

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting

AGENDA

Fountain Valley School District
10055 Slater Avenue
Fountain Valley, CA 92708

September 27, 2017
4:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Rabbi Stephen Einstein, Member
Mr. Ross Hessler, Director, Human Resources

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF AGENDA**

GENERAL FUNCTIONS

1. **Introduction of Guests**
2. **Introduction of Staff**
3. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, August 24, 2017** *Action*
(Attachment #1)
4. **Minutes, Regular Meeting of the Board of Trustees, July 13, 2017** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, August 24, 2017** *Information*
(Attachment #3)
6. **Agenda, Regular Meeting of the Board of Trustees, September 7, 2017** *Information*
(Attachment #4)
7. **Director's Report** *Information*
8. **Commissioners' Comments** *Information*

9. Public Comments

Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

10. Personnel Commission Annual Report, First Review *Information*
(Attachment #5)

11. Classification Study Update *Information*

12. Eligibility Lists *Action*
(Field Support/Help Desk Technician and Health Technician- LVN)
(Attachments #6-#7)

PERSONNEL

13. Job Announcements *Information*
(Attachments #8-#30)

FINANCIAL

14. Nothing at this time

CLOSED SESSION

15. Closed Session

The Commission may discuss one or more of the following topics in Closed Session:

1. Personnel
2. Legal Advice

NEXT MEETING

16. The next meeting of the Personnel Commission will be:

**October 26, 2017
4:30 p.m.
PDC Room**

ADJOURNMENT

17. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF AUGUST 24, 2017**

DATE: September 21, 2017

Attached for your approval are the minutes of the Personnel Commission regular meeting of August 24, 2017.

RECOMMENDATION

The Personnel Commission approve the minutes of the August 24, 2017 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

August 24, 2017

4:30 p.m.

Carol Davis called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. in the PDC room, 10055 Slater Avenue, Fountain Valley, California. Mr. Mullin led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Rabbi Stephen Einstein, Member
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Rabbi Einstein moved to approve the agenda as presented. Mr. Mullin seconded the motion. Motion carried.

Introduction of Guests

No guests were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, May 16, 2017

Rabbi Einstein moved to approve the minutes with one correction. Mr. Mullin seconded the motion. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, May 18, 2017

Presented as an information item only

Minutes, Regular Meeting of the Board of Trustees, June 15, 2017

Presented as an information item only

Minutes, Regular Meeting of the Board of Trustees, June 22, 2017

Presented as an information item only

Agenda, Regular Meeting of the Board of Trustees, July 13, 2017

Presented as an information item only

Director's Report

Mr. Hessler stated he attended the Fountain Valley School District Leadership Advance this month. Approximately 107 people attended the retreat which was the largest so far and included group activities, and reports from Personnel, Curriculum and Instruction and Business. The retreat focused on what the district does well. Dr. Johnson issued a challenge/invitation to participate in 21 days of kindness which will start on the first day of school.

Commissioners' Comments

Mr. Mullin requested the Classification Study be presented to the Personnel Commission first. He would like to budget extra time at the meeting where it is being presented. Mr. Mullin would like to attend the Board meeting where it is going to be presented. Mrs. Davis stated she was glad to hear that the retreat was well attended and had great enthusiasm from Dr. Johnson

Public Comments

None

ADMINISTRATION

Classification Study Update

Mr. Hessler reported he has been in touch with EMS Consulting. Next Tuesday cabinet will meet and review preliminary title recommendations and salaries. There can be proposed changes in titles, job families and on salaries. Any suggested salary decreases can be put on hold or grandfathered. EMS is continuing to do salary reviews.

Eligibility Lists

Mr. Mullin moved to approve the Accountant, Administrative Assistant, Bilingual Translator and Library/Media Technician eligibility lists. Rabbi Einstein seconded the motion. The motion carried.

PERSONNEL

Job Announcements

Job postings were reviewed for Interdepartmental Transfers for Bus Driver, CDC Preschool Instructor, Extended School Program Instructor, Food Services Worker, and Health Assistant. Also, the open and promotional postings were reviewed for Accountant, Administrative Assistant, Bilingual Translator, Bus Driver, Field Support/Help Desk Technician, and Health Technician –LVN.

FINANCIAL

Personnel Commission Budget 2016-2017: Final Review

The Commission received the 2016-2017 year-end budget for review.

Approval of Invoices for CODESP and CSPCA memberships

Mr. Mullin made the motion to approve the payment of the EdJOIN Invoice in the amount of \$929.55 and the PCASC membership invoice in the amount of \$40.00. Rabbi Einstein seconded. Motion carried.

CLOSED SESSION

Commission adjourned to closed session for the Personnel Director's annual review at 5:17 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
September 27, 2017
4:30 p.m.
Board Room**

ADJOURNMENT

The August 24, 2017 regular meeting of the Personnel Commission was adjourned at 5:37 p.m.

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Vice Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING ON July 13, 2017**

DATE: September 21, 2017

The minutes of the Board of Trustees regular meeting on July 13, 2017 are presented as an information item.

Attachment #2

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

July 13, 2017

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 6:30pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Jeanne Galindo	Member
Ian Collins	Member

Dr. Johnson noted the following addendum to the Closed Session Agenda:

AGENDA APPROVAL

Superintendent and staff request board approval of an addendum to the Closed Session agenda of the July 13, 2017 meeting, with addition of the following item:

- Conference with Real Property Negotiator: *Government Code Section 54956.8*
Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) ("Property").

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and LePort Schools, Greg Marick, Vice President, Operations & Development (Lessee).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the possible amendment of the existing Lease Agreement for the identified Property.

This addendum is due to the need for the Board to give immediate direction on an item that came to the attention of the District after the agenda was posted.

Motion: Mr. Collins moved to approve the meeting agenda

including the addition to the Closed Session agenda.

Second: Mr. Cunneen

Vote: 5-0

There were no requests to address the Board prior to closed session.

PUBLIC COMMENTS

Mrs. Crandall announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board’s designated representative, Cathie Abdel.
- Public Employee Performance Evaluation:
Government Code Section 54957 & 54957.1
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.
- Conference with Real Property Negotiator:
Government Code Section 54956.8
Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) (“Property”).

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and LePort Schools, Greg Marick, Vice President, Operations & Development (Lessee).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the possible amendment of the existing Lease Agreement for the identified Property.

The public portion of the meeting resumed at 7:00pm.

PLEDGE OF
ALLEGIANCE

Mr. Collins led the Pledge of Allegiance.

BOARD REPORTS AND COMMUNICATIONS

Mr. Collins' activities since the last meeting included: Talbert promotion ceremony, City of Fountain Valley 60th Anniversary parade, Rotary meetings, and FVSF Golf Tournament planning meeting.

Mrs. Schultz's activities since the last meeting included: City of Fountain Valley 60th Anniversary parade. She congratulated Mrs. Abdel and her personnel team on the recent response to certificated postings, noting 265 applicants in a 24-hour period. She also commended staff for bringing the Director, Maintenance and Operations position to the Board this evening, noting the benefit to the District this position brings given the facilities work underway.

Mr. Cunneen's activities since the last meeting included: Masuda promotion ceremony, City of Fountain Valley 60th Anniversary parade, and Rotary meeting with presentation by newly appointed FVPD Chief, Kevin Childs.

Mrs. Galindo's activities since the last Board meeting included: Masuda promotion ceremony and City of Fountain Valley 60th Anniversary parade. She also commended the Director, Maintenance and Operations position included in the agenda for approval this evening, noting the benefit to the District.

Mrs. Crandall congratulated our promoting 8th graders, many of whom have been with us for nine years. Her activities since the last meeting included: Fulton promotion ceremony, Rotary presentation with FVPD Chief, Kevin Childs and installation of Dr. Johnson as FV Rotary President, City of Fountain Valley 60th Anniversary parade, FVPD’s 50th Anniversary celebration, Summer Harvest distribution day this past weekend, and visit to ESY Program at Plavan. She thanked the Trustees for their study of the agenda this evening, meetings with Dr. Johnson and service since the last meeting.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to approve Rejection of All Proposals for the Preconstruction and Lease-Leaseback Services for Measure O Phase 1 - School Modernization and Air Conditioning.

Second: Mr. Collins

Vote: 5-0

Motion: Mrs. Schultz moved to adopt Resolution 2018-05 Approval of Request for Proposals for Preconstruction and Lease Leaseback Services for Modernization and HVAC Project

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Galindo moved to approve the Consent Calendar.

