

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

**Regular Meeting Agenda**

3:30 P.M., September 10, 2019

710 Encinitas Blvd., Encinitas CA 92024

San Dieguito Union High School District Office – Large Board Room

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**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the September 10, 2019, Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the September 10, 2019 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 13, 2019 Personnel Commission Regular Meeting.  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the August 13, 2019 Personnel Commission Regular Meeting.

**ACTION ITEMS (See Supplements)**

5. ELIGIBILITY LISTS TO BE APPROVED
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for OCCUPATIONAL THERAPIST SR-60, Open/Promotional-Dual Certification, eligibility from 7/11/19.
  - B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to extend an Eligibility List for HEALTH TECHNICIAN, SR-35, Open/Promotional-Dual Certification, eligibility extended to 9/11/19.
  - C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT - BILINGUAL, SR-31, Open/Promotional-Dual Certification, eligibility from 9/5/19.
6. APPROVAL OF THE 2018-19 ANNUAL REPORT
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the 2018-19 Annual Report of the Personnel Commission for submission to the Board of Trustees.
7. CLASSIFICATION REVIEW
  - A. Grounds and Custodial Supervisor  
This item is to reestablish former classifications to enable the District to staff both a Grounds Supervisor and Custodial Supervisor II in lieu of a Grounds and Custodial Supervisor.
    1. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to reestablish the classification of Custodial Supervisor II.
    2. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the governing board restoration of the Custodial Supervisor II classification to Range 6 of the Supervisory Salary Schedule.
    3. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to reestablish the classification of Grounds Supervisor.

4. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to recommend to the governing board restoration of the Grounds Supervisor classification to Range 6 of the Supervisory Salary Schedule.

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

9. CORRESPONDENCE

10. PUBLIC COMMENTS

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

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

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 15, 2019, at 3:30 P.M. in the San Dieguito UHSD Board Room, 710 Encinitas Blvd., Encinitas, CA 92024.

12. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 P.M., August 13, 2019

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Sheila Graciano

3. APPROVAL OF THE AGENDA FOR THE AUGUST 13, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the August 13, 2019, Personnel Commission Regular Meeting.

*Passed unanimously with 2 Ayes*

4. APPROVAL OF THE MINUTES FOR THE JULY 9, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by JULY 9, JEFF CHARLES, to approve the minutes for the July 9, 2019, Personnel Commission Regular Meeting.

*Passed unanimously with 2 Ayes*

**ACTION ITEMS**

5. ELIGIBILITY LISTS TO BE APPROVED (Four eligibility lists were presented with incorrect "eligibility from" dates on the agenda. These instances are displayed with an asterisk below which indicates a commissioner made an amended motion to correct the date.)

A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for CUSTODIAN, SR-32, Open/Promotional- Dual Certification, six months eligibility from 7/10/19.

*Passed with 2 Ayes*

B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional-Dual Certification, six months eligibility from 7/16/19.

*Passed with 2 Ayes*

- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional-Dual Certification, six months eligibility from 7/18/19,  
*\*Passed with amended date, 2 Ayes*
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES OPERATIONS SUPERVISOR, Supervisory Salary Schedule Range 11, Open/Promotional-Dual Certification, six months eligibility from 7/19/19.  
*\*Passed with amended date, 2 Ayes*
- E. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd Severe, SR-36, Open/Promotional, six months eligibility from 7/25/19  
*\*Passed with amended date, 2 Ayes*
- F. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd Non- Severe, SR-34, Open/Promotional-Dual Certification, six months eligibility from 7/25/19  
*\*Passed with amended date, 2 Ayes*
- G. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd Behavior Intervention, SR-36, Open/Promotional, six months eligibility from 7/23/19.  
*Passed with 2 Ayes*
- H. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for ADMINSTRATIVE ASSISTANT II, SR-40, Open/Promotional-Dual Certification, six months eligibility from 7/26/19  
*Passed with 2 Ayes*
- I. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification, six months eligibility from 8/01/19.  
*Passed with 2 Ayes*
- J. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility from 8/02/19  
*Passed with 2 Ayes*

6. ELIGIBILITY LISTS TO BE ESTABLISHED

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for the INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.

*Passed with 2 Ayes*

7. APPROVAL OF THE 2018-19 ANNUAL REPORT

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to APPROVE THE 2018-19 Annual Report of the Personnel Commission for submission to the Board of Trustees.

*This motion was tabled to the September 10, 2019 PC meeting.*

**DISCUSSION/INFORMATION ITEMS (See Supplements)**

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report – Director Dixon stated staff, including Shirley Janssen are busy recruiting, hiring, onboarding and data entry of new employees. Commissioner Charles commented
- B. Personnel List Report – Commissioner Baird questioned the reason for no Personnel List this month. Susan Dixon explained there is no SDUHSD Board meeting in the month of July.

- C. Other- Director Dixon reported that extension of Health Technician eligibility list will be included with the September 10, 2019 PC meeting agenda.

9. CORRESPONDENCE - None

10. PUBLIC COMMENTS

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

- A. California School Employees Association - None
- B. San Dieguito Union High School District - None
- C. Public - None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 10, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNED – 4:11 PM

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

**Occupational Therapist**

**Effective: 07/11/19  
Expiration: 01/11/20**

<b>Rank</b>	<b>Applicant ID</b>
1	2970684
2	4495393
3	4467619

S. Dixon

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

Effective: 2/11/19  
Expiration: 8/11/19  
Extended to 9/11/19

Health Technician

Promotional

Applicant ID	Rank
23662689	1

Hired

Open

Applicant ID	Rank
23740537	1
23732673	2
23673905	3
23659610	3
23667422	4
23668793	5
23660876	5
2679047	6
23686769	7

S. Dixon

**San Dieguito Union High School District**

**Personnel Commission**

**Eligibility List**

**Instructional Assistant - Bilingual    Open/Promotional - Dual Certification**

**Effective: 9-5-19**

**Expiration: 3-5-20**

<b>Rank</b>	<b>Applicant ID</b>
1	2674637
2	3260580



# San Dieguito Union High School District Personnel Commission

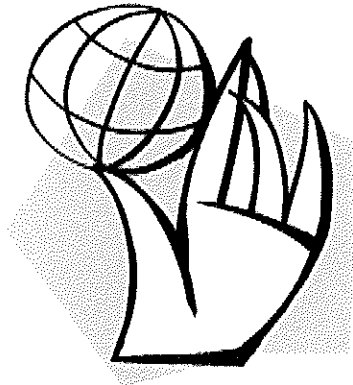
710 ENCINITAS BLVD., ENCINITAS, CA 92024  
WWW.SDUHSD.NET

## ANNUAL REPORT 2018-2019

The Annual Report for the 2018-19 year has been prepared by Personnel Commission staff in compliance with Education Code Section 45266, and Personnel Commission Rule 2.17. The Annual Report describes Commission activities for the preceding fiscal year.

