

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

Regular Meeting

3:30 P.M., January 14, 2020
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 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

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

Regular Meeting Agenda

3:30 P.M., January 14, 2020

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 January 14, 2020, Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the agenda for the January 14, 2020 Personnel Commission Regular Meeting.
4. Approval of the Minutes for the December 10, 2019 Personnel Commission Regular Meeting.
Motion by _____, second by _____, to approve the minutes for the December 10, 2019 Personnel Commission Regular Meeting.

ACTION ITEMS (See Supplements)

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. Motion by _____, second by _____, to establish an Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification, six months eligibility.
 - B. Motion by _____, second by _____, to establish an Eligibility List for Director of Transportation, Management Salary, Group 5, Range 4, Open/Promotional-Dual Certification, six months eligibility.
 - C. Motion by _____, second by _____, to establish an Eligibility List for Communications Coordinator, Management Salary, Group 5, Range 11, Open/Promotional-Dual Certification, six months eligibility.
 - D. Motion by _____, second by _____, to establish an Eligibility List for Locksmith, SR 47, Open/Promotional-Dual Certification, six months eligibility.
6. ELIGIBILITY LISTS TO BE APPROVED
 - A. Motion by _____, second by _____, to approve a Merged Eligibility List for Accounting Assistant, SR 40, Open/Promotional-Dual Certification, update effective as of 11/09/19.
 - B. Motion by _____, second by _____, to approve an Eligibility List for Grounds Supervisor, Supervisory Salary Range 6, Open/Promotional, eligibility from 12/06/19.
 - C. Motion by _____, second by _____, to approve an Eligibility List for Learning Commons Technician II, SR 42, Promotional Only, eligibility from 12/20/19.
 - D. Motion by _____, second by _____, to approve an Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, eligibility from 1/08/2020.
 - E. Motion by _____, second by _____, to approve an Eligibility List for School Plant Supervisor-Middle School, SR 39, Promotional Only, eligibility from 1/09/2020.

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. CLASSIFICATION REVIEWS

A. Locksmith

Motion by _____, second by _____, to revise the class description for Locksmith, SR 47, as proposed.

B. Student Health Care Specialist

Motion by _____, second by _____, to establish the classification of Student Health Care Specialist and approve the job description as proposed.

Motion by _____, second by _____, to recommend to the SDUHSD Board of Education allocation of the classification of Student Health Care Specialist to Range 38 of the Classified Employees Salary Schedule.

C. Secretary, Athletics

Motion by _____, second by _____, to retain the classification of Secretary, SR36, for positions supporting the Athletic Program at an assigned high school.

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, February 11, 2020, 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 PM, .December 10, 2019

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 3:35 p.m. by JOHN BAIRD.

On behalf of the Personnel Commission, Commissioner Baird acknowledged the upcoming retirements of Debbie Johnson and Sheila Graciano and thanked them for their regular attendance at commission meetings.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Sheila Graciano

Dr. Robert Haley

Debbie Johnson

Maureen Muir

Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE DECEMBER 10, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve the agenda for the December 10, 2019, Personnel Commission Regular Meeting.

Passed with 3 Ayes.

4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 12, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the November 12, 2019, Personnel Commission Regular Meeting.

Passed with 3 Ayes.

ACTION ITEMS

5. ORGANIZATION OF THE PERSONNEL COMMISSION:

A. Election of Chair for the Personnel Commission

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, that JUSTIN CUNNINGHAM be nominated as Chair of the Personnel Commission for 2020.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, that nominations be closed. JUSTIN CUNNINGHAM is elected as Chair of the Personnel Commission for 2020.

B. Election of Vice-Chair for the Personnel Commission

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD that JEFF CHARLES be nominated as Vice-Chair of the Personnel Commission for 2020.

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD that nominations be closed. JEFF CHARLES is elected as Vice-Chair of the Personnel Commission for 2020.

C. Personnel Commission Meeting Dates and Times

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the schedule for the regular meetings of the Personnel Commission for 2020 as listed on the attached supplement, "Personnel Commission Meeting Schedule 2020", to be held at 3:30 P.M. in the District Office Board Room #101.

All three passed unanimously

6. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for Learning Commons Technician II, SR 42, Promotional Only, six months eligibility.

Passed with 3 Ayes

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, six months eligibility.

Passed with 3 Ayes

C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES to establish an Eligibility List for School Plant Supervisor-Middle School, SR 39, Promotional Only, six months eligibility.

Passed with 3 Ayes

7. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education-Non-Severe, SR34, Open/Promotional-Dual Certification, update effective as of 11/12/19.

Passed with 3 Ayes

B. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education-Severe, SR36, Open/Promotional, update effective as of 11/12/19.

Passed with 3 Ayes

C It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Information Technology (IT) Support Technician, SR-51, Open/Promotional- Dual Certification, eligibility from 11/22/19.

Passed with 3 Ayes

D It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a Continuous Filing Eligibility List for School Bus Driver, SR-38, Open/Promotional-Dual Certification, update effective as of 11/22/19.

Passed with 3 Ayes

E. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Administrative Assistant IV, SR-44, Open/Promotional, eligibility from 12/02/19.

Passed with 3 Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. CLASSIFIED STAFF WORKING IN A BILINGUAL CAPACITY

Director Dixon informed the audience that this report was the result of a request made at a previous meeting to conduct a study to determine if employees are working in an out-of-class capacity by using their bilingual skills. Administration at the following sites has reported staff who are using bilingual skills in some capacity: Diegueno Middle School, Earl Warren Middle School, La Costa Canyon High School, Oak Crest Middle School, and Nutrition Services. Desk audits have not yet been conducted; this is preliminary information.

Dixon reported that more districts pay stipends rather than have separate classifications for bilingual work. There is no set amount for compensation, it ranges from \$25 per month to 5.9% per month; there's a wide range of options with varying contract language. Commissioner Charles asked if the study showed whether it is the district that determines which positions will be considered bilingual. Director Dixon responded that it is the districts that make the determination and that the contract language varies considerably as to the process to make the determination - some districts having brief snippets and some having multi-page language (e.g. Vista Unified).

All SDUHSD parties involved in this discussion agree that if an employee is going to use bilingual skills on behalf of the District, they would need to pass an examination verifying bilingual ability. Director Dixon stated that given that there does not appear to be a set amount or standard for compensation, if the commission were to determine out-of-class pay was appropriate, a 2.5% stipend would be consistent with what has been deemed appropriate in the past since the District salary schedule compensates office positions which are classified as bilingual at one range higher than non-bilingual. In other words, this is our District's going rate for an office employee who functions in a bilingual capacity. Commissioner Cunningham asked if the current practice is to state "bilingual preferred" when posting jobs. Director Dixon stated it is not. There was a brief discussion as to factors regarding whether bilingual is preferred or required for any given position. Director Dixon reminded the commission that when the administrative support job descriptions were last updated, the Administrative Secretary - Bilingual classification was deliberately not modified while waiting to see how the use of bilingual skills would be treated in other assignments in case there was any impact on salary range allocation for the classification.

Carmen Blum submitted a speaker slip for this item. Points made included: the study should include a way to quantify the numbers or the need the population has for bilingual services; the District's change to online enrollment has impacted the data the District has on bilingual families; there are additional employees using bilingual skills who were not reported; using bilingual skills in addition to a regular assignment is impacting work in the regular assignment.

Commissioner Cunningham, in an effort to increase parent involvement, inquired about the option to use parent groups for things such as registration (e.g. paradigm of a parent partnership to increase parent engagement). Commissioner Charles commented on the distinction between meeting the educational needs of bilingual students and the intake process; the purview of the District versus the commission, the need for flexibility, and the impact performing bilingual tasks may have on an employee's regular job duties.

Director Dixon responded that the District added an additional Instructional Assistant – Bilingual at Oak Crest Middle School which is a site that reports multiple employees are using bilingual skills. This may reduce some of the need for office staff to perform bilingual duties since the job description for IA – Bilingual includes translating for teachers, students, and parents.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

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

10. CORRESPONDENCE – None.

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 – Ms. Blum informed the commission that neither Matt nor April were available for this meeting but they would want to thank the commission for their service for the year.
- B. San Dieguito Union High School District – Tina Peterson thanked Classified Personnel for their recruitment efforts and acknowledged the volume of testing.
- C. Public – Maureen “Mo” Muir thanked the commission for the invitation to attend.

Director Dixon announced that refreshments to honor Ms. Johnson and Ms. Graciano would follow.

