

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

January 31, 2019
4:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice Chairperson
Mr. William Mullin, 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, December 20, 2018** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, January 10, 2019** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, December 13, 2018** *Information*
(Attachment #3)
6. **Director's Report** *Information*
7. **Commissioners' Comments** *Information*
8. **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

**9. Classification Plan Amendment – Revision to job descriptions for
Preschool Assistant and Preschool Instructor** *Action*
(Attachment # 4-#6)

10. Eligibility Lists *Action*
Behavioral Intervention Assistant, Preschool Assistant, and Preschool
Instructor
(Attachment #7-#9)

PERSONNEL

11. Job Announcements *Information*
(Attachments #10-#17)

FINANCIAL

12. Personnel Commission Budget 2018-2019: Review of Year-to -Date *Information*
(Attachment #18)

CLOSED SESSION

13. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**February 28, 2019
4:30 p.m.
Board Room**

ADJOURNMENT

15. 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 DECEMBER 20, 2018**

DATE: January 22, 2019

Attached for your approval are the minutes of the Personnel Commission regular meeting of December 20, 2018.

RECOMMENDATION

The Personnel Commission approve the minutes of the December 20, 2018 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

December 20, 2018

4:30 p.m.

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

Present for the entire meeting:

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice Chairperson
Mr. Tony McCombs, Member
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. Mrs. Davis seconded the motion. Motion carried.

Introduction of Guests

Ms. Cathie Abdel, Ms. Connie Ramirez and Ms. Tracee Mueller were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, November 15, 2018

Mrs. Davis moved to approve the minutes as presented. Mr. McCombs seconded the motion. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, December 13, 2018

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, November 08, 2018

Presented as an information item only.

Director's Report

Mr. Hessler wished everyone Happy Holidays. He congratulated Mr. Mullin for serving 30 years as a Commissioner at Fountain Valley School District and said they will recognize him at the California School Personnel Commissioners Association (CSPCA) conference coming up in February. He pointed out the new and improved sound system in the Board room. Mr. Hessler stated the hiring process for the new classification of Noon Duty Aide was going smoothly and offer letters have gone out to those applicants that received positions. Also, letters have also gone out to those Noon Duty Aides that did not receive a position in this first hiring process.

Commissioners' Comments

Mrs. Davis and Mr. McCombs thanked Mr. Mullin for his 30 years of service. Mrs. Davis asked if the Noon Duty Aides were brought in to the union. Mr. Hessler explained that they were not. He stated that they will receive all mandated Education Code benefits.

Public Comments

Ms. Connie Ramirez stated CSEA and the District just completed classified negotiations and the union appreciates the positivity shown while working together.

ADMINISTRATION

Election of Officers

Mr. McCombs nominated Mrs. Davis for the position of Chairperson for 2019. Mr. Mullin seconded the motion. Motion carried. Mr. Mullin nominated Mr. McCombs for the position of Vice Chairperson for 2019. Mrs. Davis seconded the motion. Motion carried. Mr. Mullin stated he would be a member.

Selection of the Personnel Commission Meeting Dates

The Personnel Commission discussed and reached a consensus on the meeting dates for 2019.

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for IA- Applied Behavior Analysis and Substitute Services Technician. Mrs. Davis seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The two interdepartmental transfer job postings for Extended School Program Assistant were reviewed. The dual certification job postings for Preschool Assistant and Preschool Instructor were also reviewed.

FINANCIAL

Nothing at this time

CLOSED SESSION

Commission adjourned to closed session at 4:53 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
January 31, 2019
4:30 p.m.
Board Room**

ADJOURNMENT

The December 20, 2018, regular meeting of the Personnel Commission was adjourned at 5:26 p.m.

Mr. William Mullin, Chairperson

Mrs. Carol Davis, Vice Chairperson

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 JANUARY 10, 2019**

DATE: January 23, 2019

Attached for your information is the agenda of the Board of Trustees regular meeting of January 10, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

Board Room
10055 Slater Avenue
Fountain Valley, CA

January 10, 2019

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

M _____
 2nd _____
 V _____

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

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.

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services, and District legal counsel (Lessor), and an unidentified number of potential buyers or lessees for the Property which may acquire or lease all or a portion of the Property through statutory rights or public bid processes (Proposed Buyer(s)/Lessee(s)).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with possible sale or lease of all or a portion of the identified Property.

- OPEN SESSION: 6:30PM
- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. PRESENTATION OF CGI MATH PROFESSIONAL DEVELOPMENT VIDEO, *HERE COMES THE SUM*

On November 9th, all of the elementary schools in Fountain Valley School District participated in a District-conducted professional development conference focused on elementary math, the *CGI Sum+It*. Assistant Superintendent, Educational Services, Dr. Steve McLaughlin will present to the Board of Trustees the video that kicked off this momentous day of learning, *Here Comes the Sum*.

2. RECOGNITION OF PARENT VOLUNTEERS FROM OKA SCHOOL

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Oka School, the Board shall recognize and thank Nicole Brecht and Carrie Wood.

3. RECOGNITION OF PARENT VOLUNTEERS FROM TAMURA SCHOOL

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Tamura School, the Board shall recognize and thank James Arrighi and Frank Drechsler.

4. RECOGNITION OF STUDENTS FROM OKA SCHOOL

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize six outstanding students from Oka School.

5. RECOGNITION OF STUDENTS FROM TAMURA SCHOOL

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize seven outstanding students from Tamura School.