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

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



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

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### Established:

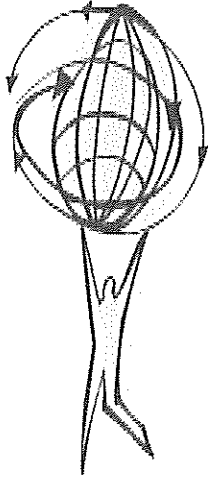
December 1, 1972

## Personnel Commissioners

<b>John Baird</b>	<b>Jeffery Charles</b>	<b>Justin Cunningham</b>
CSEA Appointee	Commission Joint Appointee	Board of Trustees Appointee
Commissioner, Chair	Commissioner	Commissioner
Serving Since 2013	Serving Since 2018	Serving Since 2018
Current Term Expires 12/01/19	Current Term Expires 12/01/21	Current Term Expires 12/01/20

## Personnel Commission Staff

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### Susan Dixon, Director of Classified Personnel

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

### Barbara Bass, Human Resources Analyst

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

### Kathy Potter, Human Resources Technician

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

## San Dieguito Union High School District Administration

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### Board of Trustees:

Beth Hergesheimer, President

Maureen "Mo" Muir, Vice-President

Kristin Gibson, Clerk

Joyce Dalessandro, Trustee

Melisse Mossy, Trustee

### District Administration:

*Superintendent*

**Robert A. Haley, Ed. D.**

*Associate Superintendent, Human Resources*

**Cindy Frazee**

*Associate Superintendent, Business Services*

**Tina Douglas**

*Associate Superintendent, Educational Services*

**Bryan Marcus**

*Associate Superintendent, Administrative Services*

**Mark Miller**

## Classified Service

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Classified Employees — 374

Confidential Employees — 5

Classified Supervisors — 13

Classified Management — 12

*Classified personnel play an important role in supporting our students and our teachers. Most often, it is the friendly face of a classified employee that students and parents first see when they come to our schools.*

## The Merit System

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

The Commission has a threefold responsibility:

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

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

## Goals of the Commission

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

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

inadequate performance cannot be corrected.

- Ensuring that employees doing like work are classified the same.
- Providing for fair and impartial rules and consistency of administration of the rules.

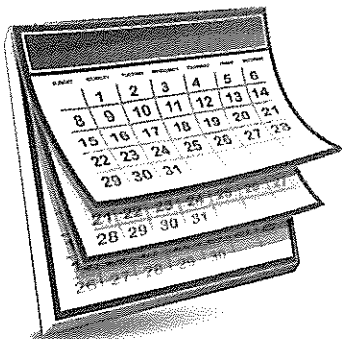
Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religious beliefs or customs, sexual orien-

tation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics and with proper regard for their privacy and constitutional rights.

### *Merit System*

*The merit system provides for the selection and retention of employees, promotional opportunities and other related matters on the basis of merit.*

## Personnel Commission Meetings

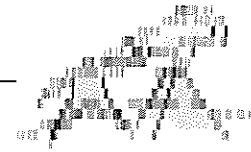


### RULE 2.6 REGULAR MEETINGS

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

The Personnel Commission held 18 meetings over the 2018-2019 fiscal year. Commissioners received a stipend of \$50.00 per meeting attended. Commissioners do not receive District-paid health and/or dental benefits.

## SUMMARY OF PERSONNEL COMMISSION ACTIVITIES



	2017-18	2018-19	A year in review
<b>Recruitment</b>			
Promotional Only Exams	4	1	
Open/Promotional Exams	5	8	
Open/Promotional Dual Certification	29	24	
Applications Received	632	615	
Candidates Tested	271	299	
Candidates Eligible	188	170	
<b>Employment</b>	2017-18	2018-19	
Transfers	33	23	
Promotions	21	13	
New Hires	54	37	
Re-employments	1	1	
Limited Term Appointments	2	0	
Leave of Absence	12	8	
Voluntary Demotions	4	2	
Placed in Unpaid Status	2	4	
<b>Terminations</b>	2017-18	2018-19	
Resignations	25	31	
Retirements	22	13	
Layoffs/Reductions	0	0	
Employees Affected	0	0	
Appeals from Discipline	0	1	
<b>Classification Activities</b>	2017-18	2018-19	
New Classifications Established	2	1	
Classification Descriptions Revised	11	12	
Positions/Incumbents Reclassified	0	0	
Classifications Reallocated Upward	0	2	
Classifications Reallocated Downward	0	0	
Reclassification Requests Denied	3	0	

Presented to the Personnel Commission: 8/13/19 Presented to the Board of Trustees: 9/19/19

<b>Classification Review Report</b>	
Classifications	Grounds & Custodial Supervisor Custodial Supervisor II Grounds Supervisor
Classification Type	Supervisory
Salary Range	7/6/6
Prepared By	Susan Dixon, Director of Classified Personnel
Submission to Classification Advisory Committee	August 20, 2019
Submission to Personnel Commission	September 10, 2019
Agenda Item	Classification Reviews Reestablishment of Former Classifications

### **Background Information**

The District has notified the Director of Classified Personnel of its intent to modify a supervisory-level position. Rather than have the supervision of grounds and custodial assigned to one position, the District would like to revert to the traditional/former organizational model with the two unique roles split into two separate assignments. The Associate Superintendent of Business Services has been working with the Director of Maintenance, Operations & Transportation on a reorganization plan for grounds and custodial staff. They have reviewed and developed the plan in conjunction with the incumbent who is in support of the change.

A study of the Grounds and Custodial Supervisor classification was conducted in 2017 at which time it was discovered that our District is the only district in the County to combine these two roles into one supervisory position. Previous to 2009, the District followed the standard organizational model used by other districts and employed both a Grounds Supervisor and a Custodial Supervisor. The reason the District combined the two roles was due to budget cuts. In July of 2005, the Grounds Supervisor position was eliminated and the Executive Director of Operations assumed the supervisory duties for grounds. However, within a year, the Custodial Supervisor started accruing those duties and within a couple of additional years the Personnel Commission took action to reclassify the Custodial Supervisor position and incumbent to a newly established classification of Grounds and Custodial Supervisor.

Although the incumbent has continuously stepped up to the challenge of supervising two very distinct functional areas of responsibility with staff whose work hours encompass a 17-hour span of time, all parties agree that the current volume of supervisory work needed in these areas cannot be reasonably performed by just one individual.

The reorganization plan developed by the District should provide for more opportunity for supervision in both functional areas.

Class descriptions for the two classifications have been prepared and attached for your review.

**Sources of Information**

Associate Superintendent, Business Services  
Director of Maintenance, Operations and Transportation  
Comparison agencies within San Diego County

**Salary Recommendation**

The classifications of Custodial Supervisor and Grounds Supervisor were previously allocated to Range 6 of the Supervisory Salary Schedule. The recommendation is to reestablish the classifications at that former allocation.

**Recommendation**

Reestablish the classification of Custodial Supervisor II.

Recommend to the governing board placement of the Custodial Supervisor II on Range 6 of the Supervisory Salary Schedule.

Reestablish the classification of Grounds Supervisor.

Recommend to the governing board placement of the Grounds Supervisor on Range 6 of the Supervisory Salary Schedule.

**Vote by Committee Members:**

Vote	Member	Vote	Member
NA	Matt Colwell, CSEA	Yes	Dan Love, Admin
NA	Debbie Johnson, CSEA	Yes	Marley Nelms, Admin
NA	Margy Lara, CSEA	Yes	Tina Peterson, Admin

## **GROUNDS AND CUSTODIAL SUPERVISOR**

### **OVERALL JOB PURPOSE STATEMENT**

Under the direction of the Executive Director of Operations, the job of Grounds and Custodial Supervisor is done for the purpose/s of planning, scheduling, coordinating, and supervising site custodial operations and site landscape and grounds operations; implementing the district's custodial and grounds programs for facility upkeep and security; maintaining attractive facilities; ensuring the availability of required cleaning equipment, tools and supplies; protecting against interior and exterior deterioration and erosion of facilities; maintaining facilities for classroom and administrative requirements, outside events and/or recreational activities, including cosmetic building upkeep; identifying building and grounds maintenance needs; ensuring assignments are completed in a safe, proper and timely manner; and directing assigned custodial and grounds workers.

