

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

**Regular Meeting Agenda**

**3:30 P.M., September 14, 2021  
Virtual Meeting**

**PUBLIC COMMENTS**

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at [susan.dixon@sduhsd.net](mailto:susan.dixon@sduhsd.net) by 3:00pm the day of the meeting or, when meetings are conducted at the District Office, complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

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 on the district website, [www.sduhsd.net](http://www.sduhsd.net). In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email [susan.dixon@sduhsd.net](mailto:susan.dixon@sduhsd.net) to receive a copy.

**RECORDING OF PERSONNEL COMMISSION MEETINGS**

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at [susan.dixon@sduhsd.net](mailto:susan.dixon@sduhsd.net) after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

**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. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

**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., September 14, 2021

*Virtual Meeting*

**REGULAR MEETING/OPEN SESSION**

1. Call to Order ..... Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the September 14, 2021, Personnel Commission Regular Meeting.  
*Public Comment, if any*  
  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the agenda for the September 14, 2021, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the August 10, 2021, Personnel Commission Regular Meeting.  
*Public Comment, if any*  
  
Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes for the August 10, 2021, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.
  - A. California School Employees Association
  - B. San Dieguito Union High School District
  - C. Public

**ACTION ITEMS (See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED  
*Public comments, if any*
  - A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Nutrition Services Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification, effective 8/10/21, eligibility for six months.

- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 8/10/21, individual eligibility valid for six months.
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Nutrition Services Transporter I, SR 27, Open/Promotional, effective 8/11/21, eligibility for six months.
- D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education (formerly non-severe), SR 34, Open/Promotional-Dual Certification, updated 8/17/21, individual eligibility valid for six months.
- E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Severe, SR 36, Open/Promotional, updated 8/18/21, individual eligibility valid for six months.
- F. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification, effective 8/19/21, eligibility for six months.
- G. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 8/20/21, eligibility for six months.
- H. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Vehicle and Equipment Service Worker, SR 41, Open/Promotional-Dual Certification, effective 8/20/21, eligibility for six months.
- I. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, updated 8/20/21, individual eligibility valid for six months.
- J. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Custodian, SR 32, Open/Promotional-Dual Certification, effective 8/23/21, eligibility for six months.
- K. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education (formerly non-severe), SR 34, Open/Promotional-Dual Certification, updated 8/26/21, individual eligibility valid for six months.
- L. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional – Dual Certification, updated 8/27/21, individual eligibility valid for six months.
- M. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an Eligibility List for Campus Supervisor, SR 32, Open/Promotional-Dual Certification, effective 9/1/21, eligibility for six months.
- N. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated 9/1/21, individual eligibility valid for six months.
- O. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education, SR 34, Open/Promotional-Dual Certification, updated 9/2/2021, individual eligibility valid for six months

- P. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an eligibility list for Athletic Trainer, SR 42, Open/Promotional-Dual Certification, effective 9/3/2021, eligibility for six months.
- Q. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve an eligibility list for Secretary, SR 36, Open/Promotional-Dual Certification, effective 9/9/2021, eligibility for six months.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public comments, if any*

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification.
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a Continuous Filing Eligibility List for Instructional Assistant Special Education Behavior Intervention, SR 36, Open/Promotional.
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Health Technician, SR 35, Open/Promotional-Dual Certification.
- D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Executive Assistant to the Superintendent, SR Confidential 2, Open/Promotional-Dual Certification.
- E. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to establish a six-month Eligibility List for Student Support Facilitator, SR 39, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS

Job Description Updates:

Items A and B were tabled at the August 10, 2021 meeting

- A. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the class description for Instructional Assistant-Special Education (Severe) as proposed.
- B. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to retain Range 36 salary allocation for Instructional/Personal Care Assistant – Special Education. Please note an alternative motion may be made.
- C. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to revise the class description for Executive Assistant to the Superintendent as proposed.
- D. Motion by \_\_\_\_\_, second by \_\_\_\_\_, to retain Range 2 of the Confidential Salary Schedule for Executive Assistant to the Superintendent.

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

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments, if any*

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

October 12, 2021 PC Meeting will be at Earl Warren Learning Commons

10. CORRESPONDENCE

*Public Comments, if any*

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, October 12, 2021, at 3:30 P.M. Please note, this meeting will be held at Earl Warren Middle School in the Learning Commons.

12. ADJOURNMENT

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

**Regular Meeting Minutes**

3:30 PM, August 10, 2021  
Virtual Meeting

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**REGULAR MEETING/OPEN SESSION**

1. CALL TO ORDER

The meeting was called to order at 3:31 p.m. by Commission Chair JEFF CHARLES

2. PLEDGE OF ALLEGIANCE

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director

3. APPROVAL OF THE AGENDA FOR THE August 10, 2021, PERSONNEL COMMISSION  
REGULAR MEETING.

*Public Comments-None*

It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the agenda for the August 10, 2021, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

4. APPROVAL OF THE MINUTES FOR THE July 13, 2021, PERSONNEL COMMISSION  
REGULAR MEETING.

*Public Comments-None*

It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the minutes for the July 13, 2021, Personnel Commission Regular Meeting.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of

the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association-A representative had not yet joined the meeting.
- B. San Dieguito Union High School District-Olga West, the new Associate Superintendent of Human Resources, was introduced. She was welcomed by the commissioners and proceeded to provide an update on a few of her immediate tasks: met with the benefits committee, looking at staff wellness ideas, working on staffing positions.
- C. Public-Paul Valen, CSEA Labor Relations Representative was in attendance to speak about his concerns regarding the anticipated recruitment/staffing of Student Support Facilitator positions. His comments focused on the previously discussed “limited-term” designation and his belief that para-educator positions should be part of the bargaining unit. The commissioners, Associate Superintendent West and Director Dixon contributed points of view which led to the question of whether this item should be discussed at a special meeting. After further discussion, it was agreed that the District and CSEA would work together to resolve the concerns.

**ACTION ITEMS-(See Supplements)**

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

*Public Comments-None*

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Athletic Trainer, SR 42, Open/Promotional-Dual certification, effective 7/9/21, eligibility for six months  
*Commissioner Baird was surprised there were no in house candidates. Director Dixon explained that the minimum qualifications are very specialized including a degree and national certification.*  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Instructional Assistant Special Education-Behavior Intervention, SR 36, Open/Promotional, effective 7/12/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- C. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Custodian Floater, SR33, Open/Promotional-Dual Certification, effective 7/13/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye



Justin Cunningham-Aye  
*Passed with three Ayes*

- D. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Lead Vehicle and Equipment Mechanic, SR52, Open/Promotional-Dual Certification, effective 7/13/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- E. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Instructional Assistant - Bilingual, SR31, Open/Promotional-Dual Certification, effective 7/14/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- F. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 7/15/21, individual eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- G. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Administrative Assistant I, SR38, Open/Promotional-Dual Certification, effective 7/19/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- H. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Accountant, SR52, Open/Promotional-Dual Certification, effective 7/20/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- I. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional, effective 7/26/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye

Justin Cunningham-Aye  
*Passed with three Ayes*

- J. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Transportation Dispatcher, SR41, Open/Promotional, effective 7/30/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- K. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, effective 8/3/21, eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- L. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education - Severe, SR36, Open/Promotional, updated 8/4/21, individual eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- M. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant Special Education – Non-Severe, SR34, Open/Promotional-Dual Certification, updated 8/4/21, individual eligibility for six months.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- N. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to extend the Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification, effective 11/23/20 extended to 11/23/21.  
John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*
- O. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to extend the Eligibility List for Human Resources Technician, SR42, Open/Promotional-Dual Certification, effective 3/2/21 extended to 12/2/21.  
John Baird-Aye

Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

7. ELIGIBITLY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

*Public Comments-None*

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six month Eligibility List for Nutrition Services Assistant – Transporter I, SR27, Open/Promotional.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- B. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six month Eligibility List for Learning Commons Technician I, SR 40, Open/Promotional-Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- C. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- D. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Loss Control Analyst, SR60, Open/Promotional – Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- E. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Vehicle and Equipment Service Worker, SR41, Open/Promotional – Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- F. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification.

John Baird-Aye  
Jeff Charles-Aye

Justin Cunningham-Aye  
*Passed with three Ayes*

- G. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Campus Supervisor, SR 32, Open/Promotional-Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- H. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Athletic Trainer, SR 42, Open/Promotional-Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- I. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Instructional Assistant - Bilingual, SR 31, Open/Promotional-Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- J. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to establish a six-month Eligibility List for Secretary, SR 36, Open/Promotional-Dual Certification.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

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

8. CLASSIFICATION REVIEW

Job Description Updates: Instructional Assistant Special Education

- A. It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to revise the class description for Instructional Assistant Special Education – Non-Severe as proposed.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- B. It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to retain Range 34 salary allocation for Instructional Assistant – Special Education.

John Baird-Aye  
Jeff Charles-Aye  
Justin Cunningham-Aye  
*Passed with three Ayes*

- C. The original motion was modified from, “It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to revise the class description for Instructional Assistant Special Education – Severe” to “It was moved by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to Table Item 8.C.”