12 NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, January 14, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNED – 4:42 PM

San Dieguito Union High School District
Personnel Commission
Accounting Assistant
Merged Eligibility List
Open/Promo-Dual Certification

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

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
6162211	1	5/9/2020
2828541	2	1/6/2020
6160457	3	5/9/2020
2656376	4	5/9/2020
6155485	5	5/9/2020
3675309	5	5/9/2020
5387354	6	5/9/2020
6210498	6	5/9/2020
3604588	7	5/9/2020
6152520	8	5/9/2020
6211161	8	5/9/2020
5387102	9	5/9/2020
6155497	10	5/9/2020

S. Dixon

San Dieguito Union High School District
Personnel Commission

Grounds Supervisor

Eligibility List

Open/Promo

Effective: 12/6/2019

Expiration: 6/6/2020

	<i>Applicant ID</i>	<i>Rank</i>
<u>Promotional</u>	2690881	1
	3750206	2

Effective: 12/6/2019

Expiration: 6/6/2020

	<i>Applicant ID</i>	<i>Rank</i>
<u>Open</u>	825174	1
	5479691	2
	2628143	3

S. Dixon

San Dieguito Union High School District
Personnel Commission
Learning Commons Technician II

Eligibility List
Promotional

Effective: 12/20/2019
Expiration: 6/20/2020

<i>Applicant ID</i>	<i>Rank</i>
3112541	1

S. Dixon

San Dieguito Union High School District
Personnel Commission
Learning Commons Technician I
Eligibility List
Open/Promo-Dual Certification

Effective: 1/8/2020

Expiration: 7/8/2020

<i>Applicant ID</i>	<i>Rank</i>
337961	1
1317914	2
5394088	3
3404056	4
239735	4
1020367	5

S. Dixon

San Dieguito Union High School District
Personnel Commission
School Plant Supervisor-Middle School
Eligibility List
Promotional

Effective: 1/9/2020
Expiration: 7/9/2020

<i>Applicant ID</i>	<i>Rank</i>
2606967	1
2809713	2
2691942	3
3292685	4
3661453	5

S. Dixon



Union High School District

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Board of Trustees
Joyce Dalessandro
Kristin Gibson
Beth Hergesheimer
Melisse Mossy
Maureen "Mo" Muir

Superintendent
Robert A. Haley, Ed.D.

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

Classification Review Report	
Classification	LOCKSMITH
Classification Type	Classified
Salary Range	47
Submission to Classification Advisory Committee	December 18, 2019
Submission to Personnel Commission	January 14, 2020
Agenda Item	Classification Revisions

Background Information

Due to a retirement, Personnel Commission staff will be recruiting applicants for the classification of Locksmith. The classification was established May 7, 1987; it was updated once, in 2003. Personnel Commission staff met with the Maintenance Supervisor to draft an updated job description. The revised description is attached for your review and submitted for your approval. A salary study was conducted to ensure the classification is compensated at an appropriate rate.

Sources of Information

Maintenance Supervisor, Jim Mitroff
Comparable districts in San Diego County

Salary Compensation Review

Salary data from our comparison districts is included in the table below:

District	Salary Range	Job Title	Minimum	Maximum	Range of other Skilled Positions
Carlsbad		NA			
Escondido Union	42	Locksmith	\$23.03	\$29.39	Electrician 43 HVAC Technician 43 Plumber 43 Carpenter 42
Escondido High		NA			
Mira Costa		NA			
Oceanside	32	Locksmith	\$23.38	\$29.62	All Skilled Trades are 32
Poway	38	Locksmith	\$23.38	\$28.49	Electrician 43 HVAC 41 Plumber 39 Carpenter 38 Painter 37
Ramona		NA			
San Marcos		NA			
SDCOE		NA			
Sweetwater	61	Locksmith	\$26.35	\$32.40	HVAC 64 Electrician 62 Plumber 62 Painter 61
Vista	57	Locksmith	\$25.04	\$33.67	Carpenter 57 Electrician 57 HVAC Technician 57 Painter 56 Plumber 57

Average			\$24.24	\$30.71	
SDUHSD	47		\$25.00	\$33.54	

Recommendation

It is recommended the job description for Locksmith be revised as proposed.

Based on salary comparisons, there is not a recommendation to change the salary allocation.

Vote by Committee Members:

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

LOCKSMITH

OVERALL JOB SUMMARY PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor, the ~~job of~~ Locksmith ~~is done for the purposes of maintaining~~ maintains the security of access to all district facilities. The Locksmith performs skilled locksmith work in the repair, alteration, installation and keying of locks and locking systems, fixtures and equipment.

~~, ensuring the availability and proper operation of services and systems; providing required information for future reference and for requirements of outside agencies; ensuring the completion of projects in a timely manner and according to specifications; safety concerns and issues; maintaining district lock and key systems; and preparing cost estimates for repairs and system upgrades. Positions in this class operate a variety of tools and power equipment.~~

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Locksmith is a journey-level trades class responsible for performing skilled maintenance duties in the installation, adjustment, replacement and repair of locking and closure devices and related hardware.~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Locksmith may perform any combination of the following:

- ~~• Installs/maintains lock related security systems, fixtures and equipment for the purpose of ensuring the availability and proper operation of services and systems. Installs, repairs, alters and keys, mechanical locks and locking systems, fixtures and equipment (e.g., doors, door hardware, closures, panic hardware, changes lock combinations, and security bolts).~~
- ~~• Diagnosis/services/repairs security lock related systems, fixtures and equipment for the purpose of ensuring the availability and proper operation of services and systems. Troubleshoots, services and repairs mechanical security lock-related systems, fixtures and equipment.~~
- ~~• Records/documents a variety of work activities (including job orders, preventive maintenance performed, purchases, inspections, problems encountered or issues pending) for the purpose of ensuring complete work record.~~
- Maintains computerized records and controls on keys.
- Maintains inventory and orders locks and related supplies.
- Works from blueprints and hardware schedules to comply with District plans and use of facilities.
- Documents a variety of work activities (including job orders, preventive maintenance performed, purchases, inspections, problems encountered or issues pending).
- ~~Instructs/orients school personnel for the purpose of providing information on the proper operation of systems and services.~~ Explains how to properly operate locking and security systems to school employees. Contacts school and site employees to discuss maintenance and repair needs.

LOCKSMITH

- ~~Researches/designs/estimates locks and lock-related security systems for the purpose of ensuring the availability of maintenance and operation and/or making recommendations regarding replacement of outdated hardware, security features, etc.~~ Researches, designs, and prepares material and labor cost estimates (e.g., for locks and lock-related security systems) and makes recommendations regarding replacement of outdated hardware, security features, etc.
- Maintains shop including cleaning and organizing tools and shop equipment.
- Operates key duplicating machines and other hand and power tools of the locksmith trade.
- Drives a vehicle to various job sites and transports a variety of tools, equipment and supplies.
- Oversees/ and directs performance of assigned maintenance staff ~~for the purpose of ensuring the completion of to ensure~~ in-house projects ~~are completed~~ in a timely manner and according to applications and specifications.
- Observes work of outside contractors ~~for the purpose of obtaining information necessary for to obtain information for~~ subsequent maintenance of vendor-installed systems, or, when requested, ~~for providing input to provide information to management to department head when requested regarding about~~ contractor's performance.
- ~~Attends educational seminars and meetings for the purpose of maintaining job knowledge and skills and for keeping current on job-related safety concerns and issues. Keeps current with methods, materials, safety and security concerns, and technologies of the trade by attending meetings and educational seminars.~~
- ~~Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.~~ Assists and coordinates with other skilled trades to complete work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform single, technical tasks with a need to occasionally 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 the locksmithing trade including various key-cutting machines; 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: specialized tools and methods used in the repair and installation of the locks; record keeping techniques; health and safety regulations; various types of panic devices, door closures and locking devices and their proper repair and maintenance; Great Grand Master, Grand Master and Master key systems.

KNOWLEDGE OF:

- Installation, repair, alteration and construction of a variety of locks and related hardware.
- Specialized tools and methods used in the repair and installation of locks.
- Record-keeping techniques.

LOCKSMITH

- Safety regulations and practices pertaining to the locksmith trade.
- Proper methods of rekeying, coding and duplicating keys.
- Lock and panic hardware construction.
- Safe operation and use of hand and power tools and equipment.
- Master keying techniques.
- Various types of panic devices, interior and exterior linkage systems, door closures and locking devices, and ADA compliance standards associated with door operation, handles, and locks.

ABILITY TO:

is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. 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 wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: interpreting sketches, blueprints, plans, drawings and specifications; planning and managing projects; maintaining routine records; understanding and following oral and written directions; analyzing situations accurately and adopt an effective course of action; meeting schedules and time lines; and working independently with little direction.

- Perform journey-level work in the installation, repair, alteration and construction of a variety of locks and related hardware according to specifications.
- Understand the principles of the locksmith trade at a level sufficient to identify problems and to perform tasks safely and completely.
- Operate service trucks, vans and other vehicles.
- Operate a wide variety of power equipment and hand tools related to the locksmithing trade.
- Read and interpret blueprints, plans, drawings, and specifications.
- Make sketches and diagrams of locksmith work.
- Make accurate estimates of material and labor.
- Plan, schedule and perform work to meet established timelines.
- Maintain routine records.
- Operate software associated with District trades.
- Learn and perform some duties of other trades as assigned.
- Work independently with minimal direction.
- Work cooperatively and communicate effectively with co-workers, site and District staff.
- Keep current with methods, materials, and technologies of the trade.

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.

LOCKSMITH

Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organizations services.

EXPERIENCE

Three years of journey-level commercial locksmith experience is required. Job-related experience within specialized field is required.

EDUCATION

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Courses or certifications in the locksmithing trade preferred but not required.

Targeted job related education that meets organizations prerequisite requirements.