### **DISTINGUISHING CHARACTERISTICS**

This single position classification is responsible for day-to-day supervision of programs for maintaining clean, sanitary building interiors and attractive exterior grounds, including responsibility for the District's integrated pest management program. The incumbent of this position achieves program goals and objectives by directing and coordinating crews of custodians, grounds workers, and equipment operators through school plant supervisors and lead grounds workers. Scope and complexity of the job is above average requiring considerable coordination of diverse activities at multiple locations. Majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff such as plumber/irrigation specialists or with outside contractors for specialized equipment and services. Position is subject to on-call response to emergencies relating to incidents on school property (e.g. broken pipes, broken windows, storm damage, etc.).

### **ESSENTIAL JOB FUNCTIONS**

Coordinates site custodial and grounds maintenance services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of services are provided within the scope of the assigned functions

- Designs plans, specifications and cost estimates for the purpose of implementing custodial maintenance and grounds repair and improvement projects at district's site projects in accordance with the district's short and long-term plans.
- Inspects facilities and grounds for the purpose of designing, organizing and scheduling needed cleaning and upkeep, grounds maintenance and repair, and/or monitoring custodial and grounds operations at district sites.
- Manages a program of grounds and custodial equipment maintenance and supplies procurement for the purpose of ensuring the availability of required supplies, machines, equipment and tools in a safe operating condition.

## **CLASSIFIED**

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- Participates in various meeting activities (e.g., staff meetings, training, professional organizations) for the purpose of receiving and/or conveying information relating to professional requirements, new products and technology, and networking with other professionals in the field.
- Prepares documentation (e.g., schedules, cost and labor estimates, work orders, plans and specifications) for the purpose of providing written support, conveying information, and responding to requests.
- Recommends policies, procedures and actions for the purpose of providing direction and making decisions.
- Responds to emergencies relating to site grounds and facility maintenance operations (e.g. fallen limbs, broken windows, flooded floors, etc) for the purpose of determining and implementing appropriate actions required to resolve reported situation.
- Oversees grounds and custodial department activities (e.g., cleaning, minor repairs, arranging furniture, ensuring event set ups, assigned grounds improvements and upkeep projects such as resod and aeration of fields, power washing of sidewalks, sweeping parking lots, etc.) for the purpose of ensuring that the department's functions are being provided in a safe and efficient manner for the district's operations and that both programs provide a sanitary, safe and attractive environment in accordance with the various site requirements.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient custodial and grounds services operation throughout the district.
- Researches rules and regulations (e.g., health, safety, education code, professional standards, integrated pest management program, etc.) for the purpose of ensuring that the custodial and grounds services are provided in accordance with established standards, including ensuring that the pesticide program complies with applicable standards and that appropriate personnel maintain required licensing.
- Performs a variety of functions as needed for the purpose of assisting subordinate personnel in special projects or addressing special circumstances.
- Plans, organizes and presents training programs for the purpose of developing staff custodial and grounds maintenance skills, ensuring the presentation of new techniques and equipment and implementing program standards.
- Supports Executive Director of Operations (e.g., recommending budget allocations, staffing requirements, and operational priorities) for the purpose of assisting with the job functions and responsibilities of maintaining facilities and grounds in a safe and functional condition for the district's overall operations and within annual budget constraints.
- Performs other related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

### **SKILLS, KNOWLEDGE AND ABILITIES**



## **CLASSIFIED**

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**SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and preparing budgets and financial plans.

**KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures; knowledge of pertinent codes, policies, regulations and/or laws; principles and practices of cleaning school site facilities and maintaining school grounds and athletic fields.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and classify data; and consider a number 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 standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working under time constraints; and providing and following oral and written instructions.

### **RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized practices and methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. Position is subject to on-call availability in organizing responses to emergency situations (e.g. broken windows, interior and exterior flooding, storm damage, and other unplanned events requiring attention in order not to disrupt the education process or for health and safety concerns).

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

## **CLASSIFIED**

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### **EXPERIENCE**

Job-related experience with increasing levels of responsibility is required, typically demonstrated by at least three years of journey-level grounds maintenance or custodial work including a year of experience in a supervisory or lead capacity.

### **EDUCATION**

Targeted job-related education that meets organization's prerequisite requirements.

### **REQUIRED TESTING**

Pre-employment proficiency test.

### **CERTIFICATES**

Valid driver's license and evidence of insurability.

### **CONTINUING EDUCATION/TRAINING**

None Specified.

### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

### **FLSA STATUS**

Nonexempt

### **SALARY RANGE**

Supervisory

## **CUSTODIAL SUPERVISOR II**

### **JOB SUMMARY**

The Custodial Supervisor II plans, schedules, coordinates, and supervises District-wide custodial operations; implements the District's custodial programs for facility upkeep and security; takes appropriate measures to maintain attractive facilities and protect against interior and exterior deterioration of facilities; ensures the availability of required cleaning equipment, tools and supplies; maintains facilities for classroom and administrative use, including cosmetic building upkeep; identifies building maintenance needs; ensures assignments are completed in a safe, proper and timely manner; and directs assigned custodial workers.

### **REPRESENTATIVE DUTIES**

This classification description describes the general nature of work performed.

### **ESSENTIAL FUNCTIONS**

The Custodial Supervisor II may perform any combination of the following:

- Coordinates site custodial services with principals, other administrators and site staff as appropriate to ensure the required levels of services are provided within the scope of the assigned functions.
- Designs plans, prepares specifications, and calculates cost estimates to implement custodial maintenance, repair and improvement projects in accordance with the District's short and long-term plans.
- Inspects facilities to design, organize and schedule needed cleaning and upkeep and monitors custodial operations at District sites.
- Manages a program of custodial equipment maintenance and supplies procurement to ensure the availability of required supplies, machines, equipment and tools in a safe operating condition.
- Participates in various activities such as staff meetings, training sessions, and professional organizations to receive and convey information relating to assigned duties.
- Prepares required documentation such as schedules, cost and labor estimates, work orders, plans and specifications, and accident reports to ensure effective and efficient delivery of services and compliance with established rules and regulations.
- Recommends policies, procedures and actions to achieve program goals and improve delivery of services.
- Responds to emergencies relating to site and facility maintenance operations such as broken windows and flooded floors to determine and implement appropriate action to resolve the situation.
- Oversees custodial department activities such as cleaning, small repairs, arranging furniture, and event set ups, to ensure that work is being performed in a safe and efficient manner and that the custodial program provides a sanitary, safe and attractive environment.
- Interviews, selects, schedules, trains, coaches, supervises, disciplines and evaluates assigned staff to ensure appropriate coverage of custodial assignments. Oversees and evaluates the work of the evening Custodial Supervisor I and collaborates with the Custodial Supervisor I to ensure that evening custodial services are provided in a manner consistent with District standards; responds to requests for assistance from Custodial Supervisor I during the evening custodial shift as needed.