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

- D. The original motion was modified from, “It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to retain Range 36 salary allocation for Instructional/Personal Care Assistant – Special Education” to “It was moved by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to Table Item 8.D.”

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

*Passed with three Ayes*

*There was considerable discussion regarding the salary allocation of the Instructional Assistant Special Education – Severe classification. The commissioners were in agreement in their belief that the current two-range (5%) differential between the Non-Severe and Severe assignments should be larger. It was further agreed that the item would be tabled to a subsequent meeting so that the District could be advised of and participate in the discussion regarding salary allocation.*

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

*Public Comments-None*

A. Vacancy Report

B. Personnel List Report

C. Other – Director Dixon stated that legislation which allowed for virtual meetings is close to expiring. She will research and have it as a discussion next meeting.

10. CORRESPONDENCE-

*Public Comments- None*

*Commissioner Charles asked about the status of AB289; Commissioner Baird informed the group that it has passed.*

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, September 14, 2021, at 3:30 P.M. Please note, this meeting will be conducted as a virtual meeting.

12. ADJOURNMENT – 6:43 P.M.

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Supervisor**  
Eligibility List  
Open/Promo-Dual Certification

Effective Date: 8/10/2021

Expiration Date: 2/10/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
2498149	1	Open
6419480	2	Open
6378370	3	Open
6567022	4	Open
1572541	5	Promotional

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Assistant I**  
Eligibility List - Continuous Filing  
Open/Promo-Dual Certification

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

Updated: 8/10/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>
6580573	1	2/10/2022
6392118	2	2/10/2022
6512695	3	2/10/2022
6378138	4	12/29/2021

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Transporter I**  
Eligibility List - Open/Promotional

Effective Date: 8/11/2021

Eligibility Expires: 2/11/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
1413972	1	Promotional

S. Dixon



San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Non-Severe**  
 Eligibility List - Continuous Filing  
 Open/Promo-Dual Certification

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

Updated On: 8/17/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
6531517	1	2/4/2022	Open
5221555	2	2/17/2022	Open
6426441	3	2/4/2022	Open
3911552	4	2/4/2022	Open
6386677	5	10/22/2021	Open
6557448	5	2/4/2022	Open
6455492	5	2/17/2022	Promo
4510805	6	10/30/2021	Open
397776	7	10/30/2021	Open
6571602	7	2/4/2022	Open
2898322	8	2/4/2022	Open
1533724	9	3/29/2022	Open
6349800	9	9/29/2021	Open
3829076	10	1/25/2022	Open
2429353	11	9/5/2021	Open

S. Dixon

San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Severe**  
 Eligibility List - Continuous Filing  
 Open/Promo

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

Updated On: 8/18/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
2954767	1	2/12/2022	Promo List
6531517	1	2/4/2022	Open List
6426441	2	2/4/2022	
5104657	3	2/18/2022	
6418081	4	2/12/2022	
6565603	5	2/18/2022	
2429353	6	9/5/2021	

S. Dixon

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

Effective Date: 8/19/2021

Expiration Date: 2/19/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6557756	1	Open
1995269	2	Open

S. Dixon

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

Effective Date: 8/20/2021

Eligibility Expires: 2/20/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
6571993	1	Promo
1572541	2	Promo
6339074	3	Promo
6592071	4	Promo

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Vehicle and Equipment Service Worker**  
Eligibility List  
Open/Promo-Dual Certification

Effective Date: 8/20/2021

Expiration Date: 2/20/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
2428787	1	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Assistant I**  
Eligibility List - Continuous Filing  
Open/Promo-Dual Certification

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

Updated: 8/20/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6591031	1	2/20/2022	Open
6580573	2	2/10/2022	Open
6392118	3	2/10/2022	Open
6512695	4	2/10/2022	Open
6378138	5	12/29/2021	Open

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Supervisor**  
Eligibility List  
Open/Promo-Dual Certification

Please note: Individual eligibility is valid for 6 months.

Effective Date: 8/10/2021

Expiration Date: 2/10/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
2498149	1	Open
6419480	2	Open
6378370	3	Open
6567022	4	Open
1572541	5	Promotional

S. Dixon

San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Non-Severe**  
 Eligibility List - Continuous Filing  
 Open/Promo-Dual Certification

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

Updated On: 8/26/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
5221555	1	2/17/2022
6589073	2	2/26/2022
6386677	3	10/22/2021
6455492	3	2/17/2022
397776	4	10/30/2021
6571602	4	2/4/2022
2898322	5	2/4/2022
1533724	6	3/29/2022
6349800	6	9/29/2021
3829076	7	1/25/2022
2429353	8	9/5/2021

S. Dixon



San Dieguito Union High School District  
Personnel Commission  
**Nutrition Services Assistant I**  
Eligibility List - Continuous Filing  
Open/Promo-Dual Certification

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

Updated: 8/27/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Expiration Date</i>	<i>Source</i>
6591031	1	2/20/2022	Open
6580573	2	2/10/2022	Open
6392118	3	2/10/2022	Open
6593538	4	2/27/2022	Open
6512695	5	2/10/2022	Open
6378138	6	12/29/2021	Open

S. Dixon

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

Effective Date: 9/1/2021

Eligibility Expires: 3/1/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Source</i>
2193332	1	Promotional
2485465	2	Open
3292685	3	Promotional
6408922	4	Open
6518430	4	Open
6499132	5	Promotional

S. Dixon

San Dieguito Union High School District  
Personnel Commission  
**School Bus Driver**

Eligibility List - Continuous Filing  
Open/Promo-Dual Certification

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

Updated Date: 

9/1/2021
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<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>	<i>Source</i>
1573098	1	3/1/2022	Open

S. Dixon

San Dieguito Union High School District  
 Personnel Commission  
**Instructional Assistant Special Education - Non-Severe**  
 Eligibility List - Continuous Filing  
 Open/Promo-Dual Certification

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

Updated On: 9/2/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Eligibility Expires</i>
5221555	1	2/17/2022
6505060	2	3/2/2022
6589073	3	2/26/2022
6386677	4	10/22/2021
6455492	4	2/17/2022
6381680	5	3/2/2022
397776	6	10/30/2021
6571602	6	2/4/2022
2898322	7	2/4/2022
1533724	8	3/29/2022
6349800	8	9/29/2021
3829076	9	1/25/2022
2429353	10	9/5/2021
6556681	10	3/2/2022

S. Dixon

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

Effective Date: 9/3/2021

<i>Applicant ID</i>	<i>Rank</i>	<i>Exp. Date</i>
6545499	1	1/9/2022
6357477	2	1/9/2022
6557458	2	3/3/2022

S. Dixon

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

Effective Date: 9/9/2021

Expiration Date: 3/9/2022

<i>Applicant ID</i>	<i>Rank</i>	<i>Exp Date</i>	<i>Source</i>
6446272	1	3/9/2021	Open
6480834	2	3/9/2021	Open
6534295	2	3/9/2021	Open
6225483	3	3/9/2021	Open
2765313	3	3/9/2021	Open
6447805	3	3/9/2021	Open
868344	4	9/15/2021	Promotional
2679047	5	3/9/2021	Open
2882176	6	3/9/2021	Open
3264349	7	3/9/2021	Open
6601683	8	3/9/2021	Open
2990009	9	3/9/2021	Open

S. Dixon

<b>Classification Review Report</b>	
Classifications	Instructional Assistant - SpEd (Non-Severe) Instructional Assistant-SpEd (Severely Handicapped) Instructional Assistant-SpEd (Behavior Intervention)
Classification Type	Classified
Salary Range	34 (IA NS) 36 (IA SH & BI)
Prepared By	Barbara Bass, Human Resources Analyst Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	October 27, 2020 (concept presented) January 19, 2021 (preliminary draft, salary) August 4, 2021
Submission to Personnel Commission	August 10, 2021
Agenda Item	Classification Review

### **Background Information**

Personnel Commission staff completed a comprehensive review of the job descriptions for all three Instructional Assistant classifications in the special education series in 2017. Despite the fairly recent review and updates, commission staff once again reviewed the descriptions with special education administrators to make sure the language, duties, knowledge and abilities are consistent with current needs of the special education program. Special education administration regularly evaluates learning programs to identify ways in which students' educational, emotional, social and physical needs can best be met. The proposed job description revisions align with program changes which have been implemented to provide well-rounded experiences for students. The job description updates also further clarify the distinctions among the classifications for both applicants and current employees and more accurately describe the assignments.

In addition to the job description review and updates, a salary survey was conducted to ensure the District is still competitive (at, or above the mean of our comparison districts). The salary survey also included examining the percent differential between the baseline Instructional Assistant Special Education classification and the two higher-level classifications to see if the differential is consistent with comparison districts.

### **Sources of Information**

Tiffany Hazzlewood, Director, Schools and Student Services  
Jennifer Havlat, Melissa Marovich, Kellie Maul, Mallory Thau  
Comparable districts in San Diego County

## Salary Compensation Review

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classifications. Based on the information below, there is no recommendation for salary reallocation.