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; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Locksmith is a journey-level trades class responsible for performing skilled maintenance duties in the installation, adjustment, replacement and repair of locking and closure devices and related hardware.

REQUIRED TESTING

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

CERTIFICATES LICENSING AND CERTIFICATION REQUIREMENTS

Valid Class C California Driver's 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 the 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 twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or an other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned. None Specified

**LOCKSMITH
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.
~~Criminal Justice Fingerprint/Background Clearance; TB Clearance~~

LOCKSMITH

WORKING ENVIRONMENT

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/Occasionally	Squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexion/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
Frequently	Standing, handling/simple grasping, walking

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally

ENVIRONMENTAL CONDITIONS

Work is subject to exposure to dust, dirt, odors, noise, chemicals, fumes, solvents, vibrations, electric shock and poor ventilation. Working around and with machinery and tools having moving parts. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environment. Work is subject to driving to District sites.

CLASSIFIED

LOCKSMITH

JOB SUMMARY

Under the direction of the Maintenance Supervisor, the Locksmith maintains the security of access to all District facilities. The Locksmith performs skilled locksmith work in the repair, alteration, installation and keying of locks and locking systems, fixtures and equipment.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Locksmith may perform any combination of the following:

- Installs, repairs, alters and keys, mechanical locks and locking systems, fixtures and equipment (e.g., doors, door hardware, closures, panic hardware, changes lock combinations, and security bolts).
- Troubleshoots, services and repairs mechanical security lock-related systems, fixtures and equipment.
- Maintains computerized records and controls on keys.
- Maintains inventory and orders locks and related supplies.
- Works from blueprints and hardware schedules to comply with District plans and use of facilities.
- Documents a variety of work activities (including job orders, preventive maintenance performed, purchases, inspections, problems encountered or issues pending).
- Explains how to properly operate locking and security systems to school employees. Contacts school and site employees to discuss maintenance and repair needs.
- Researches, designs, and prepares material and labor cost estimates (e.g., for locks and lock-related security systems) and makes recommendations regarding replacement of outdated hardware, security features, etc.
- Maintains shop including cleaning and organizing tools and shop equipment.
- Operates key duplicating machines and other hand and power tools of the locksmith trade.
- Drives a vehicle to various job sites and transports a variety of tools, equipment and supplies.
- Oversees and directs performance of assigned maintenance staff to ensure in-house projects are completed in a timely manner and according to specifications.
- Observes work of outside contractors to obtain information for subsequent maintenance of vendor-installed systems, or, when requested, to provide information to management about a contractor's performance.
- Keeps current with methods, materials, safety and security concerns, and technologies of the trade by attending meetings and educational seminars.
- Assists and coordinates with other skilled trades to complete work assignments.
- Performs other job-related duties as assigned.

CLASSIFIED

LOCKSMITH

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Installation, repair, alteration and construction of a variety of locks and related hardware.
- Specialized tools and methods used in the repair and installation of locks.
- Record-keeping techniques.
- Safety regulations and practices pertaining to the locksmith trade.
- Proper methods of rekeying, coding and duplicating keys.
- Lock and panic hardware construction.
- Safe operation and use of hand and power tools and equipment.
- Master keying techniques.
- Various types of panic devices, interior and exterior linkage systems, door closures and locking devices, and ADA compliance standards associated with door operation, handles, and locks.

ABILITY TO:

- Perform journey-level work in the installation, repair, alteration and construction of a variety of locks and related hardware according to specifications.
- Understand the principles of the locksmith trade at a level sufficient to identify problems and to perform tasks safely and completely.
- Operate service trucks, vans and other vehicles.
- Operate a wide variety of power equipment and hand tools related to the locksmithing trade.
- Read and interpret blueprints, plans, drawings, and specifications.
- Make sketches and diagrams of locksmith work.
- Make accurate estimates of material and labor.
- Plan, schedule and perform work to meet established timelines.
- Maintain routine records.
- Operate software associated with District trades.
- Learn and perform some duties of other trades as assigned.
- Work independently with minimal direction.
- Work cooperatively and communicate effectively with co-workers, site and District staff.
- Keep current with methods, materials, and technologies of the trade.

EXPERIENCE

Three years of journey-level commercial locksmith experience is required.

EDUCATION

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Courses or certifications in the locksmithing trade preferred but not required.

CLASSIFIED

LOCKSMITH

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Locksmith is a journey-level trades class responsible for performing skilled maintenance duties in the installation, adjustment, replacement and repair of locking and closure devices and related hardware.

REQUIRED TESTING

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

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the 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 twelve (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

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/Occasionally

Squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexion/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

Frequently

Standing, handling/simple grasping, walking

CLASSIFIED

LOCKSMITH

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work is subject to exposure to dust, dirt, odors, noise, chemicals, fumes, solvents, vibrations, electric shock and poor ventilation. Working around and with machinery and tools having moving parts. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments. Work is subject to driving to District sites.



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Classification Review Report	
Classification	Student Health Care Specialist
Classification Type	Classified
Salary Range	38 Proposed
Submission to Classification Advisory Committee	November 19, 2019
Submission to Personnel Commission	December 10, 2019
Agenda Item	Classification Reviews

Background Information

The Director of School and Student Services has requested the establishment of a classification to provide medical support to students. The Director has determined that due to the medical needs of students in the District, a licensed vocational or registered nurse would be the appropriate classification to perform several of the duties necessary to meet these student needs. It is a common practice among our comparison districts to employ someone in this type of classification to perform some of the medical support duties that would be outside of the scope of work of a non-licensed classification.

Sources of Information

Director of School and Student Services – Tiffany Hazlewood
Joint Powers Authority, San Diego County Office of Education
Comparable districts in San Diego County

Salary Compensation Review

District	Job Title	Range	Minimum	Maximum
Carlsbad Unified	NA			
Escondido Elem	Medical Care Technician	34	NA Start at 5 or 6	24.12
Escondido HS	Student Healthcare Specialist	30	19.74	26.45
Grossmont Union HS	Licensed Vocational Nurse	Unit II 44	21.26	26.99
Oceanside Unified	Licensed Vocational Nurse	26	20.36	25.72
Poway Unified	Student Healthcare Specialist	35	21.83	26.6
Ramona Unified	Special Education LVN	29	20.35	25.02
San Marcos Unified	Licensed Vocational Nurse	35	18.28	23.35
Sweetwater HS	Licensed Vocational Nurse	56	23.31	28.67
Vista Unified	Senior Health Services Tech	50	21.06	28.33
Average			20.77	26.39
SDUHSD	Licensed Vocational Nurse	38	20.09	26.93

Based on a review of comparable classifications in our comparison districts, the recommended salary range allocation is Range 38 on the Classified Salary Schedule. This recommendation is also based on existing language contained in the bargaining unit agreement. Namely, employees who possess an LVN or RN and use the license in the performance of their job duties are eligible for a 7.5% stipend. Given that Health Technicians are allocated to Range 35 and each range represents a roughly 2.5% differential, Range 38 seems the most appropriate.

Recommendation

It is recommended the classification of Student Health Care Specialist be established as a new classification and the job description be approved as proposed.

It is recommended that the classification of Student Health Care Specialist be allocated to Range 38 of the Classified Salary Schedule.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Debbie Kelly, Admin
Yes	Debbie Johnson, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Absent	Tina Peterson, Admin

STUDENT HEALTH CARE SPECIALIST

JOB SUMMARY

The Student Health Care Specialist provides specialized health care services and procedures. The Student Health Care Specialist is an itinerant position and may perform assigned duties at school sites, during student transportation or at offsite locations based upon student needs. Employees in this classification report to special education and school site administrators and also receive direction from District Nurses.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The may perform any combination of the following under the direction of a supervisor:

- Administers first aid and specialized medical treatment as needed following District protocols, physician's orders, and best practices. Tasks may include but are not limited to: tracheotomy and oral suctioning, catheterization, oxygen administration, nebulizer treatments, vital sign monitoring, and gastronomy tube feedings.
- Implements and maintains specialized health and personal care procedures to ensure students health and personal care needs are met.
- Administers medication (oral, injectable, rectal) according to physician's prescription or parent directive.
- Monitors students for health changes or concerns.
- Evaluates situations, determines best course of action and follows through on necessary steps to best meet the needs of students.
- Contacts parents, care providers and medical personnel as required.
- Completes required forms and documents services as required; communicates information as appropriate.
- Completes required forms and documents services as required.
- Compiles, enters and verifies data and produces reports.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Reports instances of suspected child abuse or neglect as well as student use of nicotine, illegal drugs or alcohol.
- Applies and clearly explains District and worksite policies and procedures.
- Assists Health Technicians as needed including covering assignments during absences and assisting Health Technicians in the performance of their duties during peak work periods.
- Accompanies students to and from school or other school-related activities in District-provided transportation to address potential medical or health issues.
- Maintains a clean and sanitary work environment.
- Attends job-related trainings as needed or directed.
- Travels to multiple school sites to perform assigned duties.
- Performs other job-related duties as assigned.

STUDENT HEALTH CARE SPECIALIST **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

KNOWLEDGE OF:

- Current nursing practices and procedures.
- Operation of specialized medical equipment.
- Health and safety regulations including universal precautions.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, calendars, and email.
- Correct English usage.
- Basic business writing.