**CUSTODIAL SUPERVISOR II**

- Researches, interprets and applies a wide variety of rules and regulations such as health, safety, education code, bargaining unit agreements, and professional standards, to ensure that custodial services are provided in accordance with established standards.
- Manages the District's Material Data Safety Sheet program to ensure compliance with applicable codes and laws.
- Transports various items such as tools, equipment, and supplies to ensure the availability of materials required at school and other District sites.
- Assists other staff members with special projects or to address special circumstances to ensure required tasks are completed as needed.
- Plans, organizes and presents training programs to develop skills of custodial staff and to present new techniques and equipment in the custodial field.
- Supports the Director of Maintenance, Operations and Transportation by providing input and making recommendations related to items such as budget allocations, staffing requirements, and operational priorities to assist the Director with the responsibility of maintaining facilities in a safe, cost-efficient and functional condition.
- Performs other job-related duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

- Principles and practices related to cleaning school facilities
- Equipment used in custodial work
- Pertinent codes, policies, regulations and laws
- Basic personnel practices including performance management
- Safety practices and procedures related to custodial work
- Health standards and hazards related to custodial work
- Basic math

**ABILITY TO:**

- Administer personnel policies and practices
- Train, coach, supervise, evaluate and discipline assigned staff
- Read, interpret, and apply pertinent codes, rules, and bargaining unit agreements
- Analyze situations to define issues, determine appropriate course of action and implement a plan to achieve desired outcomes
- Plan, organize and schedule activities, meetings and events
- Gather and collate information and prepare supporting documentation and reports
- Supervise the use of funds
- Operate standard equipment related to custodial work as well as standard office equipment including pertinent software applications
- Work with a significant diversity of individuals and groups in a wide variety of circumstances
- Understand organizational objectives and develop methods to support those objectives
- Complete assigned tasks thoroughly, accurately and with attention to detail
- Communicate clearly and effectively, orally and in writing

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San Dieguito Union High School District

Established: June 18, 1998

Revised: January 1, 2005

Reclassified: September 3, 2009

Reestablished: September 10, 2019

# CLASSIFIED

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## CUSTODIAL SUPERVISOR II

- Understand and follow written and oral instructions
- Work under time constraints to meet deadlines and schedules
- Work under limited supervision

### EDUCATION AND EXPERIENCE

Requires a minimum of three years of journey-level custodial work experience including one year of experience in a supervisory or lead capacity.

### DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day supervision of programs for maintaining clean, sanitary building interiors and exterior grounds. This class differs from Custodial Supervisor I in that the incumbent of this position provides direct supervision to the Custodial Supervisor I, coordinates supervision of the custodial staff with the Custodial Supervisor I, and achieves program goals and objectives by directing and coordinating crews of custodians through school plant supervisors.

Additionally, the Custodial Supervisor II provides input and recommendations to administration regarding budgetary considerations, purchases, staffing requirements, operational priorities, and construction projects. The scope and complexity of the job requires coordination of activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff or with outside contractors for specialized equipment and services. The position is subject to on-call response to emergencies relating to incidents on school property such as broken pipes or windows and vandalism.

### REQUIRED TESTING

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

### CERTIFICATES

Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

### 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.

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San Dieguito Union High School District

Established: June 18, 1998

Revised: January 1, 2005

Reclassified: September 3, 2009

Reestablished: September 10, 2019

# CLASSIFIED

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## CUSTODIAL SUPERVISOR II

### WORKING ENVIRONMENT

This assignment requires the ability to travel to and from school sites and other work locations to perform assigned duties on a regular basis. The position is subject to on call availability in organizing responses to emergency situations (e.g., broken window, interior flooding, and other unplanned events requiring attention in order not to disrupt the education process or for health and safety concerns). The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom	Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally	Lifting at waist height or carrying up to 10 pounds, standing, walking
Frequently	Fingering/fine manipulation, sitting

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

Work may be conducted near hazardous equipment/machinery; walking on uneven surfaces; exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage; occasional need to work at heights.

### FLSA STATUS

Nonexempt

### SALARY RANGE

Supervisory 6

## GROUNDS SUPERVISOR

### JOB SUMMARY

The Grounds Supervisor plans, schedules, coordinates, and supervises District-wide grounds and landscape operations; implements the District's grounds program for facility upkeep; takes appropriate measures to maintain attractive grounds and protect against deterioration and erosion of grounds; ensures the availability of required grounds equipment, tools and supplies; maintains facilities for outside events and recreational activities; identifies grounds maintenance needs; ensures assignments are completed in a safe, proper and timely manner; and directs assigned grounds workers.

### REPRESENTATIVE DUTIES

This classification description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The Grounds Supervisor may perform any combination of the following:

- Coordinates site grounds maintenance services with principals, other administrators and site staff as appropriate to ensure the required levels of services are provided within the scope of the assigned functions.
- Designs plans, prepares specifications, and calculates cost estimates to implement grounds maintenance, repair and improvement projects in accordance with the District's short and long-term plans.
- Inspects grounds to design, organize and schedule needed upkeep and maintenance and repairs, and monitors grounds operations at District sites.
- Manages a program of grounds equipment maintenance and supplies procurement to ensure the availability of required supplies, machines, equipment and tools in a safe operating condition.
- Participates in various activities such as staff meetings, training sessions, and professional organizations to receive and convey information relating to assigned duties.
- Prepares required documentation such as schedules, cost and labor estimates, work orders, plans and specifications, and accident reports to ensure effective and efficient delivery of services and compliance with established rules and regulations.
- Recommends policies, procedures and actions to achieve program goals and improve delivery of services.
- Responds to emergencies relating to site grounds such as fallen limbs and flooding to determine and implement appropriate action to resolve the situation.
- Oversees grounds department activities such as grounds improvement and upkeep projects, including resod and aeration of fields, power washing of sidewalks, and sweeping of parking lots, to ensure that work is being performed in a safe and efficient manner and that the grounds program provides a sanitary, safe and attractive environment.
- Interviews, selects, schedules, trains, coaches, supervises, disciplines and evaluates assigned staff to ensure appropriate coverage of grounds assignments.
- Researches, interprets and applies a wide variety of rules and regulations such as health, safety, education code, bargaining unit agreements, and professional standards, integrated pest management program, to ensure that grounds services are provided in accordance with established standards.