<b>Instructional Assistant SpEd (Non-Severe)</b>				
<b>District</b>	<b>Salary Range</b>	<b>Job Title</b>	<b>Minimum</b>	<b>Maximum</b>
Carlsbad USD	13	Instructional Assistant -Special Ed	\$17.62	\$21.40
Escondido UHSD	19	Instructional Assistant III	\$15.87	\$21.27
Escondido USD	27*	Paraeducator - Special Education I minimal personal care	\$15.90	\$20.29
Grossmont UHSD	33	Special Education Aide – Mild/Moderate	\$16.85	\$21.38
Oceanside USD	12	Instructional Assistant-Special Education	\$15.18	\$19.11
Poway USD	20	Instructional Assistant I-Special Education	\$15.51	\$18.90
Ramona USD	12	Para Educator I	\$13.94	\$16.96
San Diego COE	36	Special Education Aide	\$18.51	\$23.62
San Marcos USD	5	Instructional Aide	\$14.66	\$18.77
Sweetwater UHSD	42	Instructional Assistant-Special Education	\$16.56	\$20.38
Vista USD	38	Instructional Assistant II (LH/CH/RSP)	\$15.79	\$21.77
<b>AVERAGE</b>			<b>\$16.04</b>	<b>\$20.35</b>
SDUHSD	34	Instructional Assistant SpEd-Non-Severe	\$19.05	\$25.53

<b>Instructional Assistant SpEd (Severe)</b>					<b>Differential</b>
<b>District</b>	<b>Salary Range</b>	<b>Job Title</b>	<b>Minimum</b>	<b>Maximum</b>	<b>% Above Non Severe</b>
Carlsbad USD	13	Instructional Assistant-Special Ed/Mod-Severe	\$17.62	\$21.40	0
Escondido UHSD	21	Instructional Assistant IV-SH	\$16.51	\$22.13	4
Escondido USD	29*	Paraeducator - Special Education II	\$16.70	\$21.32	5
Grossmont HSD	34	Special Education Aide/Sp Ed Aide Mod/Sev	\$17.24	\$21.90	2.4
Oceanside USD	14	Instructional Assistant-Severely Disabled	\$15.87	\$20.04	4.9
Poway USD	22	Instructional Assistant II - Special Education	\$16.30	\$19.86	5.1
Ramona USD	16	Para Educator II	\$15.24	\$18.54	9.3
San Diego COE	35	Student Attendant	\$18.06	\$23.04	-2.5
San Marcos USD	14	Instructional Aide/SH	\$15.93	\$20.33	8.3
Sweetwater UHSD	46	Instructional Health Care Assistant	\$18.27	\$22.47	11
Vista USD	42	Special Education Assistant IV-SH/PH	\$17.43	\$23.44	10.8
<b>AVERAGE</b>			<b>\$16.83</b>	<b>\$21.32</b>	<b>5.3</b>
SDUHSD	36	Instructional Assistant Sp Ed Severe	\$20.02	\$26.82	



Instructional Assistant SpEd (Behavior Intervention)					Differential
Dist rict	Salary Range	Job Title	Minimum	Maximum	% Above Non Severe
Carlsbad USD	15	Instructional Assistant - SpEd/Behavioral Int.	\$18.51	\$26.05	12.2
Escondido UHSD	23	Instructional Assistant V	\$17.18	\$23.02	8.2
Escondido USD	31*	Paraeducator-Special Education II- Structured Communication & Social/Behavioral Program	\$17.55	\$22.40	10.4
Grossmont HSD	35	Behavior Intervention Assistant	\$17.66	\$22.43	4.9
Oceanside USD	14	Instructional Assistant- Behavior Intervention	\$15.87	\$20.04	4.9
Poway USD	23	Behavioral Intervention Instructional Assistant	\$16.71	\$20.35	7.7
Ramona USD	20	Para Educator III	\$16.66	\$20.27	19.5
San Diego COE	36	Special Education Classroom Behavior Intervention Aide	\$18.51	\$23.62	0
San Marcos USD	29	Behavior Interventionist completion of Crisis Prevention Intervention (CPI) training within 6 months from date of hire; completion of Applied Behavior Analysis training within 6 months from date of hire	\$18.03	\$23.03	*22.7
Sweetwater UHSD		no equivalent found Behavior Support Specialist (sits in on IEPs, makes recommendations, trains others)			
Vista USD	42	Instructional Assistant- Behavioral Intervention	\$17.43	\$23.44	7.8
<b>AVERAGE</b>			<b>\$17.41</b>	<b>\$22.47</b>	<b>8.4</b>
SDUHSD	36	Instructional Assistant SpEd (Behavior Intervention)	\$20.02	\$26.82	

## Recommendation

Revise the class descriptions for Instructional Assistant Special Education Non-Severe and Instructional Assistant Special Education - Severe as proposed. The class description update for Instructional Assistant Special Education Behavior Intervention will be presented at a future meeting.  
Vote by Committee Members:

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

## CLASSIFIED

### INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION (SEVERE)

#### OVERALL JOB PURPOSE STATEMENT JOB SUMMARY

Under the direction of an assigned supervisor or certificated teacher, the Instructional/Personal Care Assistant - Special Education (Severe) assists a certificated teacher in providing instruction and care to an individual or small groups of students with severe physical disabilities and/or cognitive delays, monitors and reports student progress regarding behavior and performance, and performs a variety of other instructional support duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

This job is distinguished from other Instructional Assistant jobs by the following characteristics:

The Instructional Assistant—Special Education (Severe) is assigned to assist teachers providing instruction and care to students with physical disabilities and/or cognitive delays of sufficiently severe condition as identified in their Individualized Education Plan (IEP). These students frequently require assistance with basic bodily and physical functions such as toileting, diapering, suctioning of mouth and nose, tube feeding, and mobility/positioning.

The Instructional Assistant—Special Education (Non-Severe) is assigned to assist in providing instruction to student (1 on 1 or in groups) with learning disabilities and who require a special education learning environment for a portion, or for all of, the students' educational program. Positions in this class work with students having a variety of special education needs including disruptive behavioral problems that require an environment structured to control the behavior. Assignments may be to a classroom generally, or may be dedicated to a specific student.

The classification of Instructional Assistant—Special Education (Behavior Intervention) is responsible for providing academic support to students with significant aggressive and/or other behavioral difficulties.

Incumbents in all Instructional Assistant assignments may provide clerical support in the classroom as directed; however, the primary purpose of the assignment is to provide direct support to students.

#### REPRESENTATIVE DUTIES:

The position description describes the general nature of the work performed.

#### ESSENTIAL FUNCTIONS

- Assists severely handicapped students within the Special Education program as may be assigned with personal needs (e.g., tube feeding, suctioning, toileting, diapering, positioning and/or mobility, social skills, etc.) to maintain their health, comfort, cleanliness and safety within the school environment.
- Accompanies students as may be assigned between locations to assist students in their scheduled activities (e.g., WorkAbility and community experience).
- Assists teachers in specialized and/or general education classroom in preparation and presentation of a wide variety of instructional materials to provide instruction in accordance with established curriculum and designated IEP.
- Confers with teachers regarding assigned students' progress and provides information that is used in evaluating students' progress and/or needs.
- Under the guidance of assigned classroom teacher, monitors students' performance and provides feedback to students, teachers and/or others involved in the provision of services in accordance with the IEP.

## CLASSIFIED

### INSTRUCTIONAL/~~PERSONAL CARE ASSISTANT - SPECIAL EDUCATION (SEVERE)~~

- Informs the teacher orally or in writing concerning observations, student academic performance, and school activities to provide a record for future reference and/or comply with established regulatory requirements.
- Assists in implementing and monitoring instruction of special education students within special education and/or regular classrooms, individually and in small groups, to improve learning skills, self-care, and/or social development.
- Guides students within the special education program in appropriately dealing with personal interactions and/or specific student issues to develop their interpersonal skills and successful problem solving strategies.
- Maintains various classroom records, files, supplies, and work aids to ensure the necessary materials are available when required.
- Performs other instructional support and record keeping activities (e.g., copying materials, posting information, routing copies of reports, writing down observations on students' activities and progress, etc.) to support teachers.
- ~~Understands the goals of the IEP for the students with whom the incumbent works to appropriately assist the students to achieve their goals.~~
- Performs first aid and/or CPR as needed until appropriate medical care is available.
- Performs other job-related duties as assigned.

