLIC COMMENTS**
The Public Comments Section of the Special Meeting provides the opportunity for individuals to address items that are on the Special Meeting agenda.
Matt Colwell requested that the commissioners take into consideration school business experience and the personal and professional conflicts of candidates in relation to their ability to attend personnel commission meetings as part of the determination in the selection process.

3. **INTERVIEWS**
John Baird (CSEA appointed commissioner) and Justin Cunningham (Board appointed commissioner) interviewed applicants for the Joint-Appointed Personnel Commissioner vacancy.

4. **DELIBERATION**

Deliberation took place regarding the applicants for the Personnel Commissioner vacancy.

5. **“INTENDED APPOINTEE”**

The Appointee of the Governing Board and the Appointee of the Classified Employees shall publicly announce the name of their “Intended Appointee”.

Motion by _____, second by _____, to announce the name of “Intended Appointee”
Motion failed. The commissioners were unable to agree on an “Intended Appointee”.

6. **PUBLIC HEARING DATE**

The Commission will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee” and/or any other applicant for the position.

Motion by _____, second by _____, to set an open public hearing date on, or prior to, the October 9, 2018 Personnel Commission Regular Meeting.
Motion failed. Without agreement as to an “Intended Appointee”, a public hearing date was not scheduled.

7. **NEXT MEETING OF THE PERSONNEL COMMISSION**

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 11, 2018, at 3:30 P.M. in the District Office Large Board Room 101, 710 Encinitas Boulevard, Encinitas, CA 92024.

8. **ADJOURNMENT**

The meeting adjourned at 6:17 P.M.

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

**Effective: 8/10/18
Expiration: 2/10/19**

Administrative Secretary

Applicant ID	Rank
2859840	1
2228409	2
2526191	3
2787620	4
2820362	5
1195756	6

S. Dixon

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

**Effective: 8-21-18
Expiration: 2-21-19**

Plumber

Open-Promotional/Dual Certification

Rank	Applicant ID
1	2690881

S. Dixon

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

Effective: 8/30/18
Expiration: 3/02/19

Health Technician

Promotional

Applicant ID	Rank
2045678	1

Open

Applicant ID	Rank
3822320	1
2008814	2
3812568	3
3822132	4

S. Dixon

Union High School District

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Classified Personnel Commission
 John Baird, Commissioner
 Vacant, Commissioner
 Vacant, Commissioner
 Susan Dixon, Director

Classification Review Report	
Classification	Theater Technician
Classification Type	Classified
Salary Range	41
Prepared By	Susan Dixon, Director, Classified Personnel Barbara Bass, Human Resources Analyst
Submission to Classification Advisory Committee	May 29, 2018 June 26, 2018
Submission to Personnel Commission	September 11, 2018
Agenda Item	Classification Revisions #7

Background Information

Personnel Commission staff is currently conducting a recruitment for Theater Technician. As such, staff met with subject matter experts including an incumbent and drama instructor to review the job description and develop exam content. Based on the information obtained from these meetings, the job description has been updated to better describe the duties performed and corresponding knowledge and abilities required as well as adopt the current format used for job descriptions. In addition, the education and experience requirement has been restated to allow for a broader group of applicants whose background and training is aligned with the knowledge and abilities of this assignment.

Sources of Information

- Incumbents in the job class
- Drama Teacher
- Principal
- Joint Powers Authority, San Diego County Office of Education
- Comparable districts in San Diego County

Salary Compensation Review

The classifications below have been reviewed and determined to be viable comparisons in terms of evaluating whether the District’s rate of pay is appropriate.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad Unified School District	26	Theater Operations Technician	\$22.28	\$27.08
Oceanside Unified School District	27	Performing Arts Technician	\$20.26	\$25.64
Sweetwater Union High School District	60	Theater Technician	\$25.70	\$31.61
<i>Average</i>			\$22.75	\$28.11
SDUHSD	41	Theater Technician	\$21.45	\$28.76

Recommendation

Revise the Theater Technician class description as presented.
 Retain the current salary allocation of Range 41 on the Classified Salary Schedule.

Vote by Committee Members:

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

THEATER TECHNICIAN

~~OVERALL JOB- SUMMARY~~ PURPOSE STATEMENT:

~~Under the direction of an assigned supervisor, the job of Theater Technician is done for the purposes of providing~~ technical theater expertise and assistance to staff, students and community groups ~~in the use of the theater;-. The Theater Technician performing~~ a variety of technical ~~work such as operating, repairing, maintaining and rigging theatrical equipment; and performing other work related to maintaining the operations of the theater. duties in the preparation, installation, and operation of~~ lighting, sound and rigging equipment and systems for theater productions and events.