**GROUNDS SUPERVISOR**

- Manages the District's Integrated Pest Management Program including ensuring that appropriate staff maintains required licensing and that program components are in compliance with applicable laws and standards.
- Manages the District's water reclamation and storm runoff prevention programs to control water expenses and ensure compliance with applicable codes and laws.
- Transports various items such as tools, equipment, and supplies to ensure the availability of materials required at school and other District sites.
- Assists other staff members with special projects or to address special circumstances to ensure required tasks are completed as needed.
- Plans, organizes and presents training programs to develop skills of grounds maintenance staff and to present new techniques and equipment in the grounds field.
- Supports the Director of Maintenance, Operations and Transportation by providing input and making recommendations related to items such as budget allocations, staffing requirements, and operational priorities to assist the Director with the responsibility of maintaining facilities and grounds in a safe, cost-efficient and functional condition.
- Performs other job-related duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

- Principles and practices related to maintaining school grounds and athletic fields
- Equipment utilized in grounds work
- Pertinent codes, policies, regulations and laws including water reclamation and storm runoff provisions
- Basic personnel practices including performance management
- Safety practices and procedures related to grounds work
- Health standards and hazards related to grounds work
- Basic math

**ABILITY TO:**

- Administer personnel policies and practices
- Train, coach, supervise, evaluate and discipline assigned staff
- Read, interpret, and apply pertinent codes, rules, and bargaining unit agreements
- Analyze situations to define issues, determine appropriate course of action and implement a plan to achieve desired outcomes
- Plan, organize and schedule activities, meetings and events
- Gather and collate information and prepare supporting documentation and reports
- Supervise the use of funds
- Operate standard equipment related to grounds work as well as standard office equipment including pertinent software applications
- Work with a significant diversity of individuals and groups in a wide variety of circumstances
- Understand organizational objectives and develop methods to support those objectives
- Complete assigned tasks thoroughly, accurately and with attention to detail



# CLASSIFIED

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## GROUNDS SUPERVISOR

- Communicate clearly and effectively, orally and in writing
- Understand and follow written and oral instructions
- Work under time constraints to meet deadlines and schedules
- Work under limited supervision

### EDUCATION AND EXPERIENCE

Requires a minimum of three years of journey-level grounds maintenance work experience including one year of experience in a supervisory or lead capacity.

### DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day supervision of programs for maintaining clean and attractive exterior grounds, including responsibility for the District's integrated pest management program. The incumbent of this position provides direct supervision to the grounds, equipment, and irrigation staff. The scope and complexity of the job requires coordination of activities at multiple locations. The majority of activities supervised are of a recurring nature with occasional need to plan and coordinate special projects assigned to subordinates, other district staff or with outside contractors for specialized equipment and services. The position is subject to on-call response to emergencies relating to incidents on school property such as broken pipes and storm damage.

### REQUIRED TESTING

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

### CERTIFICATES

Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

### 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

This assignment requires the ability to travel to and from school sites and other work locations to perform assigned duties on a regular basis. The position is subject to on call availability in organizing responses to emergency situations (e.g., exterior flooding, storm damage, and other unplanned events requiring attention in order not to disrupt the education process or for health and safety concerns).The

# CLASSIFIED

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## GROUPS SUPERVISOR

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

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

Never = 0%

Seldom = 1-10% (<45 minutes)

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

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

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

Seldom	Lifting at waist height or carrying up to 50 pounds up to 10 feet, squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally	Lifting at waist height or carrying up to 10 pounds, standing, walking
Frequently	Fingering/fine manipulation, sitting

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

Work may be conducted near hazardous equipment/machinery; walking on uneven surfaces such as fields; exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage; occasional need to work at heights.

### FLSA STATUS

Nonexempt

### SALARY RANGE

Supervisory 6

CUSTODIAL SUPERVISOR**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Executive Director of Operations, the job of Custodial Supervisor is done for the purpose/s of planning, scheduling, coordinating, and supervising site custodial operations; implementing the district's custodial program for facility upkeep and security; maintaining attractive facilities; ensuring the availability of required cleaning equipment, tools and supplies; protecting against deterioration of facilities; maintaining facilities for classroom and administrative requirements, including conducting cosmetic building repairs and identifying building maintenance needs; ensuring assignments are completed in a safe, proper and timely manner and direction of assigned custodial workers.

**ESSENTIAL JOB FUNCTIONS:**

- \* Designs plans, specifications and cost estimates for the purpose of implementing custodial maintenance of district's site projects in accordance with the district's short and long-term plans.
- \* Inspects facilities and grounds for the purpose of designing, organizing and scheduling needed cleaning and upkeep, and/or monitoring custodial operations at district sites.
- \* Manages a program of custodial equipment maintenance for the purpose of ensuring the availability of required machines, equipment and tools in a safe operating condition.
- \* Manages a program of custodial equipment maintenance for the purpose of ensuring the availability of required machines, equipment and tools in a safe operating condition.
- \* Participates in various meeting activities (e.g., staff meetings, training, professional organizations) for the purpose of receiving and/or conveying information relating to professional requirements, new products and technology, and networking with other professionals in the field.
- \* Prepares documentation (e.g., schedules, cost and labor estimates, work orders, plans and specifications) for the

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

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CUSTODIAL SUPERVISOR

purpose of providing written support, conveying information, and responding to requests.

- \* Procures equipment, tools, supplies and materials for the purpose of maintaining availability of required items for custodial operations and completing work functions at district sites efficiently.
- \* Recommends policies, procedures and actions for the purpose of providing direction and making decisions.
- \* Responds to emergencies relating to site maintenance operations for the purpose of determining and implementing appropriate actions required to resolve reported situation.
- \* Oversees department activities (e.g., cleaning, minor repairs, scheduled and deferred maintenance) for the purpose of ensuring that the department functions are being provided in a safe and efficient manner for the district's operations.
- \* Supervises custodial department activities (e.g., cleaning, minor repairs, arranging furniture) for the purpose of ensuring that the custodial services program provides a sanitary, safe and attractive environment in accordance with the various site requirements.
- \* Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient custodial services operation throughout the district.
- \* Researches rules and regulations (e.g., health, safety, education code, professional standards) for the purpose of ensuring that the custodial services are provided in accordance with established standards.
- \* Coordinates custodial services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of service are provided within the scope of the custodial functions.
- \* Performs custodial and set up functions as needed for the purpose of assisting subordinates personnel to accomplish special projects or in unusual circumstances.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: June 18, 1998

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CUSTODIAL SUPERVISOR

- \* Presents training programs for the purpose of developing staff custodial skills, presenting new techniques and equipment and implementing program standards.
- \* Supports Executive Director of Operations (e.g., recommending budget allocations, staffing requirements, and operational priorities) for the purpose of assisting with the job functions and responsibilities of maintaining overall maintenance district's facilities and sites.
- \* Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications  
Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and preparing budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures; knowledge of pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and classify data; and consider a number 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 standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of varied types and

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: June 18, 1998

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CUSTODIAL SUPERVISOR

purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working under time constraints; and providing and following oral and written instructions.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing Pre-employment proficiency test.

Certificates Valid driver's license and evidence of insurability.

Continuing Education/Training None Specified.

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Policy Adopted: June 18, 1998

Policy Revised: January 1, 2005

CUSTODIAL SUPERVISOR

Clearances Criminal Justice Fingerprint/Background Clearance  
and Tuberculosis Clearance.

FLSA Status Exempt      Salary Range Supervisory

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GROUNDS SUPERVISOR**OVERALL JOB PURPOSE STATEMENT:**

Under the direction of the Executive Director of Operations, the job of Grounds Supervisor is done for the purpose/s of planning, scheduling, coordinating, supervising site landscape and hardscape maintenance, and implementing facility site grounds maintenance, repairs and improvement projects for the upkeep of the district's sites; maintaining attractive facilities; ensuring the availability of required equipment, tools, materials and supplies; protecting against erosion; maintaining facility sites for outside events and/or recreational activities; ensuring assignments are completed in a safe, proper and timely manner and direction of assigned grounds workers.