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### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE AND ABILITIES

##### KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to students with learning disabilities
- Basic subjects taught in the District schools, including arithmetic (e.g., algebra, geometry), grammar, spelling, language and reading
- Instructional materials and techniques used in Special Education
- ~~Safe practices in classroom and other activities~~
- Basic first aid and cardiopulmonary resuscitation (CPR)
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- ~~Basic first aid and cardiopulmonary resuscitation (CPR)~~
- Record-keeping techniques
- Current, up-to-date office practices and procedures

##### ABILITY TO:

- Schedule activities
- Gather and-collate data
- Prepare and maintain accurate records
- Prepare documents following prescribed formats

## CLASSIFIED

### INSTRUCTIONAL/~~PERSONAL CARE ASSISTANT - SPECIAL EDUCATION (SEVERE)~~

- Use basic, job-related equipment including equipment used in a special education classroom and pertinent software applications
- Work with others in a wide variety of circumstances
- Work under limited supervision using standardized practices and/or methods
- Analyze data utilizing defined but different processes
- Work with a significant diversity of individuals and groups
  
- Work with a variety of data
- Present information to others
- Problem solve by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitation of assigned duties
- Supervise and discipline students according to approved policies and procedures
- Lead, guide and coordinate students
- Print and write legibly
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Establish emotional support and a friendly attitude toward students
- Read, interpret and follow rules, regulations, policies and procedures
- Adhere to safety practices including safely handling hazardous materials
- Administer first aid
- Establish and maintain effective working relationships with others
- Maintain confidentiality
- Understand the exceptional needs of special education students and the goals of students' IEP

#### EDUCATION AND EXPERIENCE

Targeted job-related education that meets the organization's prerequisite requirements, including any education provisions mandated by the State or federal government.

Six months of job-related experience working with children is required. Experience may be paid or volunteer.

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#### DISTINGUISHING CHARACTERISTICS

There are three classifications within the Instructional Assistant Special Education series. All three have commonalities in terms of some tasks and the knowledge and abilities required to perform those tasks; however, there are substantial differences among the three as outlined below:

The Instructional/Personal Care Assistant – Special Education assists teachers in providing instruction and care to students with physical disabilities and/or cognitive delays of sufficiently severe condition as identified in their Individualized Education Plan (IEP). These students frequently require assistance with basic bodily and physical functions such as toileting, diapering, suctioning of mouth and nose, tube feeding, and mobility/positioning. Incumbents may also provide instructional support to special education students in other special education learning environments.

Differentiation between the Instructional/Personal Care Assistant-Special Education and the lower-level classification of Instructional Assistant – Special Education, is distinguished as follows:

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## CLASSIFIED

### **INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION (SEVERE)**

The **Instructional Assistant – Special Education** assists in providing instruction to students (1-on-1 or in groups) with learning disabilities or students who require a special education learning environment for a portion, or for all of, the students’ educational program. Positions in this class work with students having a variety of special education needs including disruptive behavioral problems that require an environment structured to control the behavior. Assignments may be to a classroom generally, or may be dedicated to a specific student.

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Differentiation between the Instructional/Personal Care Assistant- Special Education and the equal-level classification of Instructional Assistant – Special Education (Behavior Intervention), is distinguished as follows:

The **Instructional Assistant – Special Education (Behavior Intervention)** primarily provides academic support to students with significant aggressive and/or other behavioral difficulties.

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#### **REQUIRED TESTING**

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

#### **CERTIFICATES**

Valid First Aid and CPR Certificate issued by the American Red Cross or other agency whose certification standards meet the needs of the program as determined by District staff.

#### **CONTINUING EDUCATION/TRAINING**

Blood Borne Pathogen Training, First Aid, CPR, Crisis Prevention Intervention (CPI).

#### **CLEARANCES**

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

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#### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's 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	Reach above shoulder, climbing, balancing
Occasionally	fingering/fine manipulation, power/firm grasping, sitting/standing, twisting back, reach at, above, or below shoulder height, lifting up to 25 lbs. at waist height and carrying up to a distance of 30 feet
Occasionally/Frequently	Stooping/bending, squatting/crouching, kneeling, crawling

## CLASSIFIED

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### **INSTRUCTIONAL/~~PERSONAL CARE ASSISTANT - SPECIAL EDUCATION (SEVERE)~~**

Frequently	Lifting up to 10 lbs. at waist height up to a distance of 30 feet, handling/simple-grasping
Frequently/Continuously	With assistance and devices provided, lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet, pushing/pulling, including students in wheelchairs, reach below shoulder height

#### **AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, 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, or bolting away.

#### **EXPERIENCE**

~~Six months of job-related experience working with children is required. Experience may be paid or volunteer.~~

#### **EDUCATION**

~~Targeted job-related education that meets the organization's prerequisite requirements, including any education provisions mandated by the State or federal government.~~

#### **REQUIRED TESTING**

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

#### **CERTIFICATES**

~~Valid First Aid and CPR Certificate issued by the American Red Cross.~~

#### **CONTINUING EDUCATION/TRAINING**

~~Blood-Borne Pathogen Training, First Aid, CPR, Crisis Prevention Intervention (CPI).~~

#### **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.~~

## INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION

### JOB SUMMARY

Under the direction of an assigned supervisor or certificated teacher, the Instructional/Personal Care Assistant - Special Education assists a certificated teacher in providing instruction and care to an individual or small groups of students with severe physical disabilities and/or cognitive delays, monitors and reports student progress regarding behavior and performance, and performs a variety of other instructional support duties as assigned.

### REPRESENTATIVE DUTIES:

The position description describes the general nature of the work performed.

### ESSENTIAL FUNCTIONS

- Assists severely handicapped students within the Special Education program as may be assigned with personal needs (e.g., tube feeding, suctioning, toileting, diapering, positioning and/or mobility, social skills, etc.) to maintain their health, comfort, cleanliness and safety within the school environment.
- Accompanies students as may be assigned between locations to assist students in their scheduled activities (e.g., WorkAbility and community experience).
- Assists teachers in specialized and/or general education classroom in preparation and presentation of a wide variety of instructional materials to provide instruction in accordance with established curriculum and designated IEP.
- Confers with teachers regarding assigned students' progress and provides information that is used in evaluating students' progress and/or needs.
- Under the guidance of assigned classroom teacher, monitors students' performance and provides feedback to students, teachers and/or others involved in the provision of services in accordance with the IEP.
- Informs the teacher orally or in writing concerning observations, student academic performance, and school activities to provide a record for future reference and/or comply with established regulatory requirements.
- Assists in implementing and monitoring instruction of special education students within special education and/or regular classrooms, individually and in small groups, to improve learning skills, self-care, and/or social development.
- Guides students within the special education program in appropriately dealing with personal interactions and/or specific student issues to develop their interpersonal skills and successful problem solving strategies.
- Maintains various classroom records, files, supplies, and work aids to ensure the necessary materials are available when required.
- Performs other instructional support and record keeping activities (e.g., copying materials, posting information, routing copies of reports, writing down observations on students' activities and progress, etc.) to support teachers.
- Understands the goals of the IEP for the students with whom the incumbent works to appropriately assist the students to achieve their goals.
- Performs first aid and/or CPR as needed until appropriate medical care is available.
- Performs other job-related duties as assigned.

## **INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Child guidance principles and practices, especially as they relate to students with learning disabilities
- Basic subjects taught in the District schools, including arithmetic (e.g., algebra, geometry), grammar, spelling, language and reading
- Instructional materials and techniques used in Special Education
- Safe practices in classroom and other activities
- Basic first aid and cardiopulmonary resuscitation (CPR)
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- Record-keeping techniques
- Current, up-to-date office practices and procedures

#### **ABILITY TO:**

- Schedule activities
- Gather and-collate data
- Prepare and maintain accurate records
- Prepare documents following prescribed formats
- Use basic, job-related equipment including equipment used in a special education classroom and pertinent software applications
- Work with others in a wide variety of circumstances
- Work under limited supervision using standardized practices and/or methods
- Analyze data utilizing defined but different processes
- Work with a significant diversity of individuals and groups
- Work with a variety of data
- Present information to others
- Problem solve by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitation of assigned duties
- Supervise and discipline students according to approved policies and procedures
- Lead, guide and coordinate students
- Print and write legibly
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Establish emotional support and a friendly attitude toward students
- Read, interpret and follow rules, regulations, policies and procedures
- Adhere to safety practices including safely handling hazardous materials
- Administer first aid
- Establish and maintain effective working relationships with others
- Maintain confidentiality



## INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION

- Understand the exceptional needs of special education students and the goals of students' IEP

### EDUCATION AND EXPERIENCE

Targeted job-related education that meets the organization's prerequisite requirements, including any education provisions mandated by the State or federal government.

Six months of job-related experience working with children is required. Experience may be paid or volunteer.

### DISTINGUISHING CHARACTERISTICS

There are three classifications within the Instructional Assistant Special Education series. All three have commonalities in terms of some tasks and the knowledge and abilities required to perform those tasks; however, there are substantial differences among the three as outlined below:

The **Instructional/Personal Care Assistant – Special Education** assists teachers in providing instruction and care to students with physical disabilities and/or cognitive delays of sufficiently severe condition as identified in their Individualized Education Plan (IEP). These students frequently require assistance with basic bodily and physical functions such as toileting, diapering, suctioning of mouth and nose, tube feeding, and mobility/positioning. Incumbents may also provide instructional support to special education students in other special education learning environments.

Differentiation between the Instructional/Personal Care Assistant-Special Education and the lower-level classification of Instructional Assistant – Special Education, is distinguished as follows:

The **Instructional Assistant – Special Education** assists in providing instruction to students (1-on-1 or in groups) with learning disabilities or students who require a special education learning environment for a portion, or for all of, the students' educational program. Positions in this class work with students having a variety of special education needs including disruptive behavioral problems that require an environment structured to control the behavior. Assignments may be to a classroom generally, or may be dedicated to a specific student.