Second: Mr. Collins

Vote: 5-0

The Consent Calendar included:

REJECTION OF ALL PROPOSALS FOR THE PRECONSTRUCTION AND LEASE-LEASEBACK SERVICES FOR MEASURE O PHASE 1 - SCHOOL MODERNIZATION AND AIR CONDITIONING
ADOPT RESOLUTION 2018-05 APPROVAL OF REQUEST FOR PROPOSALS FOR PRECONSTRUCTION AND LEASE LEASEBACK SERVICES FOR MODERNIZATION AND HVAC PROJECT
CONSENT CALENDAR/
ROUTINE ITEMS OF BUSINESS

- Board Meeting Minutes from June 15 regular meeting
- Board Meeting Minutes from June 22 regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Adjustments
- Resolution 2018-07: Payment to Mr. Collins for missed meeting
- Resolution 2018-01: Authorization Of Signatures On Replacement Warrants
- Resolution 2018-02: Appointment Of Custodian Of Revolving Cash Fund
- Resolution 2018-03: Authorization Of Approval Of Vendor Claims/Orders
- Resolution 2018-04: Authorization Of Signatures
- Record Of Eighth Grade Promotion, June 2017
- District Field Trip List 2017-18
- Educational Services Approved Independent Contractor List
- Approval Of Single Year With Annual Renewal Contract Between Fountain Valley School District And Mind Research Institute To Provide St Math To The District's Eight Schools
- Approval Of Three Year Contract Between Fountain Valley School District And TURNITIN, LLC., To Provide Writing-To-Learn Products To The District's Three Middle Schools
- Approval of District Use Of CMAS Contract And Any Extensions To Procure Copiers And Related Maintenance And Print Services To Meet The Needs Of The District
- Approval of Agreement With Vavrinek, Trine, Day & Co., LLP For Year-End Close Consulting Services
- Adoption Of Resolution 2018-06: Temporary Inter-Fund Transfers From Fund 40
- Approval Of Lease Addendums For Modular Classrooms
- Approval Of Orange County Department Of Education Sungard Contracts
- Agreement With Revenue Enhancement Group, Inc. For Assessment Refund Services
- Agreement For Special Services With School Services Of California
- 2016-17 Quarterly Report On Williams Uniform Complaints

- Retainer Agreement For Legal Services In 2017-18 School Year With The Law Offices Of Margaret A. Chidester & Associates
- Contract For Professional Development Services With Elena Macdonald
- Special Ed Settlement Agreement
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Cornerstone Therapies	N/A	7/1/17-6/30/18
Cornerstone Therapies	\$2,970	7/1/17-12/31/17
Del Sol School	N/A	7/1/17-6/30/18
Del Sol School	\$67,783	7/1/17-6/30/18
Olive Crest Academy	N/A	7/1/17-6/30/18
Olive Crest Academy	\$47,079.53	7/1/17-6/30/18
Olive Crest Academy	\$49,196.51	7/1/17-6/30/18
Olive Crest Academy	\$73,014.51	7/1/17-6/30/18
Port View Preparatory, Inc.	N/A	7/1/17-6/30/18
Port View Preparatory, Inc.	\$97,847.50	7/1/17-6/30/18
Del Sol School	N/A	6/19/17-6/30/17
Del Sol School	\$4,884	6/19/17-6/30/17

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Mr. Collins Commended our staff for their efforts on behalf of ALL students.

Dr. Johnson Congratulated Mr. Collins and Mr. Cunneen for their promoting family members. In addition, he noted regarding our promotion ceremonies that all were brilliant. As a guest at Masuda’s presentation, he noted that the speeches were three of the best he has ever heard, hands down. Moreover, he expressed his pride in the education we provide for all students, especially our young ladies. He congratulated Rob Frizelle and Cheryl Brothers for a very successful City of Fountain Valley 60th Anniversary parade. He also congratulated FVPD Chief Kevin Childs and City Manager Robert Houston, noting his excitement at the partnerships to be built with these individuals. In addition, he noted his honor at being Rotary President for the 2017-18 year. Lastly, he commended Mrs. Robinson and Amy Motsinger for our amazing Extended School Year program. He also noted his hope that everyone is enjoying a wonderful summer break. We are looking forward to staff’s return in August.

ADJOURNMENT

Motion: Mrs. Galindo moved to adjourn the meeting at 7:24pm.

Second: Mr. Collins

Vote: Unanimously approved
/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING ON AUGUST 24, 2017**

DATE: September 21, 2017

The minutes of the Board of Trustees regular meeting on August 24, 2017 are presented as an information item.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

August 24, 2017

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 5:30pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Jeanne Galindo	Member

Absent:	
Ian Collins	Member

Motion: Mr. Cunneen moved to approve the meeting agenda including the addition to the Closed Session agenda.

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 4-0

BOARD WORKSHOPS

Superintendent Mark Johnson Ed.D and Assistant Superintendent, Business Services Christine Fullerton joined the Board for a discussion of the next steps and timeline in the process to sell the Crossroads Office Park. This is a two story, professional building owned by the District, the purpose of which was to generate an alternative revenue stream for the District's General Fund.

Dr. Johnson began the workshop by providing a brief history of the Crossroads Building and work done to date to declare the property surplus and authorize the sale of the property, following the formation of an Advisory Committee and study of the property. He further explained District receipt of written notice from the County of Orange indicating their interest in the property. He also explained the District's obligation to engage in good-faith negotiations for 90 days with interested public

**WORKSHOP ON THE
NEXT STEPS IN THE
PROCESS TO SELL
CROSSROADS OFFICE
PARK**

agencies, noting that negotiations begin with a response to the agency indicating minimum price and conditions of sale. In addition, Mrs. Fullerton reviewed the broker opinion of value and its basis, including: market overview, CAP rate analysis, and market analysis. Based on these factors, the broker opinion of value is an asking price of \$175.00 per square foot or \$7,799,050. In closing, Mrs. Fullerton reviewed the timeline going forward.

Superintendent Mark Johnson Ed.D and Assistant Superintendent, Business Services Christine Fullerton joined the Board for a preliminary discussion of the process for annually allocating proceeds generated from the investment in Fund 40-41 and other alternative revenue streams.

DISCUSSION ON THE INVESTMENT INCOME FROM FUND 40-41

Mrs. Fullerton opened the workshop by providing a review of the events leading to funds to invest in Fund 40. In addition, she explained that Fund 40 is the Special Reserve for Capital Outlay and the revenue in Fund 40 came from the sale of surplus properties. Sub-fund 40-41 was created when the Investment Portfolio was established to track the investment separately from the other funds in Fund 40. She further detailed how the funds in Fund 40-41 are invested, noting the Board’s goals regarding the investment including highest yield and highest security. Mrs. Fullerton also reviewed the proceeds from Fund 40-41 over the past two years, including 2015-16 at \$308,219.38 and 2016-17 at \$405,421.83, through March 30th (noting that that Treasurer’s Office is still completing the last quarter report). In addition, Dr. Johnson noted that the income in Fund 40-41 is subject to fluctuations in the economy, specifically interest fluctuations. Moreover, while the principal is secure, we don’t know exactly the dollar figure of the yield until it is deposited. And lastly, the original dollars were generated from the sale of District property. He offered several items for Board discussion including: whether or not to create an annual timeline, the desire for a priority funding list, and funding mechanism. Following discussion, the Board reached consensus to direct staff to put together an annual timeline for Board consideration regarding the allocation of proceeds from Fund 40-41; indicated a preference for forward funding; and shared some items for consideration for a priority funding list. In addition, they directed staff to bring back items discussed tonight, in addition to items added by staff, for an activity intended to create a priority funding list.

There were no requests to address the Board prior to closed session.

PUBLIC COMMENTS

Mrs. Crandall announced that the Board would retire into Closed

CLOSED SESSION

Session. Action was not anticipated. The following was addressed:

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.

The public portion of the meeting resumed at 7:00pm.

PLEDGE OF
ALLEGIANCE

Mrs. Galindo led the Pledge of Allegiance.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz's activities since the last meeting included: Leadership Advance, noting that when you get so many together with the same passion, it further fuels the flames of that passion and invigorates all of our enthusiasm. She commended the great, positive energy in the room, noting that she was pleased to have had the opportunity to attend.

Mr. Cunneen's activities since the last meeting included: Leadership Advance, commending the staff involved and their presentations that day. He noted that it was a wonderful way to start the new year. He wished everyone the best for the school year, noting that we are poised for the best this year. In addition, he wished Dr. Johnson a happy birthday and thanked everyone for their well wishes and support regarding his wife, Mimi.

Mrs. Galindo's activities since the last meeting included: Leadership Advance, noting that it was a refreshing day, with surprises that she did not expect, including the opportunity to get to know two of our teachers better. She thoroughly enjoyed the day and continued to think about it days later.