ABILITY TO:

- Administer appropriate first aid and medical treatment.
- React appropriately in emergency situations.
- Keep up-to-date with emerging practices and techniques in the medical treatment field.
- Compose basic written communications.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Travel to and from multiple school sites to meet student medical needs.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with completion of an accredited nursing licensing program. One year of related experience is required.

DISTINGUISHING CHARACTERISTICS

The **Student Health Care Specialist** provides specialized health care services and procedures to support students' medical and health needs.

STUDENT HEALTH CARE SPECIALIST

Differentiation between Student Health Care Specialist and positions above and below are distinguished as follows:

The **District Nurse** serves in an advisory/supervisory capacity in all matters relating to district health programs. The assignment requires a valid California registered Nurse License as well as a California credential in Health and Development or Designated Services with a specialization in Health.

The **Health Technician** provides support in meeting the health needs of students, documenting and maintaining student information required by federal, state, and local agencies, and providing appropriate care and/or referral for ill or injured students as may be required. It is a non-licensed assignment.

REQUIRED TESTING

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

LICENSES AND CERTIFICATES

A valid California Licensed Vocational Nurse or Registered Nurse license. Valid CPR/First Aid Certificate. Valid Class C California Driver's License.

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 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	Climbing/balancing on step stools; lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet, with assistance and devices provided; pushing/pulling students in wheelchairs; kneeling; squatting/crouching; stooping/bending.
Occasionally	Lifting up to 10 lbs. and carrying up to 20 feet (supplies); handling/simple grasping; reach at, above, and below shoulder; twisting back, neck flexion/rotation.
Occasionally/Frequently	Sitting; standing; walking; fingering/fine manipulation.

STUDENT HEALTH CARE SPECIALIST

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. The condition/functioning of some students may expose the incumbent to behavior that includes biting, hitting, bolting away, and/or abusive language. There is also potential for exposure to bodily fluids and biohazardous materials.



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Classification Review Report	
Classification	Secretary – assigned to supporting athletics/ facilities scheduling for a designated high school Carolyn Kinnare – CCA Rebecca DeLeone – TP Charlin Grogan – LCC Megan Thompson - SDA
Classification Type	Classified
Salary Range	36
Prepared By	Susan Dixon, Director Classified Personnel
Submission to Classification Advisory Committee	December 18, 2019
Submission to Personnel Commission	January 14, 2020
Agenda Item	Classification Review Request by Incumbent(s)

Background Information

The Secretary classification is part of the administrative support job family. A Secretary provides clerical and secretarial assistance to department or program administrators and staff. Secretaries may be assigned to a school counseling office, a high school athletics program (including facilities scheduling), a school attendance office, or a District-wide department. Clerical and secretarial assistance varies depending upon the program or office needs. Examples of essential functions include composing written communications, entering data and generating reports, coordinating events, meetings, and schedules, and explaining District and worksite policies. Secretaries assigned to an athletics program support the Director of Athletics for their assigned school site. The Director of Athletics is a certificated teacher who, rather than having a full-load of classes, has designated periods in which he/she performs functions related to their AD assignment. The secretaries who support the AD are evaluated by a school administrator as are secretaries who support other functional areas such as attendance or counseling.

A reclassification request was submitted by the secretaries who support athletics at the high schools. There are many similarities in the duties of each of the incumbents in the support they provide athletics. Their work is varied and the volume of work can be demanding. One of the key distinctions is that although all four incumbents reserve athletic facilities at their assigned high school, Ms. Kinnare and Ms. DeLeone also reserve non-athletic facilities (e.g. theater, classrooms) at their assigned high school for other events which includes external groups who rent facilities through the Foundation or Maintenance and Operations.

Personnel staff met individually with the four Secretary incumbents to review and validate their job duties. Personnel staff also interviewed Assistant Principals and Athletic Directors. The following are examples of their job duties: entering student data, generating reports, reviewing athlete’s paperwork and eligibility to participate in athletic programs, assisting coaches with paperwork, requesting transportation to games, processing invoices and requisitions, maintaining a calendar of athletic events, and providing information to coaches, students, and parents. The two individuals who reserve non-athletic facilities coordinate with the Foundation Office and/or Maintenance and Operations who handle contracts and payments, the Assistant Principal who approves and oversees facilities reservations and rentals, and School Plant Supervisors who arrange Custodial support for events.

As stated above, these four assignments are within the broad-based classification of Secretary. The assignments were reviewed to determine if any of the positions have acquired duties that have increased the level of responsibility (i.e., higher level decision-making, acting on behalf of an administrator) or if there are additional, higher level skills, knowledge and abilities required of the position. The Secretary classification was studied in 2018 and the job description was revised effective November 13, 2018. This current classification study found that the incumbents’ essential functions in the Secretary classification have not changed in the level of responsibility, skills, knowledge or abilities since the classification was studied in 2018 and that the assignment falls within the scope of work of the Secretary classification.

Discussion

Secretaries, as well as other job classifications, experience little “down time” during the school year, however, this does not constitute a job reclassification. Incumbents should work with administrators to prioritize the work. In evaluating this assignment with that of an Administrative Assistant II, the Secretary job role does not have the same scope of responsibility as an Administrative Assistant II, who assists Assistant Principals in carrying out their comprehensive functional responsibilities.

Salary Compensation Review

Secretaries in comparison school districts are often assigned to an athletics program as well as other functions and/or programs. Below is the salary compensation review that was submitted on October 2, 2018 for the classification of Secretary (with salaries updated to reflect any salary increases since 2018). Based on the information below, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Grossmont UHSD	42	Secretary	\$3,511	\$4,457
Oceanside USD	20	School Secretary & Secretary	\$3,063	\$3,872
Poway USD	26	Office Specialist	\$3,028	\$3,692
SD County Office of Education	41	Program Secretary	\$3,629	\$4,361
Sweetwater UHSD	50	Senior Office Assistant	\$3,490	\$4,293
<i>Average</i>			\$3,344	\$4,135
SDUHSD	36	Secretary	\$3,309	\$4,447

Sources of Information

Incumbent Secretaries in the job class
Assistant Principals
Directors of Athletics
Comparable districts in San Diego County

Recommendations

No change in classification to the existing Secretary positions assigned to support the athletics program/facilities scheduling at a high school.

Vote by Committee Members to Support Recommendation(s):

	Member		Member
Yes	Matt Colwell, CSEA	Yes	Debbie Kelly, Admin
Yes	Debbie Johnson, CSEA	Yes	Marley Nelms, Admin
Yes	Margy Lara, CSEA	Yes	Tina Peterson, Admin

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SDUHSD CLASSIFIED HR

Classification Review

Merit System Rule 3.12 Review of Positions

Job analysis studies may be performed for such purposes as examination development, establishment of a new position(s), updating class specification for legal requirements or other changes, considering an employee, Association, or District-initiated request for reclassification, and/or conducting a Commission authorized review of a job family or families.

Such studies may involve position questionnaires, desk audits, individual or group interviews, supervisory interviews, and/or such other methods as the Director or designee may determine.

Instructions

Complete the job information requested in this questionnaire. Classified Personnel staff and your supervisor will review your completed questionnaire.

POSITION TITLE	Athletic Secretary/Facilities
Employees	Carolyn Kinnare, Charlin Grogan, Megan Thompson, Rebecca DeLeone
Date of Request	02/14/19
Supervisor	Dustin Lackey. Bernard Steinberger, Garry Thornton (at CCA); Michael Santos (TPHS); Kari Digiulio (LCC); Scott Jordon (SDA)
School/Department	Canyon Crest Academy and TPHS - (Athletics/Facilities) SDA and LCC (Athletics/Athletic Facilities)
Hours Worked Day/Work Year	TPHS- 8 days/week at 11 months/year All others -5 days/week at 11 months
Date of Hire	August 2011 (Kinnare); June 2014 (DeLeone) June 2015 (Grogan) August 2000 (Thompson)
Date in Classification	November 2016 (Kinnare); March 2017 (DeLeone) June 2017 (Grogan) August 2000 (Thompson)
Education/Training/Certificates Held	BA, MA, CPR First Aid- (Kinnare) BA (Thompson)

Job Description

Review your current job description. Highlight any statements that are no longer accurate. Add comments to clarify why the statement(s) are no longer accurate. Add any job duties (essential functions), knowledge and abilities that you are performing on the job that are not listed on the job description. Note: essential functions are job duties; tasks that you do should fall under job duties. If you are performing tasks that don't fall under any job duties, list the task(s).

Job Duties

LIST MOST IMPORTANT DUTIES FIRST

	% of time
1. Assist Athletic Director with all duties	35
2. Organize, book and maintain Facility Calendar	39
3. Clear Athletes for upcoming/current season	7
4. Create and maintain Master Game Schedule	8
5. Book and follow up all Transportation	2
6. Create and check athletic early release daily	2
7. Follow up with Facility requests	3
8. Create Award certificates and lists for CCA, CIF and League	2
9. Responsible for making sure coach evaluations are completed, signed and returned to DO	1
10. Verify athlete's academic eligibility and notify AD, AP, Coaches, player and parents if they do not meet the eligibility guidelines and verify eligibility to use the academic waiver	1
	100%

Judgment and Independence: Indicate the amount of direction, checking, and review your supervisor gives you in doing your work. Check <u>one</u> statement that best describes your job.	
	Work is performed under close supervision with regular checking and review by supervisor, or duties are routine and require only simple, standard instructions without regular, on-site supervision.