~~DISTINGUISHING CHARACTERISTICS~~

~~This job is distinguished from similar jobs by the following characteristics: The Theater Technician is responsible for providing technical expertise to campus and community groups in the use and operation of a school theater performs a range of semi-skilled maintenance and repair-related work in stage support items, lighting and sound systems, and other technical elements for various theater productions. This class differs from those in the instructional support class in that it has frequent contact with students and community groups related to productions in the theater.~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Theater Technician may perform any combination of the following:

- ~~Manages and directs students in production support activities under the guidance of a teacher. production support crews (students) for the purpose of providing necessary support to theater productions.~~
- ~~Runs lighting and sound boards for the purpose of supporting crews during the staging of events.~~
- ~~Constructs scenic elements for the purpose of supporting students and instructors.~~
- ~~Constructs and p~~roduces stage support items (e.g., ~~sets~~, props, special effects, fog, haze, smoke, lighting, and rigging etc.) ~~for for the purpose of supporting instructor, students student and community productions.~~
- ~~Sets up theater equipment for the purpose of ensuring that client needs are met.~~
- ~~Designs, adapts and installs theatrical lighting, rigging and sound systems for the purpose of providing the necessary support to theater productions.~~
- ~~Sets up theater equipment and A~~ssists clients ~~for the purpose of~~in designing, implementing and supporting all technical needs in a production.
- ~~Maintains inventory of tools, equipment, lighting, props, sets, supplies, etc. Maintains inventory of theater items for the purpose of providing security of tools, equipment, supplies, props, sets in the theater.~~

~~SAN DIGUITO UNION HIGH SCHOOL DISTRICT~~

~~Adopted: July 1, 2003~~ San Dieguito Union High School District

~~Adopted: July 1, 2003~~

~~Revised: September 11, 2018~~

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THEATER TECHNICIAN

- Operates a variety of equipment such as drills, saws, lifts, sanders, and various hand and power tools.
- Repairs equipment, sets, props ~~for the purpose of ensuring to ensure~~ that items are available and in safe working conditions.
- Advises ~~and informs~~ students, other site personnel and ~~community clients for the purpose of providing information regarding~~ ~~regarding~~ safety, ~~and facility theater~~ maintenance, ~~and use, and use, and theater~~ activities.
- ~~Monitor and ensure safety and cleanliness of stage and theater.~~
- Secures facilities and grounds ~~for the purpose of to~~ ~~minimizing-minimize~~ property damage, loss and liability and ~~ensuring-ensure~~ safety at work site.
- ~~Researches information required for the preparation of reports for the purpose of completing reports in a timely manner and in compliance with applicable district, state and federal guidelines.~~
- ~~Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.~~
- Prepares and maintains records and reports related to productions, equipment and assigned activities.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

~~SKILLS~~ are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in theater production; and preparing and maintaining accurate records.

~~KNOWLEDGE~~ is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: light and sound boards; schematics, carpentry, concepts of stage production and support.

~~ABILITY~~ is required to schedule activities; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job

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THEATER TECHNICIAN

include: adhering to theater and technical safety practices; meeting deadlines and schedules; and working under time constraints.

KNOWLEDGE OF:

- Practices, procedures and techniques use to prepare, install, operate and maintain lighting, sound, and rigging equipment and systems for theater productions and events.
- Operation, use and minor maintenance and repair of digital lighting control equipment, audio and audio-visual equipment, and hand and power tools.
- Set and scenery design and construction.
- Types and uses of lighting, sound and rigging technology.
- Proper methods of storing theater equipment and supplies.
- Occupational hazards, standard safety practices and procedures, and safety regulations.
- Computer operation and assigned software.

ABILITY TO:

- Prepare, install, operate and maintain lighting, sound, and rigging equipment and systems for theater productions and events.
- Operate and perform minor maintenance and repair of digital lighting control equipment, audio and audio-visual equipment, and hand and power tools.
- Construct and produce stage support items.
- Solve problems related to equipment, theater activities and community groups who rent the theater.
- Monitor and guide students in stagecraft and stage operations activities.
- Adhere to safety and fire regulations.
- Advise and inform others regarding safety and theater maintenance, use, and activities.
- Exercise appropriate judgment when making decisions.
- Work under limited supervision.
- Plan, prioritize and organize work, schedules and timelines.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Communicate effectively with students, staff, and the public.
- Establish and maintain cooperative working relationships with others.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Post-high school coursework in theater production or related field is desired. Two years experience involving the installation and operation of stage rigging, lighting and sound equipment in a theater or similar environment is required.