Mrs. Crandall congratulated our 18 newly hired certificated staff. Her activities since the last meeting included: Leadership Advance, noting the apparent amount of thought, time and energy involved in the day. She commended senior staff. In addition, she enjoyed the new teacher orientation. She thanked the Trustees for their continued preparation and service.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to approve Global Adoption of Updates to Board Policies and Board Bylaws Since Adoption of Updated Board Policy Manual, January 2017 (First Reading).

GLOBAL ADOPTION OF UPDATES TO BOARD POLICIES AND BOARD BYLAWS SINCE ADOPTION OF UPDATED BOARD POLICY MANUAL, JANUARY 2017 (FIRST READING)

Second: Mrs. Schultz

Mrs. Crandall shared one suggested edit to Board Bylaw 9323, which the Board reached consensus on and the revision will be included prior to the global adoption of updates being brought to the Board for second reading and adoption.

Vote: 4-0

Motion: Mr. Cunneen moved to approve Minimum Purchase Price for the Sale of the District’s Crossroads Office Park Property.

APPROVAL OF MINIMUM PURCHASE PRICE FOR THE SALE OF THE DISTRICT’S CROSSROADS OFFICE PARK PROPERTY

Second: Mrs. Galindo

Vote: 4-0

Motion: Mrs. Galindo moved to adopt Resolution 2018-07 Education Protection Account (EPA) Funding and Spending Determinations for the 2017-18 Fiscal Year.

APPROVAL OF RESOLUTION 2018-07 EDUCATION PROTECTION ACCOUNT (EPA) FUNDING AND SPENDING DETERMINATIONS FOR THE 2017-18 FISCAL YEAR

Second: Mrs. Schultz

Vote: 4-0

Motion: Mrs. Schultz moved to adopt the District Priorities. **ADOPTION OF DISTRICT PRIORITIES**

Second: Mr. Cunneen

Vote: 4-0

Motion: Mrs. Galindo moved to approve the Consent Calendar. **CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS**

Second: Mrs. Schultz

Vote: 4-0

The Consent Calendar included:

- Board Meeting Minutes from July 13 regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Adjustments
- Agreement for Professional Services with Atkinson, Andelson, Loya, Ruud & Romo
- Authorization to Use Anaheim Union High School District Bid (#2015-26 Dairy) for the Purchase of Dairy Products
- Approval of the Contract with Microsoft, Inc. for Office 365 Annual License
- Agreement with Corinne Loskot Consulting Inc., in Order to Assist with Obtaining State School Facilities Funding
- Agreement with Key Analytics for Analytical and Operational Support Services for Measure O Bond Funds
- Mandate Block Grant
- Capital Facilities Fund Developer Fees
- 2017-18 Copier and Risograph Maintenance Agreement
- Agreement with TLC Auctions for Disposal of District Surplus Property
- Approval of District Use of CMAS Contract with Advantage West for Procurement of Janitorial Supplies
- CSPP Contract 2017-18

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Mrs. Crandall Reminded the Board that students will be returning on September 6th and thus at our next meeting on September 7th we will return to business attire.

Dr. Johnson Commended Mrs. Lucchese for her efforts on the Leadership Advance. In addition, he commended Mrs. Abdel for her presentation, especially her delivery on the culture of our District, Mrs. Fullerton for her presentation, including her ability to make information accessible, and Dr. McLaughlin on his presentation, including his ability to build anticipation in his address. Moreover, he commended Dr. Hoefer and Danielle Zavala for the beautiful graphics created and the story that they enabled Dr. McLaughlin to tell. Dr. Johnson also commended the staff, and those at each of our sites for the reception for our new teachers and the bus tour this week. Additionally, he commended the professional development currently going on in our District, highlighting the scope and sequence presented to teachers on CGI earlier this week and the plan to build continuity amongst our teachers. Furthermore, he commended Mona Green and her embrace of CGI. He noted as well that Rena Bonifay has built an impressive unit for our preschools. In addition, he applauded the efforts of our middle school math teachers in their plan development this week. He celebrated the Educational Services Division, noting that they have built the strongest professional development he has ever seen. Moreover, he thanked and applauded SchoolsFirst for their generous support of our District, and our Leadership Advance. In closing, he commended our Board of Trustees for their support and their dedication to our students and District.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 7:25pm.

Second: Mr. Cunneen

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF SEPTEMBER 7, 2017**

DATE: September 21, 2017

Attached for your information is the agenda of the Board of Trustees regular meeting of September 7, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

September 7, 2017

- CALL TO ORDER: 5:30PM
- ROLL CALL
- APPROVAL OF AGENDA

M _____
 2nd _____
 V _____

BOARD WORKSHOP

1. WORKSHOP TO PROVIDE UPDATE ON THE PROGRESS ON THE MODERNIZATION AND HVAC PROJECTS AT COURREGES AND MASUDA SCHOOLS

Assistant Superintendent, Business Services Christine Fullerton will be joined by Richard Ingrassia from Rachlin Partners for a update on the progress of the Modernization and HVAC Projects at Courreges and Masuda schools.

- PUBLIC COMMENTS

Speakers may address the Board of Trustees on Closed Session Items. Please comply with procedures listed on the goldenrod form "For Persons Wishing to Address the Board of Trustees" and give the form to the Executive Assistant.

- CLOSED SESSION

The Board of Trustees will retire into Closed Session to address the following:

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
- Negotiations: *Government Code 54957.6*

Our mission is to promote a foundation for academic excellence, mastery of basic skills, responsible citizenship, and a desire by students to achieve their highest potential through a partnership with home and community.

Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.

- OPEN SESSION: 7:00PM
- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

2. HUNTINGTON BEACH ASSISTANCE LEAGUE PRESENTATION OF LINKS TO LEARNING GRANTS

Huntington Beach Assistance League President Judy Blakenship will join members of the HB Assistance League in generously presenting over \$25,000 in grants to teachers and principals in the Fountain Valley School District through their Links to Learning program.

- RECESS

STAFF REPORTS AND PRESENTATIONS

3. UNAUDITED ACTUALS FOR FISCAL YEAR 2016-17 (ORAL AND WRITTEN)

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra will review for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2016-17.

BOARD REPORTS AND COMMUNICATIONS

Board Members will make the following reports and communicate information to fellow Board Members and staff.

PUBLIC COMMENTS

Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. If a member of the audience requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them personally or in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

*** BOARD MEMBERS WHO WISH TO DISCUSS WITH STAFF ANY ITEMS LISTED UNDER LEGISLATIVE SESSION SHOULD INFORM THE BOARD PRESIDENT AT THIS TIME.

LEGISLATIVE SESSION

- 4. **ACCEPT AND AWARD THE RFP FOR PRECONSTRUCTION AND LEASE-LEASEBACK SERVICES FOR MODERNIZATION AND HVAC PROJECT TO WEST COAST AIR CONDITIONING CO., INC.** M ___
2nd ___
V ___

The District issued a Request for Proposal (RFP) to solicit proposals from qualified contractors to modernize and install HVAC at two District school sites.

The District received four proposals from qualified contractors. All proposals were reviewed by the District team and the final selection was awarded to the proposal which resulted in the best value. The determination of best value was based on the objective criteria of personnel, capacity and methodology, relevant experience and past performance, preconstruction services, labor compliance, safety, local business outreach and participation, exceptions to the agreements and price.

Superintendent’s Recommendation: It is recommended that the Board of Trustees accepts and awards the RFP for Preconstruction and Lease-Leaseback Services for Modernization and HVAC Services to West Coast Air Conditioning Co., Inc.

- 5. **GLOBAL ADOPTION OF UPDATES TO BOARD POLICIES AND BOARD BYLAWS SINCE ADOPTION OF UPDATED BOARD POLICY MANUAL, JANUARY 2017 (SECOND READING AND ADOPTION)** M ___
2nd ___
V ___

At the January 12, 2017 Board meeting, the Board of Trustees approved second reading and global adoption of an updated Board Policy Manual. This adoption followed extensive review and revision to our manual in order to ensure that all policies and Board bylaws were current. In order to continue this effort, staff is bringing policies and Board bylaws in need of revision since the review process.

Superintendent's Recommendation: It is recommended that the Board of Trustees approve for second reading and adoption Global Adoption of Updates to Board Policies and Board Bylaws.

- 6. **ADOPTION OF RESOLUTION 2018-10 ADOPT UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES** M ___
2nd ___
V ___

The Uniform Public Construction Cost Accounting Act (UPCCAA), enacted in 1983 under Public Contract Code Section 22000 et seq., permits local agencies to adopt procedures to allow for a raised forced account limit of up to \$45,000, and informal bidding procedures for public works projects up to \$175,000. A local agency voluntarily elects to become a participating agency through the adoption of a formal resolution. Board Policy and Administrative Regulation 3311.11 further describes the District’s policies and informal bidding procedures.