Differentiation between the Instructional/Personal Care Assistant- Special Education and the equal-level classification of Instructional Assistant – Special Education (Behavior Intervention), is distinguished as follows:

The **Instructional Assistant – Special Education (Behavior Intervention)** primarily provides academic support to students with significant aggressive and/or other behavioral difficulties.

### REQUIRED TESTING

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

### CERTIFICATES

Valid First Aid and CPR Certificate issued by the American Red Cross or other agency whose certification standards meet the needs of the program as determined by District staff.

### CONTINUING EDUCATION/TRAINING

Blood Borne Pathogen Training, First Aid, CPR, Crisis Prevention Intervention (CPI).

**INSTRUCTIONAL/PERSONAL CARE ASSISTANT - SPECIAL EDUCATION  
CLEARANCES**

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

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions 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	Reach above shoulder, climbing, balancing
Occasionally	fingering/fine manipulation, power/firm grasping, sitting/standing, twisting back, reach at, above, or below shoulder height, lifting up to 25 lbs. at waist height and carrying up to a distance of 30 feet
Occasionally/Frequently	Stooping/bending, squatting/crouching, kneeling, crawling
Frequently	Lifting up to 10 lbs. at waist height up to a distance of 30 feet, handling/simple grasping
Frequently/Continuously	With assistance and devices provided, lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet, pushing/pulling, including students in wheelchairs, reach below shoulder height

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, 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, or bolting away.



**Board of Trustees**  
Michael Allman  
Melisse Mossy  
Maureen "Mo" Muir  
Katrina Young

**Interim Superintendent**  
Lucile Lynch

710 Encinitas Boulevard, Encinitas, CA 92024  
Telephone (760) 753-6491  
www.sduhsd.net

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

<b>Classification Review Report</b>	
Classification	Executive Assistant to the Superintendent
Classification Type	Confidential
Salary Range	2
Prepared By	Susan Dixon, Director, Classified Personnel
Submission to Classification Advisory Committee	August 31, 2021
Submission to Personnel Commission	September 14, 2021
Agenda Item	Classification Review Report

**Background Information**

The Executive Assistant to the Superintendent has announced her retirement. As is our standard practice, we try to update the job description before posting the recruitment so we can ensure we are properly describing the body of work and required knowledge and abilities to applicants. The proposed changes to the job description are largely formatting to align with our standardized job description template and the language used when the administrative support series was updated in 2018.

In addition to the job description review and updates, a salary survey was conducted to ensure the District is still competitive (at, or above the mean of our comparison districts).

**Sources of Information**

Joann Schultz, Executive Assistant to the Superintendent  
Lucile Lynch, Interim Superintendent  
Comparison districts in San Diego County

**Salary Compensation Review**

As part of the review of this classification, Personnel Commission staff conducted a salary compensation review for the job classifications. Based on the information below, there is no recommendation for salary reallocation.

District	Salary Range	Job Title	Minimum	Maximum
Carlsbad USD	39	Executive Assistant, Superintendent	\$70,218	\$85,351
Escondido UHSD	23	Executive Assistant to the Superintendent	\$73,977	\$92,167
Grossmont UHSD	80	Senior Executive Assistant to the Superintendent/Clerk to the Governing Board	\$73,745	\$94,120
Oceanside USD		Executive Assistant to the Superintendent	\$55,872 +\$551.25/mnth \$62,487	\$71,309 +\$551.25/mnth \$77,924
Poway USD	21	Executive Assistant to the Superintendent II	\$73,284	\$89,304
Ramona USD	5	Executive Assistant to the Superintendent	\$69,378	\$82,467
San Diego COE	63	Executive Assistant III	\$78,303 +5% \$82,218	\$99,937 +5% \$104,934
San Marcos USD		Executive Assistant to the Superintendent	\$84,206 +747/month for Board duties	\$110,601 +\$747/month Board duties
Sweetwater UHSD	70	Executive Assistant to the Superintendent	\$75,840	\$87,936
Vista USD	18	Executive Assistant	\$62,807	\$80,159
<b>Average</b>			<b>\$72,816</b>	<b>\$90,496</b>
SDUHSD	2	Executive Assistant to the Superintendent Salary Schedule with Flex	\$88,386*	\$104,716*
SDUHSD	2	Executive Assistant to the Superintendent Net pre Flex	\$76,995	\$93,325

**Recommendation**

Revise the class description for the Executive Assistant to the Superintendent classification as proposed.

Vote by Committee Members: The committee unanimously agreed with the recommendations.

Vote	Member	Vote	Member
	Wayne Baldwin, CSEA		Debbie Kelly, Admin

	Matt Colwell, CSEA		Marley Nelms, Admin
	Margy Lara, CSEA		Tina Peterson, Admin

## CLASSIFIED

### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT ~~EXECUTIVE ASSISTANT TO THE SUPERINTENDENT~~

#### OVERALL JOB SUMMARY/PURPOSE STATEMENT

The ~~job of~~ Executive Assistant to the Superintendent ~~is done for the purpose of~~ supporting~~s~~ the Superintendent and oversee~~ing~~s the activities of the Superintendent's Office. The position is designated as within the "confidential" class of employees in accordance with the State Education Code. The Executive Assistant to the Superintendent performs duties of an administrative and complex secretarial nature, carrying out functional responsibilities on behalf of the Superintendent, ensuring the efficiency of office operations, overseeing the work activities of other personnel; documenting and communicating information to staff, the public, other districts and various agencies; providing interpretations, comparisons and/or recommendations; coordinating and directing inquiries to appropriate parties; ensuring compliance with financial, legal and administrative requirements; and representing the Superintendent as appropriate.

#### DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: Positions in the confidential series provide administrative support to a District Administrator, in the management of their assigned functional organizational components. The class of Executive Assistant to the Superintendent coordinates functions, activities, administrative support and records of the Superintendent's Office, serving in a leadership role with District Office administrative secretarial staff. Position serves as the Superintendent's designee in handling matters related to staff and community relations, and serves as initial point of contact and preliminary liaison between the Superintendent and other agencies and organizations. Supervision is general and the incumbent frequently initiates action on behalf of the Superintendent in accordance with general directions or existing policy. This class differs from the Administrative Assistant class which is not designated as a "confidential" classification, but which also performs a variety of responsibilities in support of an assigned district level director or school site administrator.~~

#### REPRESENTATIVE DUTIES

~~The position description describes the general nature of work performed.~~

#### ESSENTIAL JOB FUNCTIONS:

~~The Executive Assistant to the Superintendent may perform any combination of the following:~~

- Acts as executive secretary to the Board of Trustees and the Superintendent ~~for the purpose of~~ providing administrative support and ensuring preparation of Board agendas~~s~~ and minutes.
- Attends ~~and assists in facilitating~~ Board meetings, ~~for the purpose of taking~~s notes and ~~transcribing prepares~~ minutes for review and approval.
- Coordinates administrative and clerical support activities among district offices to ensure accurate and timely preparation of items for Board agendas.
- Compiles information from various sources (e.g., ~~employee data, board agendas, budgets, contract requirements, etc.~~) ~~for the purpose of,~~ organiz~~ing~~s information for report preparation and/or data entry.
- Coordinates various office and inter-department functions, activities and communications (e.g., ~~Board Agendas, meetings, workshops, presentation of materials, schedules, appointments, calendars, supply orders, licenses, etc.~~) ~~for the purpose of to~~ maintain~~ing~~ efficiency of operations and productivity of personnel within assigned area.

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## CLASSIFIED

### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

- Maintains files and records (e.g., Board and District policies and procedures, minutes of board meetings, actions of Superintendent's Cabinet, historical information, etc.) ~~for the purpose of to~~ providing systems to access information and, ensuring completeness of records ~~for possible audits, addressing regulatory needs, performing statistical and financial analysis, etc.~~
- Oversees assigned District program activities and workload of Superintendent's Office, ~~for the purpose of providing~~ appropriate orientation, training and/or supervision to other personnel, ~~coordinating~~ activities, ~~identifying~~ potential additional resources and/or possible intervention required to ensure that office services are provided efficiently in accordance with District objectives.
- Prepares a variety of documents of varying levels of complexity (e.g., correspondence, agendas, minutes of meetings, board summaries, reports, memoranda, etc.) ~~for the purpose of to~~ documenting and communicating program activities and actions to other staff, various outside agency representatives and/or community groups.
- Processes documents and materials (e.g., applications, reports, schedules, agendas, evaluations, requisitions, etc.) ~~for the purpose of disseminating information to appropriate parties for follow up action as appropriate.~~
- Produces a variety of materials (e.g., online postings, brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) ~~for the purpose of to~~ communicating information to local, State and/or Federal agencies and the general public.
- Provides information to students, teachers, parents, special groups and general public ~~for the purpose of conveying policies, procedure changes and time lines.~~
- Provides guidance to members of the Board, District personnel, and consultants ~~for the purpose of assisting them in performing special procedures and/or functions required to address specific District requirements.~~
- Researches a wide variety of information (e.g. records, policies, codes, standards, Board Policies, contact information, financial data, etc.) ~~for the purpose of providing clarifications, comparisons and/or recommendations to other parties and/or interpreting information required for follow up activities.~~
- Responds to inquiries and/or concerns of individuals, outside agencies, community groups, etc. (e.g., telephone calls, personal visits, correspondence, etc.), ~~refers to others as appropriate for the purpose of evaluating the inquiry and determining the appropriate action.~~
- Reviews reports, forms, correspondence, records and other data, ~~for the purpose of verifying their accuracy or makes corrections, completeness and compliance with established standards and making corrections as appropriate.~~
- Serves as a resource ~~to other employees and other non-District parties (e.g., parents, regulatory agency personnel, professional consultants, vendors, etc.)~~ ~~for the purpose of in~~ providing interpretation, guidance and/or required support as may be necessary.
- Supports Superintendent, board members, other administrators, attorneys, consultants, ~~etc. and others as appropriate for the purpose of to~~ assisting them in carrying out their functional responsibilities and addressing the overall needs of the Office of the Superintendent and District.