THEATER TECHNICIAN DISTINGUISHING CHARACTERISTICS

The Theater Technician is responsible for providing technical expertise to campus and community groups in the use and operation of a school theater. The Theater Technician performs a variety of technical duties related to theater productions. This class differs from others in the instructional support job family in its focus on theater production duties.

RESPONSIBILITY

~~Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.~~

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

~~**WORKING ENVIRONMENT**The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking and 70% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.~~

The usual and customary methods of performing the job functions requires the following physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

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~~Adopted: July 1, 2003~~

~~Revised: September 11, 2018~~

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THEATER TECHNICIAN

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

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

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

Seldom or Occasionally	Squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, hand and foot controls, reach at shoulder, reach below shoulder, lifting at waist or shoulder height or carrying up to 50 pounds up to 100 feet
Occasionally/Frequently	Fingering/fine manipulation, handling/simple grasping, sitting, standing walking

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with others, operate power tools safely. Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Indoor work environment, ability to work with hazardous tools and devices (lights, electrical connections, rigging, power tools), work at heights, exposure to fumes, dust and odors.

EXPERIENCE

~~Job related experience with increasing levels of responsibility is desired.~~

EDUCATION

~~Community College and/or Vocational School degree with study in job related area.~~

REQUIRED TESTING

~~Pre-employment Proficiency Test~~

CERTIFICATES

~~None Specified~~

CONTINUING EDUCATION/TRAINING

~~None Specified~~

CLEARANCES

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

~~SAN DIEGUITO UNION HIGH SCHOOL DISTRICT~~

THEATER TECHNICIAN

JOB SUMMARY

Under the direction of an assigned supervisor, the Theater Technician provides technical theater expertise and assistance to staff, students and community groups for theater productions and events. The Theater Technician performs a variety of technical stagecraft duties including set construction and the installation, operation and maintenance of lighting, sound, and rigging equipment and systems.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Theater Technician may perform any combination of the following:

- Manages and directs students in production support activities under the guidance of a teacher.
- Runs lighting and sound boards during the staging of events.
- Constructs and produces stage support items (e.g., sets, props, special effects, fog, haze, smoke, lighting, and rigging).
- Designs, adapts, maintains and installs theatrical lighting, rigging and sound systems.
- Sets up theater equipment and assists clients in designing, implementing and supporting all technical needs in a production.
- Maintains inventory of tools, equipment, lighting, props, sets, supplies, etc.
- Operates a variety of equipment such as drills, saws, lifts, sanders, and various hand and power tools.
- Repairs equipment, sets, and props to ensure that items are available and in safe working condition.
- Performs research and provides recommendations for the technical enhancement of stagecraft productions.
- Advises and informs students, other site personnel and clients regarding safety and theater maintenance, use, and activities.
- Monitors and ensures safety and cleanliness of stage and theater.
- Secures facilities and grounds to minimize property damage, loss and liability and ensure safety at work site.
- Coordinates, schedules and maintains a calendar of school events.
- Prepares and maintains records and reports related to productions, equipment and assigned activities.
- As appropriate, collaborates with other departments on school performance events.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Practices, procedures and techniques used to prepare, install and operate lighting, sound, and rigging equipment and systems for theater productions and events.

THEATER TECHNICIAN

- Operation, use, maintenance and enhancement of digital lighting control equipment, audio and audio-visual equipment, and hand and power tools.
- Set and scenery design and construction.
- Types and uses of lighting, sound and rigging technology.
- Proper methods of storing theater equipment and supplies.
- Occupational hazards, standard safety practices and procedures, and safety regulations.
- Computer operation and software related to audio, video projection and lighting.

ABILITY TO:

- Install, design, adapt, operate and maintain lighting, sound, and rigging equipment and systems.
- Operate and perform maintenance of digital lighting control equipment, audio and audio-visual equipment, and hand and power tools.
- Construct and produce stage support items.
- Solve problems related to equipment, theater activities and community groups who rent the theater.
- Monitor and guide students in stagecraft and stage operations activities.
- Adhere to safety and fire regulations.
- Advise and inform others regarding safety and theater maintenance, use, and activities.
- Exercise appropriate judgment when making decisions.
- Work under limited supervision.
- Plan, prioritize and organize work, schedules and timelines.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Communicate effectively with students, staff, and the public.
- Establish and maintain cooperative working relationships with others.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Two years experience involving set construction and the installation, operation and maintenance of lighting, sound, and rigging equipment and systems in a theater or similar environment is required. Post-high school coursework involving technical theater production is preferred and may be considered as part of the experience requirement.