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2018-10 Adopt Uniform Public Construction Cost Accounting Procedures.

7. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M ___
2nd ___
V ___

All items listed under the Consent Calendar and Routine Items of Business are considered by the Board of Trustees to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

Superintendent's Recommendation: The Board of Trustees approves all items listed under the Consent Calendar and Routine Items of Business in one action.

Routine Items of Business

- 7-A. Board Meeting Minutes from August 24th regular meeting
- 7-B. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 7-C. Warrants
- 7-D. Purchase Order Listing
- 7-E. Budget Adjustments
- 7-F. Resolution 2018-11: Compensation to Trustee Ian Collins for missed meeting due to illness

Consent Items

7-G. UNAUDITED ACTUALS FOR FISCAL YEAR ENDING 2016-17

Superintendent's Comments: It is recommended that the Board of Trustees approves the unaudited actuals for fiscal year 2016-17 and the adjusted 2017-18 beginning balance.

7-H. RESOLUTION 2018-09: GANN AMENDMENT APPROPRIATIONS LIMITATION

Superintendent's Comments: It is recommended that the Governing Board adopts Resolution 2018-09, identifying the 2016-17 actual appropriation limit and the 2017-18 estimated appropriation limit.

7-I. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2018-A

Superintendent's Comments: It is recommended that the Board of Trustees approves settlement agreement 2018-A as described in the attached memo.

7-J. TOBACCO-USE PREVENTION EDUCATION (TUPE) COHORT M COMPETITIVE GRANT

Superintendent's Comments: It is recommended that the Board of Trustees approves the Contract for Tobacco-Use Prevention Education (TUPE) Cohort M Grant for July 1, 2017 through June 30, 2020 and authorizes the Superintendent or designee to sign

all documents.

7-K. AWARD THE AGREEMENT FOR PRECONSTRUCTION SERVICES FOR MODERNIZATION AND HVAC PROJECT TO WEST COAST AIR CONDITIONING CO., INC.

Superintendent's Comments: It is recommended that the Board of Trustees accepts and awards the Agreement for Preconstruction Services for Modernization and HVAC Services to West Coast Air Conditioning Co., Inc.

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

The Board President will receive any announcements concerning new items of business from board members or the superintendent.

- CLOSED SESSION
- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, October 12, 2017 at 7:00pm.

A copy of the Board Meeting agenda is posted on the District's web site (www.fvsd.us). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or call 714.843.3255 during normal business hours.

Regular Board meeting proceedings are tape recorded.

Reasonable Accommodation for any Individual with a Disability: Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent's office: 10055 Slater Avenue, Fountain Valley, CA 92708 or call (714) 843-3255 or FAX (714) 841-0356.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION ANNUAL REPORT - 1ST
READING**

DATE: September 21, 2017

Attached is information for the Personnel Commission Annual Report: First Reading

PERSONNEL COMMISSIONERS

Carol Davis

Mrs. Davis was sworn into office in October, 2005, as the Commissioner appointed by the other two Commissioners. She is retired from the Fountain Valley School District where she worked for 25 years, including four years as Classified Personnel Technician. Mrs. Davis graduated from Vanguard University. She and her husband have three children, all of whom were FVSD students, and they also have six grandchildren.

Stephen Einstein

Rabbi Einstein has been the CSEA appointee to the Commission since December, 1990. He was named Founding Rabbi of Congregation B'nai Tzedek in Fountain Valley, where he served for over 35 years. Rabbi Einstein graduated cum laude from UCLA and received his doctorate degree from Hebrew Union College-Jewish Institute of Religion. He was a member of the Board of Trustees from 1984 to 1990. Dr. Einstein and his wife have four children who attended FVSD schools, and seven grandchildren.

William Mullin

Mr. Mullin has been the District's appointee to the Commission since December, 1988. He is retired from the aerospace industry after 45 years with McDonnell Douglas, Douglas Aircraft, and Boeing. Mr. Mullin earned a B.S. degree in Economics from St. Edward's University, Austin, Texas. He and his wife are the proud parents of three children, all graduates of the FVSD, one of whom is a principal in the district, and five grandchildren.

STATEMENT OF ETHICS

We, the members of the Fountain Valley School District Personnel Commission and staff, believe:

In dedication to the performance of our responsibilities as defined under the Federal Constitution and the statutes of the State of California.

That public school service is a noble service; that stewardship is one of public trust; and we shall endeavor to perform our duties in a manner to bring honor and credit to education.

Excellence in the support of public education is the ultimate goal of the Merit System.

Equal opportunity shall be provided to ALL and ALL shall be allowed to present their qualifications under a system of merit selection.

Efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the work place.

As public officials in support of the Merit System, we set the ethical tone by our personal conduct and our institutional leadership.

Implicit in our support of the Merit System is our obligation to administer state and federal laws honestly in the mutual interest of the citizens, elected representatives, management, and employees.

In our continuing effort to discharge our duties:

We shall continue to seek, through state legislation and local policies, rules and processes which will further the interest of efficiency and fairness under the Merit System guidelines.

We shall act in accordance with the best interests of sound personnel management; we shall refrain from partisanship and from pressure brought by special interest groups; we shall uphold the public interest as opposed to individual, private, or group interests.

We shall conduct ourselves both on and off the job in such a manner as to create faith in the objectivity and impartiality of our decisions, and we shall not engage in an activity or enterprise that would impair this standard.

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Vice-Chairperson

Rabbi Stephen Einstein, Member

Mr. Ross Hessler, Director- Human Resources

Mrs. Donna Johnson, Classified Personnel Technician

Mrs. Lisa O'Cain, Sr. Office Assistant

Fountain Valley School District



Personnel Commission

Annual Report 2016 – 2017



REPORT OF ACTIVITIES

MERIT SYSTEM DISTRICT

The Fountain Valley School District (FVSD) has been a Merit System District since September, 1967. The District serves grades K-8 for a large portion of the City of Fountain Valley and a small portion of Huntington Beach.

FVSD has an enrollment of about 6,300 students. They attend our seven K-5 schools and three 6-8 middle schools. FVSD employs a total of about 625 highly qualified certificated and classified staff members and supports a strong academic and comprehensive educational program at all grade levels and schools. The Personnel Commission plays a crucial part in the selection, training, and recognition of the District's 350 classified employees.

The Commission generally meets on the fourth Thursday of each month at 4:30 p.m. in the Board Room at the District Office.

HOW TO REACH US

FVSD Personnel Commission
10055 Slater Avenue
Fountain Valley, CA 92708

Telephone: (714) 843-3228
FAX: (714) 843-3263
Email: hesslerr@fvbsd.us

<u>Recruitment and Selection</u>	<u>2015/16</u>	<u>2016/17</u>
Applications received	1,709	1,433
Written tests	587	404
Performance tests	170	30
Oral interviews	237	203
Eligibility lists certified	29	18
<u>Postings</u>		
Open	0	1
Promotional	0	0
Dual - open and promotional	30	25
Interdepartmental	30	21
<u>Classification Activity</u>		
Revised job descriptions	7	1
New classifications created	4	2
Classifications retitled	1	2
Reclassifications/salary reallocations	0	2
Rule changes	2	0
<u>Employment</u>		
New hires	43	45
Summer employment	84	84
Promotions	4	5
Retirements	5	8
Resignations	15	14
Probationary terminations	2	2
Reemployments	2	0
Layoffs:		
Elimination of position	3	0
Reduction in hours	0	0
<u>Highlights</u>		
The Commission recognized 14 outstanding classified employees at the annual Classified Employee Recognition evening in May. Walter Krichesky, Lead Heavy Duty Mechanic at the Maintenance Yard, was honored as the Classified Employee of the Year.		

WHAT IS THE MERIT SYSTEM?

The Merit System is a set of rules and procedures similar to "civil service," which govern classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness. In Merit System school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

MERIT SYSTEM LAW*

Requires the Personnel Commission to do the following:

- Ensure* employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.
- Protect* applicants and employees from discriminatory treatment.
- Determine* job-related educational and work experience requirements.
- Ensure* objective, job-related tests.
- Provide* for the establishment of eligibility lists.
- Provide* for announcements of job vacancies to employees and the public.
- Classify* or reclassify positions.
- Recommend* salary schedules consistent with the principle of like-pay for like-service.
- Establish* reasonable causes for demotion, suspension and dismissal.
- Investigate* and hear appeals of permanent employees who have been suspended, demoted or dismissed.