**ESSENTIAL JOB FUNCTIONS:**

- \* Coordinates site grounds maintenance services with principals, other administrators and site staff as appropriate for the purpose of ensuring the required levels of services are provided within the scope of the assigned maintenance functions.
- \* Presents training programs for the purpose of developing staff's grounds maintenance skills, presenting new techniques and equipment and implementing program standards.
- \* Supports the Executive Director of Operations (e.g. recommending budget allocations, staffing requirements, operational priorities) for the purpose of assisting with his job functions and responsibilities in maintaining facilities in a safe and functional state for the district's overall operations.
- \* Designs plans, specifications and cost estimates for the purpose of implementing grounds repair and improvement projects including both landscape and hardscape.
- \* Inspects site grounds for the purpose of designing, organizing and scheduling needed maintenance and repair, and monitoring of site grounds maintenance operations.

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Policy Adopted: May 7, 1987

Policy Revised: May 18, 1989

Policy Revised: May 21, 1998

Policy Revised: January 1, 2005



GROUNDS SUPERVISOR

- \* Maintains grounds maintenance equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- \* Participates in various activities (e.g. staff meetings, training's, professional organizations) for the purpose of receiving and conveying information relating to professional requirements, new products, technology and networking with other professionals in the field.
- \* Prepares documentation (e.g. schedules, cost and labor estimates, work orders, plans, bid specifications, procedures) for the purpose of providing written support and/or conveying information.
- \* Procures equipment, tools, supplies and materials for the purpose of maintaining availability of required items grounds maintenance operations and completing work functions at district sites efficiently.
- \* Recommends policies, procedures and/or actions for the purpose of providing direction and making decisions.
- \* Responds to emergencies regarding site landscape and hardscape (e.g. ruptured irrigation pipes, pavement hazards, fallen limbs) for the purpose of determining and implementing appropriate actions required to resolve situation.
- \* Oversees department activities (e.g. repairs, capital projects, deferred and scheduled maintenance) for the purpose of ensuring that the department functions are being provided in a safe and efficient manner.
- \* Supervises grounds crew activities (e.g. pruning, transplanting and care of trees, shrubs, lawns, hedges, flowers and ground covers, athletic area landscaping, weed abatement, protecting against erosion) for the purpose of ensuring that the grounds services provide a safe and attractive environment for the district's sites.
- \* Researches rules and regulations (e.g. health, safety, education code, professional standards) for the purpose of

SAN DIEGUITO UNION HIGH SCHOOL DISTRICTPolicy Adopted: May 7, 1987Policy Revised: May 18, 1989Policy Revised: May 21, 1998Policy Revised: January 1, 2005

GROUNDS SUPERVISOR

ensuring that the grounds maintenance services are provided in accordance with established standards.

- \* Performs a variety of functions as needed for the purpose of assisting subordinate personnel in special projects or addressing special circumstances.
- \* Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient grounds maintenance operation throughout the district.
- \* Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements - Qualifications**  
**Skills, Knowledge and Abilities:**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and laws including reclaimed water and/or pesticide use; communicating with persons of varied cultural and educational backgrounds; operating equipment used in grounds maintenance; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and preparing budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: state integrated EST Management Program; and reclaimed water programs.

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Policy Adopted: May 7, 1987

Policy Revised: May 18, 1989

Policy Revised: May 21, 1998

Policy Revised: January 1, 2005

GROUNDS SUPERVISOR

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

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GROUNDS SUPERVISOR

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing Pre-employment proficiency test.

Certificates Valid Driver's License & Evidence of Insurability and QAC License (pesticides).

Continuing Education/Training None Specified.

Clearances Criminal Justice Fingerprint/Background Clearance and Tuberculosis Clearance.

FLSA Status Exempt                      Salary Range Supervisory

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Policy Revised: January 1, 2005

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SUPERVISORY

UNION CLASSIFIED NR

SUPERVISORY EMPLOYEES' SALARY SCHEDULE - 2005-2006

Revised: Effective 07/01/05 - 5.61%

Title	1	2	3	4	5
	Annual Monthly Hourly	Annual Monthly Hourly	Annual Monthly Hourly	Annual Monthly Hourly	Annual Monthly Hourly
Custodial Supervisor	\$54,562	\$57,242	\$60,168	\$63,217	\$66,431
Transportation Supvr.	\$4,547	\$4,770	\$5,014	\$5,268	\$5,536
Nutrition Specialist	\$26.23	\$27.52	\$28.93	\$30.39	\$31.94
Grounds Supervisor					
Maintenance Supervisor	\$59,179	\$62,078	\$65,254	\$68,561	\$72,049
	\$4,932	\$5,173	\$5,438	\$5,713	\$6,004
	\$28.45	\$29.85	\$31.37	\$32.96	\$34.64
Food Service Coordinator	\$42,796	\$45,066	\$47,297	\$49,402	\$52,090
	\$3,566	\$3,756	\$3,941	\$4,117	\$4,341
	\$20.58	\$21.67	\$22.74	\$23.75	\$25.04
Nutrition Services Supervisor	\$35,233	\$37,126	\$38,906	\$40,972	\$42,996
	\$2,936	\$3,094	\$3,242	\$3,414	\$3,583
	\$16.94	\$17.85	\$18.70	\$19.70	\$20.67
Technology Supervisor	\$63,723	\$66,908	\$70,253	\$73,837	\$77,590
	\$5,310	\$5,576	\$5,854	\$6,153	\$6,466
	\$30.64	\$32.17	\$33.78	\$35.50	\$37.30

Food Service Supervisor I position was eliminated on 7/01/97.

All employees on the supervisory salary schedule are governed by the

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Policy Adopted: June 20, 1989  
Policy Revised: August 23, 1990  
Policy Revised: May 16, 1991  
Policy Revised: August 15, 1991  
Policy Revised: December 16, 1993  
Policy Revised: June 22, 1995  
Policy Revised: September 8, 1995  
Policy Revised: June 20, 1996  
Policy Revised: January 16, 1997  
Policy Revised: May 15, 1997

Policy Revised: September 4, 1997  
Policy Revised: April 2, 1998  
Policy Revised: May 21, 1998  
Policy Revised: June 18, 1998  
Policy Revised: January 21, 1999  
Policy Revised: November 4, 1999  
Policy Revised: December 14, 2000  
Policy Revised: September 20, 2001  
Policy Revised: November 21, 2002  
Policy Revised: January 20, 2005  
Policy Revised: September 15, 2005 1/2

San Dieguito Union High School District  
 Supervisory Employees - Salary Schedule  
 Effective July 1, 2018  
 Board Approved:

Title	1	2	3	4	5	Annual Work Days
	Annual	Annual	Annual	Annual	Annual	
	Monthly	Monthly	Monthly	Monthly	Monthly	
	Hourly	Hourly	Hourly	Hourly	Hourly	
Range 4 Nutrition Services Supervisor	\$ 44,855	\$ 47,265	\$ 49,531	\$ 52,162	\$ 54,738	192
	\$ 3,737	\$ 3,938	\$ 4,127	\$ 4,346	\$ 4,561	
	\$ 21.57	\$ 22.73	\$ 23.82	\$ 25.08	\$ 26.32	
Range 5 Custodial Supervisor I	\$ 64,772	\$ 67,662	\$ 70,501	\$ 73,183	\$ 76,602	246
	\$ 5,398	\$ 5,639	\$ 5,875	\$ 6,098	\$ 6,383	
	\$ 31.14	\$ 32.53	\$ 33.90	\$ 35.18	\$ 36.82	
Range 6 Nutrition Program Supervisor/Registered Dietician Transportation Supervisor Grounds Supervisor Custodial Supervisor II	\$ 79,751	\$ 83,163	\$ 86,888	\$ 90,769	\$ 94,860	246
	\$ 6,646	\$ 6,930	\$ 7,241	\$ 7,564	\$ 7,905	
	\$ 38.34	\$ 39.99	\$ 41.77	\$ 43.63	\$ 45.60	
Range 7 Grounds & Custodial Supervisor Information Systems Support Supervisor	\$ 85,308	\$ 88,992	\$ 93,016	\$ 97,207	\$ 101,627	246
	\$ 7,109	\$ 7,416	\$ 7,751	\$ 8,101	\$ 8,469	
	\$ 41.02	\$ 42.78	\$ 44.72	\$ 46.73	\$ 48.85	
Range 8 No classifications currently are allocated at this range	\$ 85,629	\$ 89,319	\$ 93,362	\$ 97,573	\$ 102,014	246
	\$ 7,136	\$ 7,444	\$ 7,780	\$ 8,132	\$ 8,501	
	\$ 41.17	\$ 42.95	\$ 44.88	\$ 46.90	\$ 49.05	
Range 9 Maintenance Supervisor Technology Supervisor	\$ 91,413	\$ 95,468	\$ 99,727	\$ 104,291	\$ 109,068	246
	\$ 7,618	\$ 7,956	\$ 8,310	\$ 8,691	\$ 9,089	
	\$ 43.96	\$ 45.90	\$ 47.94	\$ 50.15	\$ 52.44	
Range 10 Nutrition Services Coordinator	\$ 51,583	\$ 54,355	\$ 56,961	\$ 59,986	\$ 62,948	192
	\$ 4,299	\$ 4,529	\$ 4,746	\$ 5,000	\$ 5,246	
	\$ 24.80	\$ 26.13	\$ 27.38	\$ 28.84	\$ 30.27	
Range 11 Nutrition Services Operations Supervisor	\$ 66,323	\$ 69,162	\$ 72,122	\$ 75,209	\$ 78,433	246
	\$ 5,527	\$ 5,764	\$ 6,010	\$ 6,267	\$ 6,536	
	\$ 31.89	\$ 33.25	\$ 34.67	\$ 36.16	\$ 37.71	

As of January 1, 2016, the District's Health and Welfare benefits contribution has been embedded into salaries. The District makes a minimal contribution for eligible employees' health and welfare benefits as noted on the [Benefits at a Glance](#) webpage

The employee is responsible for paying the difference, tenths, for their selected health and welfare benefits. The amount of the health care credit shall increase annually using the same method health and welfare benefits are increased in the collective bargaining agreement with S DFA.

Note: Nutrition Services supervisory employees working less than 246 days per year shall receive a full district health care credit and/or flexible spending account in order to participate in the classified management/supervisory health insurance program. The amount of the health care credit and/or flexible spending account shall increase annually using the same method health and welfare benefits are increased in the collective bargaining agreement with CSEA.

**LONGEVITY BENEFITS**

An increment of 2.5% of salary for a 12-month, eight hours per-day, full-time employee at the end of 10, 15, 20, 25 and 30 years respectively, of satisfactory service shall be added to the employee's annual salary. The longevity increment for those employees employed less than 12 months or less than eight hours per day will be prorated in accordance with the number of months and hours of regular employment.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
VACANCY REPORT 9/05/19**

Classified Personnel

8 current/pending vacancies in 6 different job classifications

<b>SITE</b>	<b>SLOT</b>	<b>JOB TITLE</b>	<b>Hrs/Wk</b>	<b>FTE</b>	<b>STATUS</b>
DO	AL628	Instructional Assistant-Bilingual	18.75	0.47	Selection interview September 9, 2019
LCC	AA479	Theater Technician	40	1.00	Selection interview September 12, 2019
TRANS	AA498	School Bus Driver	20	0.50	Continuous recruitment
ATP	Ai616	Instructional Assistant SpEd Behavior Intervention	27.5	0.61	Selection interview September 2019
PT	AJ690	Instructional Assistant SpEd Behavior Intervention	30	0.75	Selection interview September 2019
ATP	AA418	Instructional Assistant SpEd Severe	27.5	0.61	Selection interview September 2019
ATP	AG338	Instructional Assistant SpEd Severe	27.5	0.61	Selection interview September 2019
EW	AH628	Nutrition Services Assistant I	11.25	0.28	Selection interview September 2019

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified Artist in Residence**, employment for the 2019-20 school year per attached supplement through 06/30/20.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2019-20 school year per attached supplement through 06/30/20.
4. **Braganca, Josue**, Custodian, SR32, 100.00% FTE, Earl Warren Middle School, effective 08/05/19.
5. **Bruhn, Brooke**, Accounting Assistant, SR40, 100.00% FTE, District Office - Finance Department, effective 07/30/19.
6. **Diaz, Nicholas**, Instructional Assistant-SpEd (BI), SR36, 75.00% FTE, Pacific Trails Middle School, effective 08/26/19.
7. **Lim, Ming-Yi**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, effective 08/29/19.
8. **Owens, Colleen**, Occupational Therapist, SR60, 100.00% FTE, District Office-Special Education Department, effective 08/19/19.

#### Change in Assignment

1. **Magana, Norma**, from Nutrition Services Assistant I, SR25, 37.50% FTE to Custodian, SR32, 100.00% FTE, San Dieguito High School Academy, effective 8/12/19.
2. **Meneses, Angel**, from unpaid status and 39 month re-employment list to Custodian, SR32, 100.00% FTE, Torrey Pines High School, effective 08/01/19.

#### Resignation

1. **Pacheco-Cortez, Laura**, Instructional Assistant - Bilingual, SR31, 46.87% FTE, Oak Crest Middle School, effective 07/01/19.
2. **Ohrazda, Christina**, Instructional Assistant-SpEd (NS), SR34, 48.75% FTE, Oak Crest Middle School, effective 06/14/19.
3. **Ortega, Marissa**, Accounting Technician, SR42, 100% FTE, District Office - Finance Department, effective 07/08/19.
4. **Rubinstein, Margaret**, Instructional Assistant-SpEd(NS), SR34, 37.50% FTE, La Costa Canyon High School, effective 07/16/19.
5. **Teague, Colleen**, Instructional Assistant-SpEd(S), SR36, 75.00% FTE, La Costa Canyon High School-ATP, effective 07/24/19.