DISTINGUISHING CHARACTERISTICS

The Theater Technician is responsible for providing technical expertise to campus and community groups in the use and operation of a school theater. The Theater Technician performs a variety of technical duties related to theater productions. This class differs from others in the instructional support job family in its focus on theater production duties.

THEATER TECHNICIAN

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

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

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

Seldom or Occasionally	Squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, hand and foot controls, reach at shoulder, reach below shoulder, lifting at waist or shoulder height or carrying up to 50 pounds up to 100 feet
Occasionally/Frequently	Fingering/fine manipulation, handling/simple grasping, sitting, standing walking

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with others, operate power tools safely. Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Indoor work environment, ability to work with hazardous tools and devices (lights, electrical connections, rigging, power tools), work at heights, exposure to fumes, dust and odors.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT VACANCY REPORT 9/05/18

Classified Personnel

4 current/pending vacancies in 4 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
CV	AI916	Nutrition Services Assistant I	12.5	0.31	Continuous recruitment
TRANS	AA506	School Bus Driver	20	0.50	Continuous recruitment
FAC	AA210	Plumber	40	1.00	Selection interview September 2018
OC	AL628	Instructional Assistant-Bilingual	18.75	0.47	Selection interview October 2018

PERSONNEL LIST

CLASSIFIED PERSONNEL

Employment

1. **Classified Substitutes**, per attached supplement.
2. **Coaches**, employment for the 2018-19 school year per attached supplement through 06/30/19.
3. **Esquivel, David**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Pacific Trails Middle School, effective 08/27/18.
4. **Lake, Karen**, Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 08/27/18.
5. **Martinez, Selena**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Pacific Trails Middle School, effective 08/27/18.
6. **Ramirez, Sandra**, Custodian, SR32, 100.00% FTE, Earl Warren Middle School, effective 08/06/18.
7. **Reynoso, Lurdes**, School Bus Driver, SR38, 50.00% FTE, Transportation Department, effective 08/20/18.
8. **Torres Orozco, Graciano**, Grounds Maintenance Worker II, SR39, 100.00% FTE, Facilities, effective 08/08/18.

Change in Assignment

1. **Burnham, Cathy**, from Nutrition Services Supervisor, Supervisory SR4, 87.50% FTE, San Dieguito High School Academy, to 100.00% FTE, effective 08/20/18.
2. **Garcia Perez, Jose** from Nutrition Services Assistant I, SR25, 46.87% FTE, Canyon Crest Academy, to 48.75% FTE, La Costa Canyon High School, effective 08/27/18.
3. **Gurrola, Francisco**, from Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Diegueno Middle School to Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Pacific Trails Middle School, effective 08/27/18.

Resignation

1. **Hild, Christina**, Nutrition Services Assistant I, SR25, 37.50% FTE, Carmel Valley Middle School, effective 07/30/18.
2. **Howe, Andrea**, Health Technician, SR35, 75.00% FTE, Pacific Trails Middle School, effective 07/30/18.
3. **Travis, Michele**, Instructional Assistant-SpEd (NS), SR34, Diegueno Middle School, effective 07/27/18.

Classified Personnel Supplement, August 16, 2018

Classified Substitutes

Hild, Christina, effective 07/31/2018

Coaches

CCA – Walk-on

Ehrlich, Blair, Girls Volleyball, Junior Varsity, Canyon Crest Academy, Fall Season, effective 07/02/2018

Higginson, Thomas, Boys Water Polo, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 07/17/2018

Shevchenko, Yelyzaveta, Field Hockey, Freshmen, Canyon Crest Academy, Fall Season, effective 07/29/2018

LCC – Walk-on

Chappa, Kevin, Boys Water Polo, Junior Varsity, La Costa Canyon High School, Fall Season, effective 07/31/2018

SDA – Walk-on

Raschke, William, Girls Volleyball, Varsity, San Dieguito High School Academy, Fall Season, effective 07/17/2018

TP – Walk-on

Coulter, Brady, Cross Country, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/19/2018

Schugar, Sofia, Cross Country, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/1/2018