* California Education Code
Sections 45240-45320

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: September 21, 2017

Attached are the eligibility lists for:

Field Support/ Help Desk Technician

Health Technician - LVN

Attachments #6 - #7

ELIGIBILITY LIST
Field Support/ Help Desk Technician
Expires 9-1-2018

RANK	NAME
1	Jeffrey Beckman
2	Newton Thai
3	Daniel Solorzano
4	Richard Parr
5	Joseph Do
6	Vu Le
7	Rafael Campos
8	Carlos Martinez

ELIGIBILITY LIST
Health Technician-LVN
Expires 9-1-2018

RANK	NAME
1	Katie Anderson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: September 21, 2017

Job announcements posted since the last regular meeting of the Personnel Commission are attached as an information item:

Interdepartmental Transfers:

Bus Driver
Extended School Program Aide (2 postings)
Extended School Program Instructor (2 postings)
Food Services Worker (Rover)
Instructional Assistant
Instructional Assistant- Special Education
Instructional Assistant- SH/PH (5 postings)
Library/Media Technician
Preschool Aide (2 postings)

Dual Certification:

Bus Driver
Custodian
Extended School Program Aide
Extended School Program Instructor
Head Custodian
Preschool Aide
Preschool Instructor



Fountain Valley School District
Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY
Bus Driver
Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Bus Driver or from the current list of “ready and willing” certified eligibles

POSTING DATE:	September 12, 2017
CLOSING DATE:	September 19, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
LOCATION:	Transportation
HOURS:	21.25 hours per week, 4.25 hours per day, Hours to be determined
TERM:	9.6 months a year
VACANCY:	1 position

THE JOB

Under the direction of the Transportation Supervisor, the Bus Driver operates a school bus over designated routes in accordance with time schedules. She/he provides safe and efficient transportation for District students to and from school, special events and field trips. Other essential duties include performing daily inspections and maintenance of the vehicle; assisting in the loading and unloading of disabled students as necessary; reporting incidents which affect the safety of students; and maintaining records concerning vehicle maintenance, miles driven and number of children transported.

APPLICATION PROCESS:

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (johnsond@fvsd.us) asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. The Personnel Office must receive all employee requests by 4:00 p.m., Tuesday, September 19, 2017.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from among the “ready and willing” transfer eligibles or from the top three ranks of “ready and willing” certified eligibles.

The Fountain Valley School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, gender, age, marital status, religion, or disability in compliance with federal and state laws.

No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will become members of California School Employees Association or pay a service fee.



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Aide

Interdepartmental Transfer

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 18, 2017
CLOSING DATE:	August 25, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	14.0 hours/week- MTWF 2:00 p.m. – 4:30 p.m., TH 12:30 p.m. – 4:30 1 each at Cox, Gisler, Newland and Plavan 16.0 hours/week- MTWF 2:00 p.m. – 5:00 p.m., TH 1:00 p.m. – 5:00 at Plavan
TERM:	9.6 months a year
VACANCIES:	5 positions, 2 at Plavan, 1 each at Cox, Gisler and Newland Extended School Program

THE JOB

Under the direction of the Director-Child Care Program, this position helps provide a quality program and a safe and loving environment for children in the Extended School Program, assists with planning and implementing a variety of activities to meet the needs and interests of the children, and participates in activities with groups of children.

APPLICATION PROCESS

Present employees in the position of Extended School Program Aide wanting to transfer must send or email a note to the Personnel Department at johnsond@fvsd.us asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Department must receive all employee requests by 4:00 p.m., August 25, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Aide

Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Extended School Program Aide or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 31, 2017
CLOSING DATE:	September 12, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	10.75 hours/week- MTWF 2:30 p.m. – 4:15 p.m., TH 12:30 p.m. – 4:15 at Cox 12.50 hours/week- MTWF 2:30 p.m. – 4:30 p.m., TH 12:30 p.m. – 5:00 at Cox 13.00 hours/week- MTWF 2:30 p.m. – 4:45 p.m., TH 12:45 p.m. – 4:45 at Gisler
TERM:	9.6 months a year
VACANCIES:	3 positions, 2 at Cox, one at Gisler Extended School Program

THE JOB

Under the direction of the Director-Child Care Program, this position helps provide a quality program and a safe and loving environment for children in the Extended School Program, assists with planning and implementing a variety of activities to meet the needs and interests of the children, and participates in activities with groups of children.

APPLICATION PROCESS

Present employees in the position of Extended School Program Aide wanting to transfer must send or email a note to the Personnel Department at johnsond@fvsd.us asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Department must receive all employee requests by 4:00 p.m., Tuesday, September 12, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

Interdepartmental Transfer

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles

OPENING DATE:	August 18, 2017
CLOSING DATE:	August 25, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	16.0 hrs/wk – MTWF 1:30 p.m. – 4:30 pm, TH 12:30 p.m.- 4:30 p.m.
TERM:	9.6 months a year, Start date 9/6/2017
VACANCIES:	One position at Oka ESP

THE JOB

Under the direction of the Director-Child Care Program, organize and implement a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program; assure compliance with school objectives to meet the needs of children, parents, school and the community.

APPLICATION PROCESS

Present employees in the position of Extended School Program Instructor wanting to transfer must send or email a note to the Personnel Department at johnsond@fvsd.us asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Department must receive all employee requests by 4:00 p.m., August 25, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Extended School Program Instructor or from the current list of “ready and willing” certified eligibles.

OPENING DATE:	August 28, 2017
CLOSING DATE:	September 8, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	14.5 hrs/wk – MTWF 2:30 p.m. – 5:00 pm, TH 12:30 p.m.- 5:00 p.m.
TERM:	9.6 months a year, Start date 9/6/2017
VACANCIES:	One position at Oka ESP

THE JOB

Under the direction of the Director-Child Care Program, organize and implement a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program; assure compliance with school objectives to meet the needs of children, parents, school and the community.

APPLICATION PROCESS

Present employees in the position of Extended School Program Instructor wanting to transfer must send or email a note to the Personnel Department at johnsond@fvsd.us asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Department must receive all employee requests by 4:00 p.m., September 8, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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EMPLOYMENT OPPORTUNITY

FOOD SERVICES WORKER (Rover)

Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by current “ready and willing” transfer eligibles or “ready and willing” certified eligibles.

POSTING DATE:	August 21, 2017
CLOSING DATE:	September 1, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
TERM:	9.6 months a year
HOURS:	15 hrs/wk, Monday - Friday, 11:00 a.m. – 2:00 p.m.
VACANCY:	1 position, roving between sites

THE JOB

Under the direction of the Director, Food Services, this position provides for the nutritious and timely service of foods to students and staff at an assigned school site; orders and sells prepared food to students and faculty; and maintains accurate records of food service activities.

APPLICATION PROCEDURE

To be considered for this position, please send a written request or e-mail to the Personnel Office at johnsond@fvds.us. All employee requests **must be received by 4:00 p.m., September 1, 2017.** **POSTMARKS WILL NOT BE ACCEPTED.** All requests must contain information sufficient to indicate applicant is a “ready and willing” transfer eligible.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from among the “ready and willing” transfer eligibles or from the top three ranks of “ready and willing” certified eligibles. No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT

Interdepartmental Transfer Only

The following is posted in accordance with Personnel Commission rules and will be filled by current “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 21, 2017
CLOSING DATE:	September 1, 2017, at 4:00 p.m.
SALARY:	Current Rate
HOURS/TERM:	12.5 hrs/wk; M-F, 8:30 a.m. – 11:00 a.m.; Courreges Kindergarten Aide
TERM:	9.7 mo/yr
VACANCY:	1 Position

THE JOB

Under the direction of a Principal, assist a certificated teacher in reinforcing instruction to individuals or small groups of students in a classroom, or other learning environment; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles along with “ready and willing” transfer eligibles.

APPLICATION PROCEDURE

Present employees wanting to transfer must send a written request to the Personnel Department or e-mail to johnsond@fvsd.us . All requests must contain information sufficient to indicate the applicant is a “ready and willing” transfer eligible. **Requests must be received by 4:00 p.m., September 1, 2017. Postmarks will not be accepted.**

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvdsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT - Special Education

Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Instructional Assistant – Special Education or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	September 12, 2017
CLOSING DATE:	September 19, 2017 @ 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	28.25 hrs/wk: Hours to be Determined
TERM:	9.6 months a year
VACANCY:	Gisler School

THE JOB

Under the direction of an assigned supervisor, this classification provides instructional support and assistance to teachers and students assigned to a designated special education instructional program; performs instructional support activities related to behavior management and other related activities to special education students; and performs a variety of routine clerical duties.