	Work is performed without direct supervision under standard operating procedures; however, supervisor is nearby to answer questions or handle problems
X	Work is performed under minimal supervision with only occasional general supervisory review; employee plays a fairly large role in setting objectives and organizing work
	Work is performed independently with general direction; supervisor does not usually check on activities and/or quality of work. Employee works from fairly broad procedures and participates heavily in setting work objectives.

Provide an example that supports the statement you selected above:

CCA -Meets with AD daily. Meet with AP for Facilities once a week for 20-30 minutes. Verify and approve Athletic PE credit contracts and give AD and Counselors a list to input credit. Handles all game schedules, early release, rosters, transportation, clearances, eligibility, awards. Orders letters, emblems, bars and certificates. Verifies rosters and creates and prints certificates and gets appropriate signatures. Obtains, checks and prints League certificates. Creates and submits Union Tribune and CIF Athletic Academic lists. Manages coach evaluation signatures, key and ID badges, check out and check in. Coordinates and books all Facilities on CCA campus.

LCC: Meets with AD daily. Coordinates all in house athletic facilities and works with AD for approval. PE credits verified from coaches. List is sent to counseling and AP for approval of PE Credit. Responsible for all game management, schedules, early releases, clearances, eligibility, awards, ordering letters, emblems, etc. Creates all certificates for all athletic teams for their banquets and puts together a "banquet " packet for each athletic team. Creates and submits to Union Tribune and CIF Athletic Academic Lists. Create and verify all rosters. Check grade for academic eligibility for all sports

TPHS: The only full time employee in athletics. We have an AD that is just part time and no other employees. Meet with the athletic director and assistant principal over athletics for about an hour once a week if schedules allow. My supervisor is Michael Santos and he does not give direction, check or reviews my work, unless something is brought to him in question. He allows me to work independently to get the work done. Handle the PE class credit for all athletes and approve if they get credit for PE by completing the season. Have to verify and approve then give to AP for him to just enter the credit. Responsible for schedules, clearances, eligibility, awards, etc. Make certificates for all athletes that participate in a sport and completed the season.

SDA: Meets with AD daily. Verify and approve Athletic PE credit contracts and give AD a list to input. Handle all game schedules, work orders, transportation, clearances, eligibility, awards. Orders letters and certificates.

Job Complexity: Indicate the variety and difficulty of the duties necessary to do the work. Consider the amount of judgment and thought required as determined by the complexity of duties. Also consider whether policies and procedures are available to guide you in making decisions. Check <u>one</u> statement that best describes your job.	
	Work consists of very routine duties with little or no choice as to the procedures used in achieving results. Requires the use of little judgment in following routine instructions or procedures.
	Work consists of fairly routine duties with a few choices as to what procedures should be followed. Requires the use of some judgment in making minor decisions.
X	Work consists of somewhat difficult duties with several choices as to what operations and processes will be followed. Requires the use of moderate judgment in applying policies and adapting standards to fit facts and conditions
	Work consists of difficult and complex duties and requires the interpretation of technical and detailed guidelines. Requires the use of considerable judgment where answers and solutions can only be found after careful thought and analysis.

Provide an example that supports the statement you selected above:

CCA: Facility bookings are mostly my discretion. Checks with Envision for Theater usage. Manages these bookings daily working closely with AP as well as Foundation. Have worked with three different AD's in three years so have often had to help him learn what needs to be done. Manages Athletic website and Facebook page.

LCC: Constantly checking schedules and coordinating athletic facilities for use with AD approval. In addition work with Foundation for outside use of athletic facilities also.

TPHS: Booking facilities is all at my discretion unless I ask for confirmation on usage of a particular facility on a particular day.

SDA: Works with Foundation on outside use of athletic facilities.

All: Evaluates attendance to see if the athlete is eligible to play that day (Using policy and procedure guidelines) and notifies coaches if they are not eligible to play that day. Checks all athlete's academic eligibility and that they are cleared to participate in the sport. If they are not academically eligible, notifies the athletic director, assistant principal, coach, athlete and parents. Stays on top of daily athletic and transportation schedules.

Supervision of Others: Consider the degree to which you are responsible for directing, instructing, and reviewing the work of others. Check one statement that best describes your job.	
	Is not responsible for directly supervising other employees. May train and orient employees and explain routine procedures within the office, but do not have a formal supervisory role over coworkers.
X	Involves scheduling, direct supervision, and evaluation of work as a first-line supervisor over regular employees. Responsible for recommending personnel actions such as promotion, hiring, firing, discipline, and pay/classification changes for supervised employees.
	Has final authority to make decisions regarding personnel actions such as promotion, hiring, firing, discipline, and pay/classification changes.

Provide any additional information that supports your request for a classification review:

CCA/SDA: Responsible for making sure coaches have input proper information and requested transportation when necessary. Responsible for tracking all paperwork for carpooling. Works with Foundation to book all rentals and coordinate with all departments on site to make sure there are no conflicts.

TPHS: . There are many more duties that have to be done and would make it more than 100% of my duties. I do work with the coaches directly advising them of items that are necessary for them during their season and take care whatever is necessary. Coordinate transportation for all teams. Responsible for tracking all paperwork for carpooling. Work with Foundation to book all rentals and coordinate with all departments on site to make sure there are no conflicts.

LCC: Responsible for making sure coaches have input proper information and requested transportation when necessary. Coordinate with transportation for all teams. Responsible for tracking all paperwork for carpooling. Works with Foundation to book all rentals and coordinate with all departments on site to make sure there are no conflicts.

SECRETARY

JOB SUMMARY

The Secretary provides clerical and secretarial assistance to department or program administrators and staff. Secretaries may be assigned to a school counseling office, high school athletics program, school attendance office, or a District department, and receive direction from an assigned supervisor.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Secretary may perform any combination of the following:

- Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.
- Prepares and processes program-related information and transactions.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.
- Evaluates situations and determines appropriate action to take.
- Composes written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Takes meeting minutes and prepares agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Correct workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.

SECRETARY

- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving recordkeeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Secretary is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Secretary** performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.

Differentiation between Secretary and positions above and below are distinguished as follows:

The **Administrative Assistant I** provides secretarial support to a middle school Assistant Principal and staff. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant I supports. Additionally, the Administrative Assistant I maintains the Associated Student Body (ASB) financial records which requires knowledge of basic bookkeeping and accounting practices and regulations.

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical

CLASSIFIED

SECRETARY

support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as needed.

CLEARANCES

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

WORKING ENVIRONMENT

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	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

The Administrative Assistant II provides clerical and secretarial support to a high school Assistant Principal, District-wide program or department Director or Supervisor. The Administrative Assistant II assists the assigned administrator in carrying out his or her functional responsibilities and relieves the assigned administrator of administrative detail. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant II supports.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Administrative Assistant II may perform any combination of the of the following:

- Assists the assigned administrator in carrying out his or her functional responsibilities.
- Relieves the administrator or other assigned staff of routine administrative detail.
- Receives, screens and processes visitors, telephone calls, and mail.
- Provides information and directs inquiries to appropriate staff.
- Evaluates situations and determines appropriate action to take.
- Compose written communications.
- Maintains current, organized, and secure records, complying with established practices and policies.
- Compiles, enters and verifies data and produces reports.
- Coordinates activities such as events, meetings, and schedules.
- Applies and clearly explains District and worksite policies and procedures.
- Monitors budget, processes orders and payments, and inventories supplies.
- Coordinates processes for hiring contractors and vendors and renting facilities.
- Coordinates personnel processes such as timesheets, evaluations, attendance tracking, and assignments.
- Takes meeting minutes and prepare agendas.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual record-keeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ADMINISTRATIVE ASSISTANT II

ABILITY TO:

- Monitor budget expenses, process payments and order supplies.
- Coordinate and schedule activities, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents, and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with record-keeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

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 of increasingly responsible clerical and secretarial experience involving record keeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Administrative Secretary is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses.

The **Administrative Assistant II** assists a high school Assistant Principal, or a District-wide program or department Director or Supervisor. Assigned duties reflect the scope of responsibilities assigned to a high school Assistant Principal or program or department Director or Supervisor.

Differentiation between Administrative Assistant II and positions above and below are distinguished as follows:

The **Administrative Assistant III** provides assistance to a Principal of a middle school or continuation high school, or a department Director with a broad scope of responsibilities. Positions in the

ADMINISTRATIVE ASSISTANT II

Administrative Assistant III class exercise a higher level of independence, confidentiality and discretion, and have knowledge of middle or continuation high school or department operations, policies and procedures.

The **Administrative Assistant I** provides clerical and secretarial assistance to a middle school Assistant Principal and also maintains ASB financial records.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as needed.