#### OTHER FUNCTIONS

- ~~Presents a variety of information to other parties (e.g. district staff, community representatives, parents, board members) for the purpose of providing required coordination and support necessary to implement District activities.~~
- Performs other job-related duties as assigned.

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## CLASSIFIED

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### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

#### **JOB REQUIREMENTS—QUALIFICATIONS**

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

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

##### **KNOWLEDGE OF:**

**KNOWLEDGE** is required to perform basic math including calculation of fractions, percents and/or ratios; 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:

- concepts of grammar and punctuation;
- personnel practices;
- accounting/bookkeeping principles.

**SKILLS** are required to perform multiple non-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:

- operating standard office equipment;
- preparing and maintaining accurate records;
- using pertinent software applications;
- planning and managing projects;
- taking notes and minutes in shorthand is desirable;
- interpreting and applying application of relevant laws, codes and/or principles.

**ABILITY** is required to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate to significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include:

- dealing with work assignments requiring the analysis of a variety of complex issues;
- adapting to changing work priorities;
- communicating with diverse groups and/or individuals with varied cultural and educational backgrounds;
- maintaining confidentiality and working with discretion;
- meeting deadlines and schedules; working as part of a team;
- using a variety of standard office productivity software including Adobe Acrobat;
- maintaining good public relations;
- learning, interpreting and applying rules, regulations and policies;
- working with constant interruptions under minimal supervision.

##### **KNOWLEDGE OF:**

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.



## CLASSIFIED

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### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

- Electronic and manual recordkeeping 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.

#### ABILITY TO:

- Plan and oversee administrative support office functions including preparing complex board agendas and packets.
- Develop efficient office procedures and processes.
- 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 recordkeeping practices and policies.
- Compile, enter and verify data and produce reports.
- Perform accurate math calculations.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Handle work assignments requiring the analysis of a variety of complex issues

#### EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. College-level coursework in communications, public relations, business or public administration, office information systems or a closely related field is desirable. Four years of increasingly responsible administrative support experience involving recordkeeping and frequent contact with the public is required. Experience in office management and facilitating public meetings is preferred.

#### DISTINGUISHING CHARACTERISTICS

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San Dieguito Union High School District

Adopted: *May 7, 1987*

Revised: *June 27, 2006*

Revised: *September 14, 2021*

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## CLASSIFIED

### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

The Executive Assistant to the Superintendent is a classification within the confidential series. Positions in the confidential series provide administrative support to a District Administrator in the management of their assigned functional organizational components.

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The **Executive Assistant to the Superintendent** -coordinates functions, activities, administrative support and records of the Superintendent's Office, serving in a leadership role with District Office administrative secretarial staff. Position serves as the Superintendent's designee in handling matters related to staff and community relations, and serves as initial point of contact and preliminary liaison between the Superintendent and other agencies and organizations. Supervision is general and the incumbent frequently initiates action on behalf of the Superintendent in accordance with general directions or existing policy. Attendance at evening School Board meetings is a regular part of this assignment.

Differentiation between the Executive Assistant to the Superintendent and the position below is distinguished as follows:

This job is distinguished from similar jobs by the following characteristics: Positions in the confidential series provide administrative support to a District Administrator, in the management of their assigned functional organizational components. The class of Executive Assistant to the Superintendent coordinates functions, activities, administrative support and records of the Superintendent's Office, serving in a leadership role with District Office administrative secretarial staff. Position serves as the Superintendent's designee in handling matters related to staff and community relations, and serves as initial point of contact and preliminary liaison between the Superintendent and other agencies and organizations. Supervision is general and the incumbent frequently initiates action on behalf of the Superintendent in accordance with general directions or existing policy.

The Executive Assistant provides administrative support to a senior administrator who is responsible for the management of one or more of the District's major organizational units. The Executive Assistant has knowledge of the organizational unit's operations, policies and procedures.

#### **RESPONSIBILITY**

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

#### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 30% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

#### **EDUCATION**

San Dieguito Union High School District

Adopted: May 7, 1987

Revised: June 27, 2006

Revised: September 14, 2021

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## CLASSIFIED

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### **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

High School Diploma or equivalent, with additional course work leading to an associate's degree or certification in secretarial proficiency, administrative assistance, office information systems, or business education. A bachelor's degree is desirable but not required.

#### **EXPERIENCE**

Job related experience with increasing levels of responsibility, typically achieved by at least four years of administrative or secretarial experience, two years of which would be at a school district or school site.

#### **REQUIRED TESTING**

Pre-employment job related examination.

#### **LICENSES AND CERTIFICATES**

Current appointment and commission as a Notary Public by the State of California.

#### **CONTINUING EDUCATION/TRAINING**

As may be required by the State of California to renew appointment and commission as a Notary Public.

#### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance

#### **REQUIRED TESTING**

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

#### **CERTIFICATES**

Persons hired in this classification must become commissioned as a Notary Public by the State of California within six months of employment. This certification must be maintained while employed in this classification.

#### **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)

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San Dieguito Union High School District

Adopted: May 7, 1987

Revised: June 27, 2006

Revised: September 14, 2021

Page 6 of 7

## CLASSIFIED

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### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

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

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

<u>Seldom</u>	<u>stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back</u>
<u>Seldom/Occasionally</u>	<u>pushing and pulling, reach above shoulder, reach at shoulder</u>
<u>Occasionally</u>	<u>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</u>
<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder</u>

### 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

## EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

### JOB SUMMARY

The Executive Assistant to the Superintendent supports the Superintendent and oversees the activities of the Superintendent's Office. The position is designated as within the "confidential" class of employees in accordance with the State Education Code. The Executive Assistant to the Superintendent performs duties of an administrative and complex secretarial nature, carrying out functional responsibilities on behalf of the Superintendent, ensuring the efficiency of office operations, overseeing the work activities of other personnel; documenting and communicating information to staff, the public, other districts and various agencies; providing interpretations, comparisons and/or recommendations; coordinating and directing inquiries to appropriate parties; ensuring compliance with financial, legal and administrative requirements; and representing the Superintendent as appropriate.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIALFUNCTIONS:

The Executive Assistant to the Superintendent may perform any combination of the following:

- Acts as executive secretary to the Board of Trustees and the Superintendent providing administrative support and ensuring preparation of Board agendas and minutes.
- Attends and assists in facilitating Board meetings, takes notes and prepares minutes for review and approval.
- Coordinates administrative and clerical support activities among district offices to ensure accurate and timely preparation of items for Board agendas.
- Compiles information from various sources (e.g., employee data, board agendas, budgets, contract requirements), organizes information for report preparation and/or data entry.
- Coordinates various office and inter-department functions, activities and communications (e.g., Board Agendas, meetings, workshops, presentation of materials, schedules, appointments, calendars, supply orders, licenses) to maintain efficiency of operations and productivity of personnel within assigned area.
- Maintains files and records (e.g., Board and District policies and procedures, minutes of board meetings, actions of Superintendent's Cabinet, historical information) to provide systems to access information and ensure completeness of records.
- Oversees assigned District program activities and workload of Superintendent's Office, provides appropriate orientation, training and/or supervision to other personnel, coordinates activities, identifies potential additional resources and/or possible intervention required to ensure that office services are provided efficiently in accordance with District objectives.
- Prepares a variety of documents of varying levels of complexity (e.g., correspondence, agendas, minutes of meetings, board summaries, reports, memoranda) to document and communicate activities and actions to other staff, various outside agency representatives and community groups.
- Processes documents and materials (e.g., applications, reports, schedules, agendas, evaluations, requisitions).
- Produces a variety of materials (e.g., online postings, brochures, reports, memoranda, letters, records, flyers, forms, booklets) to communicate information to local, State and/or Federal agencies and the general public.

## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

- Provides information to students, teachers, parents, special groups and general public.
- Provides guidance to members of the Board, District personnel and consultants.
- Researches a wide variety of information (e.g. records, policies, codes, standards, Board Policies, contact information, financial data).
- Responds to inquiries and/or concerns of individuals, outside agencies, community groups (e.g., telephone calls, personal visits, correspondence), refers to others as appropriate.
- Reviews reports, forms, correspondence, records and other data, verifies accuracy or makes corrections.
- Serves as a resource (e.g., parents, regulatory agency personnel, professional consultants, vendors) in providing interpretation, guidance and/or required support as may be necessary.
- Supports Superintendent, board members, other administrators, attorneys, consultants and others as appropriate to assist them in carrying out their functional responsibilities and addressing the overall needs of the Office of the Superintendent and District.
- 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.
- 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:**

- Plan and oversee administrative support office functions including preparing complex board agendas and packets.
- Develop efficient office procedures and processes.
- 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.

### **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

- 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, meeting schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Handle work assignments requiring the analysis of a variety of complex issues

### **EDUCATION AND EXPERIENCE**

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. College-level coursework in communications, public relations, business or public administration, office information systems or a closely related field is desirable. Four years of increasingly responsible administrative support experience involving recordkeeping and frequent contact with the public is required. Experience in office management and facilitating public meetings is preferred.

### **DISTINGUISHING CHARACTERISTICS**

The Executive Assistant to the Superintendent is a classification within the confidential series. Positions in the confidential series provide administrative support to a District Administrator in the management of their assigned functional organizational components.

The **Executive Assistant to the Superintendent** coordinates functions, activities, administrative support and records of the Superintendent's Office, serving in a leadership role with District Office administrative secretarial staff. Position serves as the Superintendent's designee in handling matters related to staff and community relations, and serves as initial point of contact and preliminary liaison between the Superintendent and other agencies and organizations. Supervision is general and the incumbent frequently initiates action on behalf of the Superintendent in accordance with general directions or existing policy. Attendance at evening School Board meetings is a regular part of this assignment.

Differentiation between the Executive Assistant to the Superintendent and the position below is distinguished as follows:

The Executive Assistant provides administrative support to a senior administrator who is responsible for the management of one or more of the District's major organizational units. The Executive Assistant has knowledge of the organizational unit's operations, policies and procedures.

### **REQUIRED TESTING**

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

# CLASSIFIED

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## EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

### CERTIFICATES

Persons hired in this classification must become commissioned as a Notary Public by the State of California within six months of employment. This certification must be maintained while employed in this classification.

### 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	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



# SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

## VACANCY REPORT 9/09/21

Classified Personnel

28 current/pending vacancies in 14 different job classifications

SITE	SLOT	Position	Hrs/Wk	FTE	STATUS
TP	AN246	Athletic Trainer	35	0.8750	Recruitment in progress
DO	AK183	Loss Control Analyst	40	1.0000	Recruitment in progress
SDA	AA138	Custodian	40	1.00	Selection September
CCA	AM422	Custodian	40	1.00	Selection in September
LCC	AK101	Instructional Assistant Bilingual	19.5	0.49	Selection in September
DG	AN502	Instructional Assistant Bilingual	19.5	0.49	Selection in September
SDA	AN487	Instructional Assistant Bilingual	19.5	0.49	Selection in September
COAST	AJ674	Instructional Assistant SpEd- Severe	27.5	0.69	Recruitment in progress
COAST	AG338	Instructional Assistant SpEd- Severe	27.5	0.69	Recruitment in progress
TP	AJ157	Instructional Assistant SpEd- Severe	30	0.75	Recruitment in progress
LCC	AH757	Inst Assistant SpEd-Behavior Intervention	30	0.75	Recruitment in progress
EW	AN500	Inst Assistant SpEd-Behavior Intervention	30	0.75	Recruitment in progress
SDA	AN155	Inst Assistant SpEd-Behavior Intervention	30	0.75	Recruitment in progress
TP	AJ266	Instructional Assistant SpEd- Non Severe	30	0.75	Recruitment in progress
LCC	AN549	Student Support Facilitator	19.5	0.49	Recruitment in progress
SDA	AN550	Student Support Facilitator	19.5	0.49	Recruitment in progress
PT	AN553	Student Support Facilitator	19.5	0.49	Recruitment in progress
Sunset	AN552	Student Support Facilitator	19.5	0.49	Recruitment in progress
TP	AN551	Student Support Facilitator	19.5	0.49	Recruitment in progress
LCC	AA241	Nutrition Services Assistant I	12.5	0.31	Recruitment in progress
CCA	AC604	Secretary	40	1.00	Recruitment in progress
SDA	AA096	Secretary	40	1.00	Recruitment in progress
TRANS	AJ472	School Bus Driver	20	0.50	Recruitment in progress
COAST	AN117	Student Health Care Specialist	40	1.00	Recruitment in progress
NORTH	AM890	Student Health Care Specialist	40	1.00	Recruitment in progress
SDA	AA348	Health Technician	40	1.00	Recruitment in progress
CCA	AC988	Health Technician	40	1.00	Recruitment in progress
TRANS	AA554	Vehicle & Equipment Service Worker	40	1.00	Recruitment in progress

## PERSONNEL LIST

### CLASSIFIED PERSONNEL

#### Employment

1. **Classified A.V.I.D. Tutors**, employment for the 2021-22 school year per attached supplement through 06/30/22.
2. **Classified Substitutes**, per attached supplement.
3. **Coaches**, employment for the 2021-22 school year per attached supplement through 06/30/22.
4. **Ayoub, Denise**, Nutrition Services Assistant I, SR25, 46.8% FTE, Canyon Crest Academy, effective 08/12/2021.
5. **Betsworth, Lynda**, Registrar, SR40, 100% FTE, Torrey Pines High School, effective 07/06/2021.
6. **Blake, Troy**, Skilled Maintenance Worker, SR49, 100% FTE, Maintenance, effective 08/10/2021.
7. **Garcia, Zoila**, Nutrition Services Assistant I, SR25, 25% FTE, Diegueno Middle School, effective 08/12/2021.
8. **Garcia Zavalza, Myrka**, Instructional Assistant - Bilingual, SR31, 46.88% FTE, Oak Crest Middle School, effective 08/17/2021.
9. **Green, Zayna**, Athletic Trainer, SR42, 87.5% FTE, San Dieguito Academy, effective 08/02/2021.
10. **Maldonado, Yovanni**, Lead Vehicle and Equipment Mechanic, SR52, 100% FTE, Transportation, effective 08/09/2021.
11. **Norman, Ted**, Director of Maintenance & Operations, SR4, 100% FTE, Facilities, effective 07/01/2021.
12. **Norton, Bruce**, School Bus Driver, SR38, 50% FTE, Transportation, effective 08/09/2021.
13. **Scanlin, Matthew**, Athletic Trainer, SR42, 87.5% FTE, La Costa County High School, effective 07/30/2021.

#### Change in Assignment

1. **Chan, Siu**, from Nutrition Services Assistant II, SR27, 48.75% FTE, Carmel Valley Middle School, to Nutrition Services Assistant I, SR27, 38% FTE, San Dieguito Academy, effective 08/12/2021.
2. **Deshpande, Saylee**, from Nutrition Services Assistant I, SR25, 43.75% FTE, La Costa Canyon High School to Nutrition Services Assistant I, SR25, 47% FTE, La Costa Canyon High School, effective 08/12/2021.
3. **Diaz, Nicolas**, from Instructional Assistant SpEd (BI), SR36, 75% FTE, Pacific Trails Middle School, to Certificated-SpEd Temporary Teacher - Mild/Moderate, 100% FTE, Carmel Valley Middle School and Torrey Pines High School, effective 08/10/2021.
4. **McMurray, Melody**, from Nutrition Services Assistant I, SR25, 43.75% FTE, Carmel Valley Middle School to Nutrition Services Assistant I, SR25, 25% FTE, Oak Crest Middle School, effective 08/12/2021.

5. **Miranda, Daniel**, from School Bus Driver, SR38, 100% FTE, Transportation, to Bus Driver Trainer, SR44, 100% FTE, Transportation, effective 08/04/2021.

### **Leave of Absence**

1. **Martinez, Ruben**, Campus Supervisor, SR32, 75% FTE, Sunset High School, requests a 100% Unpaid Leave of Absence, effective 08/12/2021 through 02/11/2022.

### **Resignation**

1. **Colt, Jessica**, Instructional Assistant SpEd (NS), SR34, 48.75% FTE, Canyon Crest Academy, effective 06/11/2021.
2. **Dale, Misha**, Campus Supervisor, SR32, 100% FTE, San Dieguito Academy, effective 07/23/2021.
3. **Fisher, Jill**, Nutrition Services Assistant II, SR27, 46.88% FTE, La Costa Canyon High School, effective 06/11/2021.
4. **Flores, Jose**, Custodian, SR32, 100% FTE, Diegueno Middle School, resignation for the purpose of retirement, effective 06/01/2021.
5. **Levron, Chelsea**, Secretary, SR36, 100% FTE, San Dieguito Academy, effective 07/28/2021.
6. **Martinez, Gabriella**, Instructional Assistant SpEd (NS), SR34, 75% FTE, Earl Warren Middle School, effective 06/18/2021.
7. **Montes, Marcelle**, Secretary, SR36, 100% FTE, San Dieguito Academy, effective 07/30/2021.
8. **Plotzke, Gordon**, Loss Control Analyst, SR60, 100% FTE, District Office, effective 07/31/2021.
9. **Johnson, Pandora**, Health Technician, SR35, 100% FTE, San Dieguito Academy, resignation for the purpose of retirement, effective 10/29/21.
10. **Stanley, Jasmine**, Instructional Assistant SpEd (NS), SR34, 75% FTE, La Costa Canyon High School, effective 07/23/2021.
11. **Windle, Debbie**, Transportation Dispatcher, SR41, 100% FTE, Transportation, resignation for the purpose of retirement, effective 06/25/2021.