APPLICATION PROCESS

Present employees wanting to transfer must send a memo or e-mail Donna Johnson in the Personnel Department (johnsond@fvdsd.us). The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Office must receive all employee requests by 4:00 p.m., September 19, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles and the top three ranks of “ready and willing” certified eligibles.

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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will become members of California School Employees Association or pay a service fee .



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY **INSTRUCTIONAL ASSISTANT – SH/PH** *Interdepartmental Transfer Only*

The following position is posted in accordance with the Personnel Commission rules and will be filled by “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 22, 2017
CLOSING DATE:	September 5, 2017 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	28.75 hrs/wk: MTWF 7:45 a.m. – 2:30 p.m. (with 1/2 hour lunch), Thursday 7:45 a.m. – 11:30 p.m.
TERM:	5 days a week, 9.6 months a year
VACANCY:	2 positions, one each at Fulton and Gisler School

THE JOB

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program including Severely Handicapped and Physical Handicapped programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. The Personnel Office must receive all employee requests by 4:00 p.m., Tuesday, September 5, 2017.

APPOINTMENT/CERTIFICATION

Final selection will be made from the top three ranks of certified eligibles on the list, along with others such as transfer eligibles “ready and willing” to accept the vacant position.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY INSTRUCTIONAL ASSISTANT – SH/PH *Interdepartmental Transfer Only*

The following position is posted in accordance with the Personnel Commission rules and will be filled by “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 29, 2017
CLOSING DATE:	September 12, 2017 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	28.75 hrs/wk: Hours to be determined by site
TERM:	5 days a week, 9.6 months a year
VACANCY:	2 positions, one each at Oka and Talbert School

THE JOB

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program including Severely Handicapped and Physical Handicapped programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. The Personnel Office must receive all employee requests by 4:00 p.m., Tuesday, September 12, 2017.

APPOINTMENT/CERTIFICATION

Final selection will be made from the top three ranks of certified eligibles on the list, along with others such as transfer eligibles “ready and willing” to accept the vacant position.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY INSTRUCTIONAL ASSISTANT – SH/PH *Interdepartmental Transfer Only*

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Instructional Assistant – SH/PH or from the current list of “ready and willing” certified eligibles

POSTING DATE:	September 12, 2017
CLOSING DATE:	September 19, 2017 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	27.5 hrs/wk: Hours to be determined by site
TERM:	5 days a week, 9.6 months a year
VACANCY:	Talbert School

THE JOB

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program including Severely Handicapped and Physical Handicapped programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. The Personnel Office must receive all employee requests by 4:00 p.m., Tuesday, September 19, 2017.

APPOINTMENT/CERTIFICATION

Final selection will be made from the top three ranks of certified eligibles on the list, along with others such as transfer eligibles “ready and willing” to accept the vacant position.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY INSTRUCTIONAL ASSISTANT – SH/PH *Interdepartmental Transfer Only*

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Instructional Assistant – SH/PH or from the current list of “ready and willing” certified eligibles

POSTING DATE:	September 15, 2017
CLOSING DATE:	September 25, 2017 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	28.75 hrs/wk: Hours to be determined by site
TERM:	5 days a week, 9.6 months a year
VACANCY:	Plavan School

THE JOB

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program including Severely Handicapped and Physical Handicapped programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. The Personnel Office must receive all employee requests by 4:00 p.m., Monday, September 25, 2017.

APPOINTMENT/CERTIFICATION

Final selection will be made from the top three ranks of certified eligibles on the list, along with others such as transfer eligibles “ready and willing” to accept the vacant position.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY INSTRUCTIONAL ASSISTANT – SH/PH *Interdepartmental Transfer Only*

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Instructional Assistant – SH/PH or from the current list of “ready and willing” certified eligibles

POSTING DATE:	September 19, 2017
CLOSING DATE:	September 25, 2017 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	22.75 hrs/wk: Hours to be determined by site
TERM:	5 days a week, 9.6 months a year
VACANCY:	Gisler School

THE JOB

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program including Severely Handicapped and Physical Handicapped programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. The Personnel Office must receive all employee requests by 4:00 p.m., Monday, September 25, 2017.

APPOINTMENT/CERTIFICATION

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Fountain Valley School District

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10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvds.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Library/Media Technician

Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Library/Media Technician or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	September 7, 2017
CLOSING DATE:	September 13, 2017 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	15 hrs/wk, Tuesday, Wednesday, Thursday – 5 hours per day
TERM:	9.6 mo/yr
VACANCIES:	One Position at Tamura School

THE JOB

Under the direction of the School Principal, provide an organized program of library services, and perform a variety of technical clerical functions in support of the school library including the selection, circulation, cataloging, maintenance and distribution of books and other instructional materials; assist students and teachers and other staff in the use of print and non-print library/media resources. The ideal candidate is very knowledgeable in the field, has strong work skills, and gets along well with co-workers and students.

APPLICATION PROCESS

Present employees wanting to transfer must send a memo or e-mail Donna Johnson in the Personnel Department (johnsond@fvds.us). The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Office must receive all employee requests by 4:00 p.m., September 13, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles and the top three ranks of “ready and willing” certified eligibles.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PRESCHOOL AIDE

Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Preschool Aide or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 31, 2017
CLOSING DATE:	September 12, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	27.5 hrs/wk: Monday – Friday 12:30 p.m. – 6:00 p.m.
TERM:	9.6 months/year
VACANCY:	2 positions, one each at Cox and Tamura State Preschool

THE JOB

Under the direction of the Director-Child Care Program, and daily oversight of the Preschool Instructor, assist with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; participate in activities with groups of children; and maintain and report progress regarding behavior and performance.

APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **Requests must be received by 4:00 p.m., Tuesday, September 12, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PRESCHOOL AIDE - Revised

Interdepartmental Transfer Only

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Preschool Aide or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	September 20, 2017
CLOSING DATE:	September 26, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	27.5 hrs/wk: Monday – Friday 12:30 p.m. – 6:00 p.m.
TERM:	9.6 months/year
VACANCY:	1 position Oka Preschool

THE JOB

Under the direction of the Director-Child Care Program, and daily oversight of the Preschool Instructor, assist with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; participate in activities with groups of children; and maintain and report progress regarding behavior and performance.

APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **Requests must be received by 4:00 p.m., Tuesday, September 26, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

BUS DRIVER

Dual Certification - Open and Promotional

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for vacant positions.

POSTING DATE:	September 20, 2017
CLOSING DATE:	Open until filled
HOURS:	4.25 hrs/day
SALARY:	\$20.78-\$25.25 per hour (Range 43, 5 steps)
TERM:	9.67 months/year
VACANCY:	1 position

THE JOB

Under the direction of the Transportation Supervisor, the Bus Driver operates a school bus over designated routes in accordance with time schedules. She/he provides safe and efficient transportation for District students to and from school, special events and field trips. Other essential duties include performing daily inspections and maintenance of the vehicle; assisting in the loading and unloading of handicapped students as necessary; reporting incidents which affect the safety of students; and maintaining records concerning vehicle maintenance, miles driven and number of children transported. The ideal candidate has excellent driving skills, gets along well with others, has a good customer service approach and is dependable.

MINIMUM REQUIREMENTS

Any combination equivalent to graduation from high school and one year of experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS

- Valid California Special Driver Certificate for School Bus
- Valid California Class A or B driver license with passenger and air brake endorsements
- Valid medical card (DL-51)
- Valid Red Cross First Aid Card – only required if there is a restriction #6 at the bottom of the Special Driver Certificate
- H-6 printout (current – within 30 days)

See Other Side

KNOWLEDGE AND ABILITY

Knowledge of: Safe driving practices and provisions of the California State Motor Vehicle Code; Education Code applicable to the operation of vehicles transporting students; and basic first aid methods and practices.

Ability to: Maintain order and discipline among students while driving a school bus; recognize equipment malfunctions and take appropriate action; learn designated bus routes including stops and traffic hazards; maintain routine records; meet schedules and timelines; demonstrate good interpersonal skills using tact, patience and courtesy; and provide good customer service.

APPLICATION PROCESS

All applicants must submit an online application, along with the required documentation, through our website at www.fvsd.us. Application materials will be screened and when a sufficient number of qualified and “ready and willing” applicants are received, they will be invited to the first test part – the written test.