CLEARANCES

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

WORKING ENVIRONMENT

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	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

ADMINISTRATIVE ASSISTANT II

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

JOB DESCRIPTION COMPARISON

	SECRETARY	ADMINISTRATIVE ASSISTANT II	CCA - Athletic Secretary	LCC - Athletic Secretary	SDA - Athletic Secretary	TPHS - Athletic Secretary	
Job Summary	Provides clerical and secretarial support to department or program administrator and staff. Secretaries may be assigned to a school counseling office, high school athletics program, school attendance office, or a District department, and receive direction from an assigned supervisor.	Provides clerical and secretarial support to a high school Assistant Principal, District-wide program or department director or supervisor. Assists the assigned administrator in carrying out his or her functional responsibilities and relieves the assigned administrator of administrative detail. Assigned duties require a working knowledge of the program or functions for which the Athletic Assistant supports. Responsible for Google Calendar, Home Campus Calendar, FS Direct and Trans Traks. Also assists Foundation Director with all Facility rentals.	Reports to Athletic Director for Athletics and Assistant Principal for Facilities. Assigned duties require a working knowledge of the program or functions for which the Athletic Assistant supports. Responsible for Google Calendar, Home Campus Calendar, FS Direct and Trans Traks. Also assists Foundation Director with all Facility rentals.	Reports to the AD for Athletics and Asst. Principal when necessary. Assigned duties require working knowledge of the programs or functions for which the Athletic Secretary supports. All athletic facility rentals are approved by the AD and input all data into the program and make sure all persons affiliated with the rental are notified. All outside facilities that go through our Foundation Director are channelled through AD and at times Asst. Principal overseeing Athletics.	Reports to AD, AP for Athletics when necessary and Principal in charge of facilities when necessary regarding athletic facilities. Assists Foundation with field/gym rentals. Assigned duties require working knowledge of Arbiter, Home Campus, FS Direct, Google Cal, Trans Traks	Both positions report to an Assistant Principal Admin Assistant II handles general school work for them and Secretary handles all of athletics and other items as needed. Assigned duties require a working knowledge of the program or functions for which the Athletic Assistant supports. Also assists Foundation Director with Facility rentals."	Same for both job descriptions
Representative Duties	The position description describes the general nature of work performed.	The position description describes the general nature of work performed.	Same for both job descriptions	Same for both job descriptions	Same for both job descriptions	Same for both job descriptions	

<p>Essential Functions</p>	<p>Monitors assigned activities, operations and/or program components such as student records, attendance, and budget expenditures.</p>	<p>Same for both</p>	<p>Assists the assigned administrator in carrying out his or her functional responsibilities.</p>	<p>for Athletics</p>	<p>Assist AD and AP for Athletics with carrying out their functional responsibilities regarding Athletics and AP for Facilities with carrying out his functional responsibilities regarding facilities.</p>	<p>Assist AD with carrying out his functional responsibilities regarding Athletics and Assistant Principal with carrying out his functional responsibilities regarding facilities. Responsible for checking grades for athletic eligibility and coordinating with the AD and coaches. Provide the data so the AD and Coaches can contact student/parents.</p>	<p>Submit coach requisition to HR, follow up to make sure they are cleared. Input work orders.</p>	<p>Assist AD with carrying out his functional responsibilities regarding Athletics and Assistant Principal with carrying out his functional responsibilities regarding facilities, athletics an other items as needed. Monitor athletic attendance and if athlete is not available that day, notify the coach that they cannot play. Check for academic eligibility. If not eligible, I notify the coach, student and the parent.</p>
<p>Prepares and processes program-related information and transactions.</p>	<p>Same for both</p>	<p>Relieves the administrator or other assigned staff of routine administrative detail.</p>	<p>Relieves the administrators or other assigned staff of routine administrative detail.</p>	<p>-</p>	<p>Relieves the administrator or other assigned staff of routine administrative detail.</p>	<p>Relieves the Administrator or Athletic Director of routine administrative detail. Process coaching contacts. Verify athletic eligibility and attendance.</p>	<p>Relieves the Administrator or Athletic Director of routine administrative detail. Process coaching contacts. Verify athletic eligibility and attendance.</p>	<p>Relieves the Administrator or Athletic Director of routine administrative detail. Process coaching contacts. Verify athletic eligibility and attendance.</p>
<p>Receives, screens and processes visitors, telephone calls, and mail.</p>	<p>Same for both</p>	<p>Receives, screens and processes visitors, telephone calls, and mail.</p>	<p>Same for both job descriptions</p>	<p>Same for both</p>	<p>Same for both job descriptions</p>	<p>Same for both</p>	<p>Same for both</p>	<p>Receives phone calls for the athletic director, assistant principal and the athletic department regarding athletics. Receive all mail regarding athletics, mail for the AD as well as all athletic program mail. Process phone calls and mail as necessary.</p>

	Provides information and directs inquiries to appropriate staff.	Same for both	Provides information and directs inquiries to appropriate staff.	Same for both		Same for both job descriptions	Same for both	Receive questions and information regarding all aspects of the school as well as athletics. Route the non athletic to the appropriate location or staff.
	Provides clerical and secretarial assistance to a department or school program administrator and staff. Clerical and secretarial tasks vary depending upon the program or office needs.					same for both job descriptions		Same for both job descriptions
	Evaluates situations and determines appropriate action to take.	Same for both	Evaluates situations and determines appropriate action to take.	Same for both	Input information into AERIES regarding academic Waivers, suspensions and ejections. All FS Direct Input including meetings with AP, Foundation Director and Custodial Supervisor.	Input information into AERIES regarding academic Waivers, suspensions and ejections.		Evaluates situations and determine what needs to be done and who needs to be notified. Also input information into AERIES regarding academic Waivers, suspensions and ejections.
	Composes written communications.	Same for both	Compose written communications.	Same for both	Send out multiple emails daily to parents, coaches and athletes regarding athletics	Send out multiple emails daily to parents, coaches and athletes regarding athletics	Send out multiple emails daily to parents, coaches and athletes regarding athletics	Send out multiple emails daily to parents, coaches and athletes regarding athletics

	Maintains current, organized, and secure records, complying with established practices and policies	Same for both	Maintains current, organized, and secure records, complying with established practices and policies.	Same for both	Maintain multiple google sheets that I created for all administrator use at CCA. All documents, athletic packets, physicals (medical information), parent car insurance information etc. are stored in my office or other locked file cabinet.	Same for both	Same	Maintain multiple google sheets that I created for all administrator use at TPHS. All documents, athletic packets, physicals (medical information), parent car insurance information etc. are stored in a file cabinet in a locked office.
	Compiles, enters and verifies data and produces reports.	Same for both	Compiles, enters and verifies data and produces reports.	Same for both	Produces weekly and seasonal utilization calendars, PE credit spreadsheet, athletic clearance list, game and practice schedules, transfer paperwork and verifies all academic for CIF and San Diego Union Tribune for Fall, Winter and Spring.	Produces monthly, utilization calendars, PE credit, athletic clearances, game and practice schedules, expired physicals, transfers, and other items as needed. Verify all academic for CIF and San Diego Union Tribune for Fall, Winter and Spring.	Collect, verify eligibility, submit list of PE credit to AD to enter at end of term. Academic awards, supervision spreadsheet, athletic clearance list, games schedules,	Produces monthly facility reports or more often if needed. Complies multiple google sheets, utilization calendars, PE credit, athletic clearances, game and practice schedules, expired physicals, transfers, and other items as needed. Verify all academic for CIF and San Diego Union Tribune for Fall, Winter and Spring.
	Coordinates activities such as events, meetings, and schedules.	Same for both	Coordinates activities such as events, meetings, and schedules.	Same for both	Schedule all transportation for all sports and the coaches, maintain all athletic calendars.	Schedule all transportation for all sports and the coaches, maintain all athletic calendars.	Schedule all transportation, maintain calendar, schedule coach, athlete, and parent meetings with AD.	Create and track google sheets, utilization calendars, transportation scheduled as well as website and facilities scheduling for all sports. Freddies award night and Physical's night.
	Applies and clearly explains District and worksite policies and procedures.	Same for both	Applies and clearly explains District and worksite policies and procedures.	Same for both				Same for both job descriptions

	Takes meeting minutes and prepares agendas.	Same for both	Takes meeting minutes and prepare agendas.	Same for both	Monitors sports meeting attendance and make-ups. tracks athlete eligibility and misconduct reports	Monitors sports meeting attendance and make-ups. Tracks athlete eligibility and misconduct reports	Monitors sports, meeting, attendance and make-ups. Tracks athlete eligibility and misconduct reports
	Assists other office staff in completing work assignments.	Same for both	Assists other office staff in completing work assignments.	Same for both	Assists other office staff in completing work assignments and provides break coverage in Media Center.	Assists when Attendance is absent in inputting early releases for athletes. When AP Secretary is absent, I handle all facilities.	Assist the assistant principal secretary in the B building when they are absent or not available. Also, have helped the health, tech when they have been absent.
	Performs other job-related duties as assigned.	Same for both	Performs other job-related duties as assigned.	Same for both	Send out early release daily to all staff and attendance. Handle, forward and track Field Trip Requests.	Responsible for all Game Management. Coordinate all ticket sellers/takers for all athletic home events. Work with ASB for cash boxes and tickets.	Send out early release daily to all staff and attendance. Handle, forward and track Field Trip Requests.
			Monitors budget, processes orders and payments, and inventories supplies.		Orders letters, insignia's, awards, certificates, and other items as needed. Keep an inventory of supplies on hand. produces awards for students or teams. Monitor's Referee payments, Coaching clearances, paychecks and keys.	Monitor general athletic funds. Order letters, insignia's, pins, awards, certificates, scholar athlete pins and other items as needed. Keep an inventory of supplies on hand. Issue awards to students or teams. Produces awards for students and teams. Handle the official pay requests for referee's/official for the games. Handle coaches paychecks, and athletic facility keys.	Monitor general athletic funds. Order letters, insignia's, pins, awards, certificates, scholar athlete pins and other items as needed. Keep an inventory of supplies on hand. Issue awards to students or teams. Produces awards for students and teams. Handle the official pay requests for referee's/official for the games. Handle coaches paychecks, and athletic facility keys.