## **Classified Personnel Supplement, August 22, 2019**

### **Classified Artist In Residence**

Kogan, Emily, Dance Guest Artist, Canyon Crest Academy, effective 07/16/19

Pornel, Devin, Guest Choreographer, Torrey Pines High School, effective 06/20/19

### **Classified Substitutes**

Rodriguez, David, Custodian, effective 06/12/19

### **Coaches**

#### **CCA-Certificated**

Black, Chris, Girls Tennis, Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

Corman, Andrew, Cross Country, Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

Haas, Ariel, Girls Volleyball, Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

Haap, Garrett, Girls Volleyball, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 07/01/19

Lackey, Dustin, Girls Golf, Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

#### **CCA-Walk-On**

Black, Mia, Field Hockey, Freshmen, Canyon Crest Academy, Fall Season, effective 07/01/19

De La Vega, Luis, Cross Country, Junior Varsity Assistant, Canyon Crest Academy, Fall Season, effective 07/01/19

Duncan, Kiana, Field Hockey, Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

Kreymborg, Jaclyn, Girls Volleyball, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 07/25/19

Liu, David, Girls Tennis, Junior Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

McCollum, Scott, Boys Water Polo, Varsity, Canyon Crest Academy, Fall Season, effective 06/10/19

Montilla, Alberto, Field Hockey, Junior Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

Moore, Colleen, Girls Volleyball, Freshmen, Canyon Crest Academy, Fall Season, effective 07/08/19

Steinberg, Jesse, Girls Tennis, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 07/01/19

Tiu, Noah, Boys Water Polo, Junior Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

White, Chole, Girls Volleyball, Varsity Assistant, Canyon Crest Academy, Fall Season, effective 07/01/19

Ziamba, Lisa, Cross Country, Junior Varsity, Canyon Crest Academy, Fall Season, effective 07/01/19

Zeise, Kirsten, Girls Volleyball, Junior Varsity, Canyon Crest Academy, Fall Season, effective 08/07/19

**LCC-Certificated**

Christoff, Anne, Cross Country, Junior Varsity, La Costa Canyon, Fall Season, effective 07/01/19

DiGiuliuo, Kari, (50% Stipend), Field Hockey, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Happ, Justin, Football, Junior Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

McCullough, Matt, Girls Golf Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Soloman, Caitlin, Field Hockey, Junior Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Sovacool, Sean, Football, Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Sovacool, Casey, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Ta'amu, Ed, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Vice, Bill, Cross Country, Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Witzmann, Adam, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

**LCC-Walk-On**

Becker, Damon, Football, Freshmen, La Costa Canyon, Fall Season, effective 07/01/19

Bogert, Olivia, Cheerleading, Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Borsack, Eden, Field Hockey, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Casinelli, Patrick, Football, Junior Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Connelley, Michael, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Cormier, Megan, Girls Volleyball, Junior Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Denso, Dylan, Football, Freshmen Assistant, La Costa Canyon, Fall Season, effective 07/30/19

Driver, Jacob, Football, Freshmen Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Esquivel, Mark, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Frausto, Sebastian, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Harrington, Grant, Boys Water Polo, Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Hartwig, Thomas, Boys Water Polo, Junior Varsity, La Costa Canyon, Fall Season, effective 07/01/19

Henry, Dale, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Johnson, David, Girls Volleyball, Varsity Assistant, La Costa Canyon, Fall Season, effective 06/11/19

Mackle, Duke, Football, Junior Varsity Assistant, La Costa Canyon, Fall Season, effective 06/07/19

Moore, Damon, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19

Morris, Chris, Girls Volleyball, Freshmen, La Costa Canyon, Fall Season, effective 07/01/19

Morris, Rachel, Girls Volleyball, Varsity, La Costa Canyon, Fall Season, effective 07/01/19  
Parker, Jon, Girls Tennis, Varsity, La Costa Canyon, Fall Season, effective 07/01/19  
Parlier, Timothy, Football, Varsity Assistant, La Costa Canyon, Fall Season, effective 07/01/19  
Prince, Carinna, Boys Water Polo, Freshmen, La Costa Canyon, Fall Season, effective 06/13/19  
Rich, Joshua, (50% Stipend), Football, Freshmen Assistant, La Costa Canyon, Fall Season, effective 07/01/19  
Solomon, Kimara, Girls Tennis, Junior Varsity, La Costa Canyon, Fall Season, effective 07/01/19  
Steele, Riley, Football, Freshmen Assistant, La Costa Canyon, Fall Season, effective 07/01/19  
Wollbrinck, Casey, Field Hockey, Varsity, La Costa Canyon, Fall Season, effective 07/01/19  
Quaranta, Brianna, Cheer, Assistant, La Costa Canyon, Fall Season, effective 05/30/19

### **SDA-Certificated**

Abrahamson, Deb, Girls Tennis, Junior Varsity, San Dieguito Academy, Fall Season, effective 07/01/19

### **SDA-Walk-On**

Caulfield, Jennifer, Girls Volleyball, Junior Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Haskett, Gordy, Boys Cross Country, Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Evans, Dana, Field Hockey, Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Gibson, Scout, Field Hockey, Junior Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Glass, Hank, Girls Cross Country, Varsity Assistant, San Dieguito Academy, Fall Season, effective 07/01/19  
L'Abbatte, Gio, Girls Cross Country, Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Lawrence, Haley, Boys Cross Country, Varsity Assistant, San Dieguito Academy, Fall Season, effective 07/01/19  
Kling, Scott, Boys Water Polo, Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Ragan, JT, Girls Volleyball, Freshmen, San Dieguito Academy, Fall Season, effective 07/01/19  
Raschke, Will, Girls Volleyball, Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Scott, Claudia, Girls Volleyball, Varsity, Assistant, San Dieguito Academy, Fall Season, effective 08/07/19  
Shuldberg, Sara, Field Hockey, Freshmen, San Dieguito Academy, Fall Season, effective 05/29/19  
Stewart, Collin, Boys Water Polo, Freshmen, San Dieguito Academy, Fall Season, effective 08/02/19  
Sullivan, Daniel, Boys Water Polo, Junior Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Tomasi, Joe, Girls Tennis, Varsity, San Dieguito Academy, Fall Season, effective 07/01/19  
Zamora, Al, Girls Golf, Varsity, San Dieguito Academy, Fall Season, effective 07/01/19

### **TP-Certificated**

Ashby, Jake, Football Assistant, Junior Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Ashby, Scott, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Chodorow, Suzanne, Cheerleading, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Collins, Robert, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Drake, Chris, Girls Golf, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Hildebrand, Kaitlin, Cross Country, Junior Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Doerrer, Chas, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Mihalinec, Josh, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Livingston, Matt, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Staycer, TIm, Football, Junior Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

### **TP-Walk-On**

Acacio, Rey, Cheerleading, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Ahles, Miles, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Bath, Ryan, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Bickett, Duane, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Bowman, Lindsay, Field Hockey, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/19/19

Castaneda, Angelina, Boys Water Polo, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Ciancimino, Jim, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Chu, Don, Girls Tennis, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Dean, Brennan, Girls Volleyball, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Feeler, Matthew, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 06/24/19

Feit, Molly, Girls Field Hockey, Junior Varsity, Torrey Pines High School, Fall Season, effective 07/11/19

Fely, Josh, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Flannery, Calin, Field Hockey, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/03/19

Figueira, Felipe, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Giacalone, Vincent, Boys Water Polo, Junior Varsity, Torrey Pines High School, Fall Season, effective 07/26/19

Gladnick, Ron, Football, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Goodenough, Kyle, Cross Country, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Goodenough, Trevor, Cross Country, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/11/19

Harrison, Dax, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Homan, Jean, Girls Volleyball, Junior Varsity, Torrey Pines High School, Fall Season, effective 07/01/19

Hourani, Victor, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Hugley, Scott, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Jacobs, Casey, Girls Volleyball, Freshmen, Torrey Pines High School, Fall Season, effective 07/30/19

Montes, Frank, Football, Freshmen, Torrey Pines High School, Fall Season, effective 07/01/19

Principi, John, Football, Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Schugar, Sofia, Cross Country, Junior Varsity Assistant, Torrey Pines High School, Fall Season, effective 07/30/19

Simsiman, Roger, Football, Freshmen Assistant, Torrey Pines High School, Fall Season, effective 07/01/19

Spleen, Courtney, Girls Field Hockey, Varsity, Torrey Pines High School, Fall Season, effective 07/01/19