EXAMINATION PROCESS – Examination parts and weights

Written Test (30%)	TBA
Oral Interview (30%)	“
Performance Test - Driving (40%)	“

APPOINTMENT/CERTIFICATION

Final selection of appointees for “permanent” positions will be made from the top three ranks of “ready and willing” certified eligibles on the list. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional based upon successful completion of the fingerprinting/conviction clearance, medical examination, drug test, tuberculosis evaluation, and approval by the Board of Trustees.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Custodian

Dual Certification (*Open and Promotional*)

The following position is being posted in accordance with Personnel Commission rules to establish a substitute list and an eligibility list for future vacancies that will be filled by “ready and willing” certified eligibles or “ready and willing” transfer eligibles.

POSTING DATE:	September 13, 2017
CLOSING DATE:	October 5, 2017 @ 4:00 p.m.
SALARY:	Custodian: \$19.96 – 24.25 per hour (Range 39, 5 Steps)
VACANCY:	No current openings

THE JOB

Under the direction of the Custodial Supervisor, clean classrooms, offices, and other facilities of an assigned school during an assigned shift; perform minor repair and maintenance and assure security of school during assigned hours.

REPRESENTATIVE DUTIES

Clean classrooms, offices, cafeterias and other facilities of an assigned school during an assigned shift; sweep, scrub, mop, wax, refinish, seal and polish floors and vacuum rugs and carpets in classrooms, offices and other work areas. Assure security of school during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required. Dust and polish furniture, fixtures and woodwork; clean whiteboard and trays; empty pencil sharpeners. Empty and clean the waste receptacles; refill dispensers. Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains. Clean stoves, refrigerators and coffee machines. Adjust and arrange furniture and equipment. Operate and maintain a variety of custodial equipment. Pick up paper and other debris from grounds and buildings. Participate in thorough cleaning and restoration of school plant during school vacations or schools off-track as assigned. Assist with grounds maintenance or general maintenance of the buildings.

EDUCATION/EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities.

See other side

KNOWLEDGE/ABILITIES

Knowledge of: modern cleaning methods, cleaning materials, disinfectants and equipment used in custodial work; safe work methods and proper lifting. **Ability to:** learn schedules, procedures and use of custodial tools and supplies; operate a variety of custodial equipment including a floor stripper, buffer, carpet shampoo machine, vacuum cleaner, and small power and hand tools; meet schedules and timelines, follow oral and written directions, work cooperatively with others, and complete minor repairs as necessary; learn requirements of maintaining school buildings and facilities in a safe, clean and orderly condition and be able to lift and carry heavy objects.

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website - www.fvsd.us. All application materials **must be submitted through Ed Join by 4:00 p.m., Thursday, October 5, 2017.**

EXAMINATION PROCESS

The examination process will consist of a written and performance test to be held on the dates listed below. These dates are subject to change.

Written Test (50%)	October 6, 2017 @ 9:00 a.m.
Performance Test (50%)	Week of October 9, 2017
Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley	

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from a merged list of the top three ranks of open and promotional certified eligibles. Promotional candidates will receive seniority points based on their length of service. The eligibility list for this classification will be established for twelve months. All employment offers are conditional, based upon successful completion of the medical examination, fingerprinting, conviction clearance, and a test for active tuberculosis.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Aide

Open and Promotional

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 25, 2017
CLOSING DATE:	September 15, 2017 at 4:00 p.m.
SALARY:	\$15.41 - \$18.73/hour (Range 13, 5 Steps)
HOURS:	Approximately 14 – 16 hours/week
TERM:	9.6 months a year
VACANCIES:	3 positions (To be determined)

THE JOB

Under the direction of the Director-Child Care Program, this position helps provide a quality program and a safe and loving environment for children in the Extended School Program, assists with planning and implementing a variety of activities to meet the needs and interests of the children, and participates in activities with groups of children. The ideal candidate for this position has successful experience working with children in a structured setting and has very good interpersonal skills in working with children and others.

REPRESENTATIVE DUTIES

Provide a quality program and a safe and nurturing environment for the children in the Extended School Program; assist with planning and implementing a variety of activities to meet the needs and interests of the children; supervise children in outdoor and indoor play activities; lead children in singing, dancing and other recreational and educational activities; provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring and sensitive manner; model appropriate behavior for children; assist with snack and lunch time as assigned; clean up eating areas; provide for other physical and personal hygiene needs of the children including basic first aid as assigned; provide guidance, assistance, and encouragement with various projects; assist in promoting self-esteem and a healthy self-image; observe behavior of children and monitor for signs of neglect or suspected abuse; report concerns according to established guidelines; maintain a clean, safe, sanitary and orderly child care environment; prepare and maintain a variety of records, reports and program materials including attendance, health, accident and injury reports, routine maintenance, student portfolios and others as assigned; assist in supervising rest periods. Attend workshops and in-services as assigned; attend staff meetings. Perform related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of: Policies and objectives of the Extended School Program. Basic principles and practices of early child development including proper care and discipline. Basic record-keeping techniques. Interpersonal skills using tact, patience and courtesy. Safety and health practices and precautions.

See Other Side

Ability to: Provide a safe environment for children. Implement a variety of activities to meet the needs and interests of the children. Model appropriate behavior for children. Participate in activities with groups of children. Learn, apply and explain rules, regulations and procedures of the program. Determine appropriate action within clearly defined guidelines. Establish and maintain patient, gentle, supportive and cooperative working relationships with children and staff members. Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and one-year experience working with children.

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website - www.fvsd.us. All application materials **must be submitted through Ed Join by 4:00 p.m., September 15, 2017.**

EXAMINATION PROCESS

The examination process will consist of a written and oral examination to be held on the dates listed below. These dates are subject to change.

Relative Weights of the Exam:

Written (40%)	September 18, 2017 at 9:00 a.m.
Qualifications Appraisal Interview (60%)	Week of September 18, 2017
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on the list, along with “ready and willing” transfer eligibles. Promotional candidates will receive seniority credit based on their length of service. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the medical examination, fingerprinting, conviction clearance, and a test for active tuberculosis.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

Dual Certification - Open and Promotional

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for current and future vacancies that will be filled by transfer eligibles or certified eligibles.

POSTING DATE: August 28, 2017

CLOSING DATE: September 18, 2017, 4:30 p.m.

SALARY: \$17.35 - \$21.08/hr (Range 25, 5 Steps)

HOURS: 2 positions at 14.5 hours per week, 1 position at 18.5 hours per week

TERM: 5 days a week, 9.67 months a year

VACANCIES: Three vacancies

THE JOB

Under the direction of the Director, Child Care and Recreation Programs, organize and implement a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program. The ESP Instructor assures compliance with school objectives to meet the needs of children, parents, school and the community. The ideal candidate works well with children and other staff, has excellent communication and interpersonal abilities.

REPRESENTATIVE DUTIES

This position provides a safe environment for children; teaches curriculum-based activities and proper use of equipment and materials; teaches and facilitates pro-social skills; coordinates class activities with subordinates; provides communications and flexibility in carrying out lesson plans; communicates with teachers, ESP management, parents and public safety officials; prepares class activities for multiple age groups in an assigned classroom; prepares and maintains a variety of records, reports, and student portfolios; and maintains a clean and orderly environment.

MINIMUM REQUIREMENTS

Any combination equivalent to graduation from high school supplemented by 12 semester units from an accredited college in early childhood education or coursework in child development, elementary education, recreation or related field, **AND** one year of experience working with school-age children in a group setting.

See Other Side

LICENSES AND OTHER REQUIREMENTS

Valid Pediatric First Aid and CPR certificate

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvvsd.us. The deadline is 4:30 p.m. on Monday, September 18, 2017. Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview to be held on the dates listed below. (These dates are subject to change.) All applicants are invited to attend the written test.

Written (50%).....September 19, 2017 at 9:00 a.m.
Qualifications Appraisal Interview (50%)Week of September 25, 2017
Testing will be conducted at the Fountain Valley School District Office

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Office by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from a merged list of the top three ranks of open and promotional certified eligibles. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a test for tuberculosis. The eligibility list for this classification will be established for one year.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Head Custodian

Dual Certification (*Open and Promotional*)

The following position is being posted in accordance with Personnel Commission rules to establish a substitute list and an eligibility list for future vacancies that will be filled by “ready and willing” certified eligibles or “ready and willing” transfer eligibles.

POSTING DATE:	September 13, 2017
CLOSING DATE:	October 5, 2017 @ 4:00 p.m.
SALARY:	\$22.73 - \$27.62 per hour (Range 52, 5 Steps)
VACANCY:	No current openings

THE JOB

Under the direction of the Principal, or Custodial Supervisor, perform responsible custodial activities at a District school site to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition and plan, coordinate, and monitor overall cleaning and facility use needs for the District Office.