				Coordinates processes for hiring contractors and vendors and renting facilities			Works with vendors, District Maintenance, Risk Management, HR and Facility Departments and monitors and books facilities for the whole campus.	Works with District Maintenance, HR and Facility Departments and monitors and books facilities for anything affiliated with athletic facilities on whole campus.	Work with Foundation regarding rental of athletic facilities	Work with occasional vendors, district maintenance, risk management and book facilities for the whole campus. Administrative Assistant does not do facilities here
				Coordinates personnel processes such as timesheets, evaluations, attendance tracking, and assignments.			Coordinates personnel processes such as evaluations, testing, attendance tracking, and other assignments.			Coordinates some of the coaching paperwork. Process evaluations, attendance for the athletes and forward testing certificates to Human Resources.
Additional Secretary Duties							Handles approvals for referee pay slips, coordinates approvals for re-imbursments and payments to vendors for teams.			
Job Requirements: Minimum Qualifications	Current, up-to-date office practices and procedures	Current, up-to-date office practices and procedures.	Same for both	Same for both	Same for both	Same for both	Same for both	Same for both	Same for both job Descriptions	Same for both job Descriptions
	Telephone techniques and etiquette.	Telephone techniques and etiquette.	Same for both	Same for both	Same for both	Same for both	Same for both	Same for both	Same for both job Descriptions	Track and create all online documents and keep records electronically as well as manually.
	Electronic and manual recordkeeping practices.	Electronic and manual record-keeping practices.	Same for both	Same for both	Same for both	Same for both	Same for both	Same for both	Same for both job Descriptions	Track and create all online documents and keep records electronically as well as manually.

	Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.	Same for both	Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.	Same for both	Use Microsoft Office Word, Excel, PowerPoint, TransTrak (for bus scheduling and tracking), School Dude FS Direct (for Facilities), Google Sheets, Google Docs, Home Campus (for athletic clearances, denials, and physical examinations), TPHS Website, Calendars, email (2 accounts) AERIES, CIF San Diego, and other programs as needed. The ones above are used on a daily basis.	Use Microsoft Office Word, Excel, PowerPoint, TransTrak (for bus scheduling and tracking), School Dude FS Direct (for Facilities), Google Sheets, Google Docs, Home Campus (for athletic clearances, denials, and physical examinations), TPHS Website, Calendars, email (2 accounts) AERIES, CIF San Diego, and other programs as needed. The ones above are used on a daily basis.	Same for both job Descriptions
	Correct workplace math such as arithmetic operations, percents, rounding, and problem solving.	Same for both	Workplace math such as arithmetic operations, percents, rounding, and problem solving.	Same for both	Same for both	Same for both	Same for both job Descriptions
	Correct English usage, grammar, spelling, punctuation and vocabulary	Same for both	Correct English usage, grammar, spelling, punctuation and vocabulary.	Same for both	Same for both	Same for both	Same for both job Descriptions
	Business writing, proofing and editing	Same for both	Business writing, proofing and editing	Same for both	Same for both	Same for both	Same for both job Descriptions
Ability to:	Coordinate and schedule activities, meetings and events.	Same for both	Coordinate and schedule activities, meetings and events.	Same for both	Same for both	Same for both	Same for both job Descriptions
	Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary	Same for both	Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.	Same for both	Same for both	Same for both	Same for both job Descriptions

	Adapt to changing work priorities	Same for both	Adapt to changing work priorities	Same for both	Same for both	Duties and priorities change daily and have to be adapted to. Each day the priorities change and are different	Duties and priorities change daily and have to be adapted to. Each day the priorities change and are different
	Operate a variety of office equipment.	Same for both	Operate a variety of office equipment.	Same for both	Same for both	Operate a variety of office equipment.	Phone, Computer, Fax, Scanner, and Multiple Copiers. Also repair copiers in the B building as needed.
	Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.	Same for both	Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.	Same for both	Same for both	Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.	Use Microsoft Office Word, Excel, Power Point, TransTrak (for bus scheduling and tracking), School Dude FS Direct (for Facilities), Google Sheets, Google Docs, Home Campus (for athletic clearances, denials, and physical expirations), TPHS Website, Calendars, email (2 accounts) AERIES, CIF San Diego, and other programs as needed. The ones above are used on a daily basis.
	Keyboard information accurately and at a rate of speed sufficient to complete required tasks.	Same for both	Keyboard information accurately and at a rate of speed sufficient to complete required tasks.	Same for both	Same for both	Keyboard information accurately and at a rate of speed sufficient to complete required tasks.	Same for both job Descriptions
	Provide information to staff, students, parents and the public.	Same for both	Provide information to staff, students, parents, and the public.	Same for both	Same for both	Provide information to staff, students, parents, and the public.	Provide information to staff, students, parents, coaches, parent liaison's, and public as necessary regarding TPHS and athletics.

	Communicate with courtesy, diplomacy and fact.	Same for both	Communicate with courtesy, diplomacy and fact.	Same for both				Same for both job Descriptions
	Learn, apply and clearly explain District and worksite policies and procedures.	Same for both	Learn, apply and clearly explain District and worksite policies and procedures.	Same for both	Learn, apply and clearly explain District and worksite policies and procedures.			Same for both job Descriptions
	Understand and resolve issues, complaints and problems.	Same for both	Understand and resolve issues, complaints and problems.	Same for both				Same for both job Descriptions
	Work effectively, independently and as part of a team with minimum supervision.	Same for both	Work effectively, independently and as part of a team with minimum supervision.	Same for both	Work effectively, independently and as part of a team with minimum supervision.			There is really not much supervision in this position. I could go days without seeing or talking to the Athletic Director or the Administrator over athletics. If communication is needed and not an emergency it is usually by email. I am typically the only one in athletics on a daily basis.. Work as a team when necessary. Work with the other District athletic secretaries as needed.
	Maintain confidentiality of sensitive information.	Same for both	Maintain confidentiality of sensitive information.	Same for both	As above.			Maintain confidentiality of sensitive information. We receive athlete's medical information and we have access to all of their addresses, grades, attendance, suspensions, ejections, academic waiver use, etc. and keep it confidential.

	Establish and maintain cooperative working relationships with others.	Same for both	Establish and maintain cooperative working relationships with others.	Same for both	Same for both	Same for both job Descriptions
	Organize, safeguard, and comply with recordkeeping practices and policies.	Same for both	Organize, safeguard, and comply with record-keeping practices and policies.	Same for both	Organize, safeguard, and comply with record-keeping practices and policies.	Same for both job Descriptions
	Compile, enter and verify data and produce reports.	Same for both	Compile, enter and verify data and produce reports.	Same for both	As above.	Produces monthly facility reports or more often if needed. Compiles multiple google sheets, utilization calendars, PE credit, athletic clearances, game and practice schedules, expired physicals, transfers, and other items as needed
	Perform accurate math calculations.	Same for both	Perform accurate math calculations.	Same for both		Same for both job Descriptions
	Plan, prioritize and organize work, schedules and timelines.	Same for both	Plan, prioritize and organize work, schedules and timelines.	Same for both	Work independently to plan, prioritize and organize daily work, schedules and timelines	Work independently to plan, prioritize and organize daily work, schedules and timelines
	Work with constant interruptions.	Same for both	Work with constant interruptions.	Same for both		Same for both job Descriptions
	Exercise appropriate judgment when making decisions.	Same for both	Exercise appropriate judgment when making decisions.	Same for both		Same for both job Descriptions
	Complete routine tasks thoroughly, accurately and with attention to detail.	Same for both	Complete routine tasks thoroughly, accurately and with attention to detail.	Same for both		Same for both job Descriptions