## **Classified Personnel Supplement August 19, 2021**

### **Classified Substitutes**

None

### **Artist in Residence**

None

### **Avid Tutors**

1. **Chavez, Angel**, Digueno Middle School, effective 07/27/2021
2. **Rosales, Nohemia**, San Dieguito Academy, effective 07/26/2021
3. **Villa, Vanessa**, La Costa Canyon High School, effective 07/30/2021

### **Coaches**

#### **Canyon Crest Academy Certificated**

1. **Corman, Andrew**, Cross Country, Varsity Head Coach, effective 07/19/2021
2. **Farrar, James**, Girl's Golf, Varsity Head Coach, effective 07/14/2021

#### **Canyon Crest Academy Walk-On**

1. **Ahzi, Elima**, Girl's Volleyball, Freshmen Head Coach, effective 07/29/2021
2. **Ahzi, Elima**, Girl's Volleyball, Varsity Assistant Coach, effective 07/29/2021
3. **Bennett, Sydney**, Girl's Volleyball, Junior Varsity Assistant Coach, effective 07/14/2021
4. **Cuatok, Luis**, Girl's Volleyball, Varsity Head Coach, effective 07/28/2021
5. **De La Vega, Luis**, Girl's Cross Country, Varsity Head Coach, effective 07/28/2021
6. **Guy, Timothy**, Boy's Cross Country, Junior Varsity Head Coach, effective 07/27/2021
7. **Kalt, Samantha**, Field Hockey, Junior Varsity Assistant Coach, effective 07/15/2021
8. **Montgomery, Jeffrey**, Girl's Tennis, Junior Varsity Head Coach, effective 07/13/2021
9. **Yoeun, Charley**, Girl's Volleyball, Junior Varsity Head Coach, effective 07/12/2021

#### **La Costa Canyon High School Certificated**

1. **DiGiulio, John**, Football, Varsity Assistant Coach, effective 07/21/2021
2. **DiGiulio, Kari**, Field Hockey, Varsity Head Coach, effective 07/22/2021
3. **Frausto, Sebastian**, Football, Junior varsity Assistant Coach, effective 07/29/2021
4. **Happ, Justin**, Football, Varsity Assistant Coach, effective 07/29/2021
5. **McCullough, Matthew**, Girl's Golf, Varsity Head Coach, effective 07/23/2021
6. **Prince, Nathaniel**, Boy's Water Polo, Freshmen Assistant Coach, effective 07/30/2021
7. **Solomon, Caitlin**, Field Hockey, Junior Varsity Head Coach, effective 07/29/2021
8. **Sovacool, Casey**, Football, Varsity Assistant Coach, effective 07/28/2021
9. **Sovacool, Sean**, Football, Varsity Head Coach, effective 07/29/2021
10. **Ta'amu, Edward**, Football, Junior Varsity Assistant Coach, effective 07/30/2021
11. **Vice, William**, Cross Country, Varsity Head Coach, effective 07/27/2021
12. **Witzmann, Adam**, Football, junior Varsity Assistant, effective 07/27/2021

#### **La Costa Canyon High School Walk-On**

1. **Becker, Damon**, Football, Freshmen Assistant Coach, effective 07/29/2021
2. **Bowen, Bryne**, Football, Junior Varsity Assistant Coach, effective 07/28/2021
3. **Buechler, Reily**, Girl's Volleyball, Junior Varsity Head Coach, effective 07/29/2021
4. **Casinelli, Patrick**, Football, Junior Varsity Head Coach, effective 07/29/2021
5. **Connelly, Michael**, Football, Junior Varsity Assistant Coach, effective 07/19/2021

6. **Driver, Jacob**, Football, Freshmen Head Coach, effective 07/30/2021
7. **Durfee, Nolan**, Football, Freshmen Assistant Coach, effective 07/28/2021
8. **Gault-Henry, Hannah**, Girl's Volleyball, Freshmen Head Coach, effective 07/13/2021
9. **Harrington, Grant**, Boy's Water Polo, Varsity Head Coach, effective 07/30/2021
10. **Hartley, Donald**, Girl's Golf, Junior Varsity Head Coach, effective 07/19/2021
11. **Mackle, Duke**, Football, Junior Varsity Assistant Coach, effective 07/29/2021
12. **Missailidis, Robin**, Cross Country, Junior Varsity Head Coach, effective 07/16/2021
13. **Moore Jr, Damon**, Football, Junior Varsity Assistant Coach, effective 07/26/2021
14. **Niednagel, Beth**, Cross Country, Varsity Assistant Coach, effective 07/30/2021
15. **Otten, Ryan**, Football, Freshmen Assistant Coach, effective 07/27/2021
16. **Prince, Carinna**, Boy's Water Polo, Freshmen Head Coach, effective 07/30/2021
17. **Prince, Nathaniel**, Boy's Water Polo, Freshmen Assistant Coach, effective 07/30/2021
18. **Solomon, Kimara**, Girl's Tennis, Junior Varsity Head Coach, effective 07/28/2021

#### **San Dieguito Academy Certificated**

1. **Raschke, William**, Girl's Volleyball, Varsity Head Coach, effective 07/13/2021
2. **Brown, Darrin**, Girl's Volleyball, Junior Varsity Head Coach, effective 07/14/2021

#### **San Dieguito Academy Walk-On**

1. **Ragan Jr, John**, Girl's Volleyball, Freshmen Head Coach, effective 07/21/2021
2. **Haskett, Gordon**, Boy's Cross Country, Varsity Head Coach, effective 07/13/2021
3. **Glass, Hank**, Girl's Cross Country, Varsity Head Coach, effective 07/13/2021
4. **Prather, Amanda**, Girl's Volleyball, Varsity Assistant Coach, effective 07/14/2021

#### **Torrey Pines High School Certificated**

1. **Ashby, Jake**, Football, Varsity Assistant Coach, effective 07/16/2021
2. **Ashby, Scott**, Football, Varsity Assistant Coach, effective 07/26/2021
3. **Collins, Robert**, Football, Junior Varsity Head Coach, effective 07/28/2021
4. **Collins, Robert**, Football, Varsity Assistant Coach, effective 07/28/2021
5. **Doerrer, Charles**, Football, Freshmen Assistant Coach, effective 07/19/2021
6. **Drake, Christopher**, Girl's Golf, Varsity Head Coach, effective 07/28/2021
7. **Livingston, Matthew**, Football, Varsity Assistant Coach, effective 07/29/2021
8. **Mihalinec, Josh**, Football, Varsity Assistant Coach, effective 07/14/2021

#### **Torrey Pines High School Walk-On**

1. **Acacio II, Reynaldo**, Cheer, Varsity Assistant Coach, effective 07/28/2021
2. **Adams, Melissa**, Girl's Volleyball, Varsity Assistant Coach, effective 07/23/2021
3. **Ahles, Miles**, Football, Varsity Assistant Coach, effective 07/29/2021
4. **Bath, Ryan**, Football, Freshmen Assistant Coach, effective 07/21/2021
5. **Bickett, Duane**, Football, Varsity Assistant Coach, effective 07/23/2021
6. **Bowman, Lindsay**, Field Hockey, Varsity Assistant Coach, effective 07/28/2021
7. **Chodorow, Suzanne**, Cheer, Varsity Head Coach, effective 07/19/2021
8. **Chu, Donald**, Girl's Tennis, Varsity Head Coach, effective 07/23/2021
9. **Dean, Brennan**, Girl's Volleyball, Varsity Head Coach, effective 07/23/2021
10. **Gladnick Jr, Ronald**, Football, Varsity Head Coach, effective 07/27/2021
11. **Hourani, Victor**, Football, Varsity Assistant Coach, effective 07/28/2021
12. **Huey, Sean**, Girl's Tennis, Junior Varsity Head Coach, effective 07/23/2021
13. **Lalone, Joseph**, Football, Varsity Assistant Coach, effective 07/21/2021
14. **Malo, Sarah**, Cheer, Junior Varsity Head Coach, effective 07/23/2021

15. **Miller, Hannah**, Girl's Volleyball, Junior Varsity Head Coach, effective 07/21/2023
16. **Montes, Frank**, Football, Junior varsity Assistant Coach, effective 07/16/2021
17. **Principi, John**, Football, Varsity Assistant Coach, effective 07/26/2021
18. **Reski, Gerard**, Cross Country, Varsity Head Coach, effective 07/21/2021