REPRESENTATIVE DUTIES

Clean classrooms, offices, cafeterias and other facilities of an assigned school during an assigned shift or on an assigned cleaning crew; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices and other work areas; Inspect work completed by night custodians for accuracy and compliance with instructions and established standards; Inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities; report need for maintenance repairs to appropriate personnel; Confer with school administrators regarding custodial and maintenance projects and activities at assigned site; assist faculty and staff with custodial and minor maintenance issues; Assure security of school during assigned hours; lock and unlock gates, doors and windows; monitor facilities for fire hazards and report to appropriate personnel as required; Dust and polish furniture, light fixtures and woodwork; clean whiteboards and trays; empty pencil sharpeners; Pick up paper and other debris from grounds and buildings; empty and clean the waste receptacles; refill dispensers; Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains; Adjust and arrange furniture and equipment; set up school facilities for special events and meetings; Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary; Participate in thorough cleaning and restoration of school plant during school vacations or breaks as assigned; Prepare requisitions for supplies and order materials as assigned; Perform energy conservation practices as directed.

EDUCATION/EXPERIENCE

Combination equivalent to: graduation from high school and two years experience in cleaning and maintaining buildings and grounds.

See other side

KNOWLEDGE AND ABILITIES

Knowledge of: Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures and surrounding areas, cleaning materials, disinfectants and equipment used in custodial work, safe practices and work methods, policies and objectives of the school and the district, basic record-keeping techniques, proper methods of storing equipment, materials and supplies, Customer service principles and practices. **Ability to:** Work independently with little direction, properly estimate quantity of required custodial supplies and equipment, apply and explain schedules, procedures and use of equipment and supplies used in custodial work, use common cleaning equipment and materials in a safe and efficient manner, operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools, meet schedules and time lines, understand and follow oral and written directions, communicate effectively orally, work cooperatively with others, complete minor repairs as necessary, provide quality customer service.

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website – www.fvsd.us . All application materials **must be submitted through Ed Join by 4:00 p.m. on Thursday, October 5, 2017.**

EXAMINATION PROCESS

The examination process will consist of a written, performance and oral examination to be held on the dates listed below. These dates are subject to change.

Written Test (30%)	October 6, 2017 @ 9:00 a.m.
Performance Test (30%)	Week of October 9, 2017
Qualification Appraisal Interview (40%)	Week of October 16, 2017
Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley	

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228.

APPOINTMENT/CERTIFICATION

The examination process will result in both a promotional list and an open list. The promotional list will take precedence and be used first. Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles. The two lists will be merged if the highest ranking candidate on the open list has a higher score than the highest available candidate on the promotional list after seniority points have been added. Otherwise, when fewer than three ranks are available on the promotional list, the open list will be used to provide three ranks of candidates. The eligibility lists for this classification will be established for twelve months. All employment offers are conditional, based upon successful completion of the medical examination, fingerprinting, conviction clearance, and a test for active tuberculosis.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvds.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Preschool Aide

Dual Certification - Open and Promotional

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list to fill vacant positions.

POSTING DATE:	August 29, 2017
CLOSING DATE:	September 20, 2017, 4:30 p.m.
SALARY:	\$16.20 – \$19.69 per hour, (Range 18, 5 Steps) – per CSEA contract, starting pay cannot exceed step 3.
HOURS:	27.5 hours per week, Mon – Fri, 12:30 p.m. - 6:00 p.m.
TERM:	9.67 mo/yr
VACANCY:	2 positions, one each at Cox and Tamura CDC

THE JOB

Under the direction of the Director-Child Care Program, be responsible for the general supervision and management of a class that may average 30 children between the ages of three and five. The ideal candidate works well with children and other staff, has excellent communication and interpersonal abilities.

DUTIES

Prepare activities as directed by the Preschool Instructor and assist in implementing activities; provide for a safe and loving environment for the children. Assist with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; supervise children in outdoor and indoor play activities; lead children in singing, dancing and other play activities. Provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring and sensitive manner. Provide support to the Preschool Instructor; set up work areas, snack and lunch, displays and equipment; collect and distribute papers and supplies. Model appropriate behavior for children. Assist in communicating with children and parents in a designated second language; translate written and oral information as directed. Assist with snack and lunch time as assigned; order lunches; clean up eating areas and wash children's hands and faces after play times and meals as needed; set up tooth brushes as appropriate; provide for other physical and personal hygiene needs of the children. Communicate with the Preschool Instructor regarding needs for appropriate materials to meet the developmental and linguistic needs of the children. Maintain a clean, safe, sanitary and orderly child care environment. Assist in supervising rest and nap periods. Attend workshops and in-services as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Policies and objectives of the District Preschool and Child Care Program; basic principles and practices of early child development including proper care and discipline; basic record-keeping techniques; safety and health practices and precautions; written and oral communication principals and practices.

See Other Side

Ability to:

Assist in planning and implementing a variety of activities to meet the needs and interests of the children; model appropriate behavior for children; participate in activities with groups of children; learn, apply and explain rules, regulations and procedures of the program; use positive and proper methods of child control and behavior modification; determine appropriate action within clearly defined guidelines; establish and maintain patient, gentle, supportive and cooperative working relationships with children and staff members; understand and follow oral and written directions.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by at least twelve post-secondary semester units, or equivalent quarter units, in Early Childhood Education or Child Development completed at an accredited college and experience working with preschool-aged children

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvds.us. The deadline is 4:30 p.m. on Wednesday, September 20, 2017. Copies of transcripts or report cards must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview to be held on the dates listed below (these dates are subject to change.) All applicants are invited to the written test.

Relative weights of the exam:	
Written test (50%)	September 21, 2017 at 9:00 a.m.
Qualifications appraisal interview (50%)	Week of September 25, 2017
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from a merged list of the top three ranks of certified eligibles. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a test for tuberculosis. The eligibility list for this classification will be established for one year.

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Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvdsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Preschool Instructor

Dual Certification - Open and Promotional

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list to fill future vacancies.

POSTING DATE:	August 29, 2017
CLOSING DATE:	September 20, 2017, 4:30 pm
SALARY:	\$17.35 – \$21.08 per hour, (Range 25, 5 Steps) – per CSEA contract, starting pay cannot exceed step 3
HOURS:	To be determined
TERM:	9.67 mo/yr
VACANCY:	No current vacancies

THE JOB

Under the direction of the Director-Child Care Program, be responsible for the general supervision and management of a class that may average 30 children between the ages of three and five. The ideal candidate works well with children and other staff, has excellent communication and interpersonal abilities.

DUTIES

Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of the school and District. Provide a program which meets the developmental needs of individual children with concern for their interests, handicaps, special talents, and individual style and pace of learning. Assume responsibility for orderly arrangement, appearance, décor, and learning environment of the classroom. Assure appropriate classroom supplies, materials and food inventory is maintained; order, purchase and transport materials and supplies as necessary; maintain records of budget expenditures. Provide an appropriate climate which assists the children in making satisfactory transition from home to preschool and reinforces positive attitudes and social skills. Establish and maintain standards of student behavior needed to achieve effective participation in activities while maintaining an informal atmosphere in the classroom. Conduct parent conferences on children's school adjustment and classroom behavior.

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic concepts of child growth, development and behavior characteristics of young children; proper English usage, grammar, spelling, punctuation and vocabulary; Early childhood curriculum areas and appropriate methods for implementation and assessment; cross-cultural issues; record-keeping technique; policies and objectives of assigned program and activities; health and safety regulations.

Ability to:

Communicate effectively with children and adults orally and in writing; demonstrate patience, respect, and understanding of others; demonstrate cross-cultural sensitivity and respect; work independently and

prioritize projects; assume responsibility in decision making and use discretion in handling confidential material; maintain effective working relations with others; adapt to changes in schedules and work environment; provide for the safety, health, and psychological needs of children; maintain records, equipment and facilities in an effect manner; plan and guide children’s daily activities.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by attaining a Children’s Center Permit which consists of at least 24 post-secondary semester units or equivalent quarter units in Early Childhood Education (ECE) or Child Development (CD) and 16 general education units completed at an accredited college OR an AA or higher in ECE/CD or a related field with three units of supervised field experience an ICE/CD setting, and at least one year of teaching experience in a licensed day care center or comparable group child care program.

LICENSES AND OTHER REQUIREMENTS

Valid Pediatric First Aid and Pediatric CPR certificates, and valid California Driver License

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:30 pm on Wednesday, September 20, 2017. Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview to be held on the dates listed below (these dates are subject to change.) All applicants are invited to the written test. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

Relative weights of the exam:	
Written test (50%)	September 21, 2017 at 9:00 a.m.
Qualifications Appraisal Interview (50%)	Week of September 25, 2017
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from a merged list of the top three ranks of certified eligibles. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a test for tuberculosis. The eligibility list for this classification will be established for one year.

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