	<p>The Secretary performs a variety of clerical and secretarial tasks to support department or school program administrators and staff. Assigned duties require knowledge of policies and procedures related to the department or program.</p>					
<p>Differentiation between Secretary and positions above and below are distinguished as follows: The Administrative Assistant I provides secretarial support to a middle school Assistant Principal and staff. Assigned duties require a working knowledge of the program or functions for which the Administrative Assistant I supports. Additionally, the Administrative Assistant I maintains the Associated Student Body (ASB) financial records which requires knowledge of basic bookkeeping and accounting practices and regulations. The Receptionist is</p>	<p>Assistant II assists a high school Assistant Principal, or a District-wide program or department Director or Supervisor. Assigned duties reflect the scope of responsibilities assigned to a high school Assistant Principal or program or department Director or Supervisor. Differentiation between Administrative Assistant II and positions above and below are distinguished as follows: The Administrative Assistant III provides assistance to a Principal of a middle school or continuation high school, or a department Director with a broad scope of responsibilities. Positions in the CLASSIFIED ADMINISTRATIVE ASSISTANT II San Diego Union High School District Page 3 of 4 Adopted: May 7, 1987 Revised: July 1, 2001 Revised: November 13, 2018 Administrative</p>					

Required Testing	Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.	Same for both	Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.	Same for both	Same for both descriptions
Certificates	None	Same for both	None	Same for both	Same for both job descriptions
Continuing Education / Training	Participation in ongoing job-related training as needed.	Same for both	Participation in ongoing job-related training as needed.	Same for both	Same for both job descriptions
Working Environment	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 stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back	Same for both	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 stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back	Same for both	Same for both job descriptions

<p>Auditory or Visual Requirements</p>	<p>Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally</p>	<p>Same for both</p>	<p>Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally. E</p>	<p>Same for both</p>			<p>Same for both job descriptions</p>
<p>Environmental Conditions</p>	<p>None</p>	<p>Same for both</p>	<p>None</p>	<p>Same for both</p>			<p>At times need to post signs in the rain or check facilities</p>

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

VACANCY REPORT 1/09/20

Classified Personnel

10 current/pending vacancies in 9 different job classifications

SITE	SLOT	JOB TITLE	Hrs/Wk	FTE	STATUS
OC	AA178	School Plant Supervisor-MS	40	1.00	Selection interview January 2020
EW	AA109	Secretary	40	1.00	Selection interview late January 2020
CCA	AE650	Secretary	19.5	0.49	Selection interview late January 2020
FAC	AA204	Locksmith	30	0.75	Selection interview February 2020
CV	AI916	Nutrition Services Assistant I	12.5	0.31	Selection interview January 2020
TRANS	AI895	School Bus Driver	20	0.50	Continuous recruitment
CV	AJ224	Instructional Assistant SpEd Non-Severe	30	0.75	Continuous recruitment
TRANS	NEW	Director of Transportation	40	1.00	Selection interview 1/30/20
DO	NEW	Communications Coordinator	40	1.00	Selection interview February 2020
SDA	NEW	Learning Commons Technician I	40	1.00	Selection interview January 13, 2020

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 A.V.I.D Tutors**, employment for the 2019-20 school year per attached supplement through 06/30/20.
3. **Classified Substitutes**, per attached supplement.
4. **Coaches**, employment for the 2019-20 school year per attached supplement through 06/30/20.
5. **Amiotte, Scott**, Theater Technician, SR41, 100.00% FTE, La Costa Canyon High School, effective 11/26/19.
6. **Burton, James**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, Torrey Pines High School, effective 12/02/19.
7. **Geelhoed, Glenn**, Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School, effective 11/12/19.
8. **Gonzales, Astrid**, Instructional Assistant-Bilingual, SR31, 46.87% FTE, Oak Crest Middle School, effective 11/18/19.
9. **Greenberg, Joan**, Instructional Assistant (NS), SR34, 75.00% FTE, Oak Crest Middle School, effective 12/02/19.
10. **Reyes-Serrano, Britney**, Nutrition Services Assistant I, SR25, 31.25% FTE, Diegueno Middle School, effective 11/12/19.
11. **Subramanian, Sangeethagowri**, Nutrition Services Assistant I, SR25, 40.62% FTE, Diegueno Middle School, effective 12/03/19.

Change in Assignment

1. **Carl, Lori**, from Instructional Assistant-SpEd (NS), SR34, 75.00% FTE, Oak Crest Middle School to Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP, effective 11/12/19.
2. **Crosby, Kalani**, from Learning Commons Technician II, SR42, 100.00% FTE, San Dieguito High School Academy to Administrative Assistant II, SR40, 100.00% FTE, Technology Department, effective 12/02/19.
3. **Garcia, Marilyn**, from School Bus Driver, SR38, 51.00% FTE, Transportation Department to Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 11/15/19.
4. **Lemken, Joseph**, from Custodian Floater, SR33, 100.00% FTE, Facilities Department to Custodian, SR32, 100.00% FTE, Canyon Crest Academy, effective 11/12/19.
5. **Lim, Ming-Yi**, from Nutrition Services Assistant I, SR25, 31.25% FTE, Carmel Valley Middle School to 37.50% FTE, effective 10/28/19.
6. **Martinez, Christian**, from Custodian, SR32, 100.00% FTE, Canyon Crest Academy to School Plant Supervisor-HS, SR41, 100.00% FTE, Canyon Crest Academy, effective 11/01/19.

7. **Medina, Jesus**, from School Plant Supervisor-MS, SR39, 100.00% FTE, Oak Crest Middle School to School Plant Supervisor-HS, SR41, 100% FTE, San Dieguito High School Academy, effective 11/25/19.
8. **Thompson, Chana**, from Instructional Assistant-SpEd (S), SR36, 68.75% FTE, La Costa Canyon High School-ATP to 75.00% FTE, La Costa Canyon High School, effective 12/02/19.

Resignation

1. **Figueroa, Gabriel**, School Plant Supervisor-HS, SR41, 100.00% FTE, San Dieguito High School Academy, for the purpose of retirement, effective 11/08/19.
2. **Schrager, Gabriel**, Instructional Assistant-SpEd (S), SR36, 75.00% FTE, La Costa Canyon High School, effective 01/17/20.
3. **Vonfraenkel, Dwayne**, Locksmith, SR47, 75.00% FTE, Facilities Department, resignation for the purpose of retirement, effective 10/31/19.

Classified Personnel Supplement, December 17, 2019

CVMS Classified Artist in Residence

Stubbs, Jacob, Music Coach, effective 11/04/2019

LCC Classified Artist in Residence

Baker, Kathryn, Choreographer, effective 11/20/2019

Cabrera, Chaz, Jazz Band, effective 11/15/2019

Manriki, Lauren, Color Guard Instructor, effective 10/29/2019

AVID Tutors

Gutierrez-Hernandez, Israel, Torrey Pines High School, effective 11/19/2019

Ramales, Sandra, Oak Crest Middle School and La Costa Canyon High School, effective 10/24/2019

Yeh, Aileen, Torrey Pines High School, effective 11/18/2019

Classified Substitutes

Cramer, Elizabeth, Clerical, effective 11/05/2019

De Peralta, Cliff, Custodian, effective 10/23/2019

Garcia Aguilar, Denna, Instructional Assistant Special Education Severe and Non-Severe, effective 11/14/2019

Glass, Josalin, Custodian, effective 11/27/2019

Klein, Deborah, Clerical, effective 10/29/2019

Ritchey, Nathaniel, Theater Technician, effective 11/22/2019

Rodefer, Stephen, Custodian, effective 11/18/2019

Stinson, Santos Angelica, School Bus Driver, effective 10/23/2019

Turk, Mary, Clerical and Instructional Assistant Special Education, effective 11/01/2019

Canyon Crest High School Walk-On

Garcia, Adan, Wrestling, Junior Varsity, Winter Season, effective 11/05/2019

Djippov, Preslav, Girls Water Polo Junior Varsity, Winter Season, effective 11/15/2019

Fournier, Jaime, Boys Soccer, Junior Varsity Assistant, Winter Season, effective 11/05/2019

Happ, Justin, Girls Basketball, Junior Varsity, Winter Season, effective 11/07/2019

Siegel, Alex, Boys Lacrosse, Varsity, Spring Season, effective 11/15/2019

La Costa High School Walk-On

Balderas, Jose, Baseball, Junior Varsity, Spring Season, effective 11/01/2019

Jordan, Taylor, Girls Soccer, Winter Season, effective 11/13/2019

Morissey, Ryan, Girls Soccer, Varsity, Winter Season, effective 11/05/2019

Owens, Erica, Girls Soccer, Varsity Assistant, Winter Season, effective 11/07/2019

Samaniego, Corrie, Girls Soccer, Junior Varsity, Winter Season, effective 11/06/2019

Zambruski, Nicole, Girls Water Polo, Freshmen, Winter Season, effective 10/27/2019

San Dieguito High School Walk-On

Austin, Anthony, Basketball, Junior Varsity, Winter Season, effective 10/28/2019

Olvera, Antonio, Girls Soccer, Freshmen Head Coach, Winter Season, effective 10/30/2019

Torrey Pines High School Walk-On

Carrillo, Anthony, Wrestling, Varsity Assistant, Winter Season, effective 10/21/2019

Jasper, Elya, Girls Soccer, Freshmen, Winter Season, effective 10/24/2019

Kuchta, Nathan, Baseball, Varsity Assistant, Spring Season, effective 10/03/2019

McBride, Chad, Wrestling, Junior Varsity Assistant Coach, Winter Season, effective 10/31/2019

McLevie, Karen, Girls Basketball, Varsity Assistant, Winter Season, effective 11/19/2019