- RECESS

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

- | | |
|--|---------------------------------------|
| 6. APPROVE RESOLUTION 2019-09 AUTHORIZING THE ISSUANCE AND SALE OF MEASURE O GENERAL OBLIGATION BONDS, SERIES 2019, NOT TO EXCEED \$35,000,000 IN AGGREGATE PRINCIPAL | M ___
2 nd ___
V ___ |
|--|---------------------------------------|

On November 8, 2016, 64.2% of voters within the Fountain Valley School District voted to approve Measure O. The Board is asked to consider adoption of a Resolution authorizing the sale of the second series of Measure O Bonds in an amount not to exceed \$35,000,000. The Resolution authorizes the sale to an underwriter to be selected using a competitive selection process; approves various financing documents in draft form, and authorizes certain District officials to execute the final versions of the documents with information from the sale; and prescribes certain terms and conditions of the Bonds, including the payment dates, the method of interest calculation, and bond redemption and defeasance procedures.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves Resolution 2019-09 authorizing the issuance and sale of Measure O General Obligation Bonds, Series 2019, not to exceed \$35,000,000 in aggregate principal.

- | | |
|--|-------|
| 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 December 13th annual organizational meeting
- 7-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 7-C.** Donations
- 7-D.** Warrants
- 7-E.** Purchase Order Listing

Consent Items

- 7-F. APPROVE CHANGE ORDER #1 FOR THE COURREGES ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT**

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #1 for the Courreges Elementary School Measure O HVAC and Modernization Project.

- 7-G. SUBMISSION OF THE CALIFORNIA COMMISSION ON TEACHER CREDENTIALING TEACHER RESIDENCY GRANT**

Superintendent's Comments: It is recommended that the Board of Trustees approves the submission of the proposal for the California Commission on Teacher Credentialing Residency Grant.

- 7-H. WILLIAMS QUARTERLY REPORT FOR SECOND QUARTER 2018-19**

Superintendent's Comments: It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the second quarter of the 2018-19 year and approves its submittal to the Orange County Department of Education.

- 7-I. APPROVAL OF CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND LISA WRIGHT TO SUPPORT DEPTH AND COMPLEXITY TEACHER TRAINING AT TALBERT MIDDLE SCHOOL**

Superintendent’s Comments: It is recommended that the Board of Trustees adds Lisa Wright to the Independent Contractor List for the 2018/2019 school year, which was approved at the Board meeting of July 12, 2018.

7-J. APPROVAL OF CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND PROJECT LEAD THE WAY (PLTW) TO PROVIDE ACCESS TO THE PLTW PROGRAM TO MASUDA MIDDLE SCHOOL

Superintendent’s Comments: It is recommended that the Board of Trustees approves the contract between Masuda Middle School and PROJECT LEAD THE WAY to enable the school to proceed with the elective program.

7-K. CORRECTION TO BOARD MEETING DATES FOR 2019

Superintendent’s Comments: It is recommended the Board of Trustees approves the corrected Board Meeting dates calendar for 2019, including the corrected meeting date of November 7, 2019.

7-L. NON-PUBLIC AGENCY CONTRACTS

Superintendent’s Comments: Under current consortium budget agreements, any unfunded cost of non-public school or non-public agency placement is a cost to the general fund of the resident district. It is recommended that the following non-public school/agency contracts/addendums be approved and that the West Orange County Consortium for Special Education be authorized to receive invoices and process payment.

Non-Public School/Agency	100% Contract Cost	Effective Dates
Secure Transportation Company, Inc.	\$7,560	12/3/18-6/30/19
Verbal Behavior Associates, Inc.	N/A	7/1/18-6/30/19
Verbal Behavior Associates, Inc.	\$4,400	7/1/18-6/30/19
Marshall B. Ketchum University	\$500	1/10/19-6/30/19
Marshall B. Ketchum University	\$500	1/10/19-6/30/19

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, February 21, 2019 at 6:30pm.

A copy of the Board Meeting agenda is posted on the District’s web site (.). 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 calling 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 at 10055 Slater Avenue, Fountain Valley, CA 92708 or calling 714.843.3255 or faxing 714.841.0356.

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 OF DECEMBER 13, 2018**

DATE: January 23, 2019

Attached for your information are the minutes of the Board of Trustees regular meeting of December 13, 2018.

Fountain Valley School District
Superintendent's Office

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

December 13, 2018

MINUTES

President Cunneen called the annual organizational meeting of the Board of Trustees to order at 5:30pm. CALL TO ORDER

The following board members were present: ROLL CALL

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

Motion: Mrs. Schultz moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mr. Collins

Vote: 5-0

BOARD WORKSHOPS

Assistant Superintendent of Business Services, Christine Fullerton, was joined by Lori Raineri and Keith Weaver, from Government Financial Strategies Inc., to review and discuss the next steps in moving forward with the second issuance of the District's General Obligation Bonds. Ms. Raineri provided an update on Measure O, including GO Bond tax rates and an update on assessed value growth. Mr. Weaver also reviewed next steps, noting that at the January meeting the Board will be asked to take action to approve a resolution authorizing financing legal documents for bonds and a bond sale on February 12th.

NEXT STEPS IN THE
SECOND ISSUANCE
OF MEASURE O
GENERAL
OBLIGATION BONDS

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

Mr. Cunneen 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.

The public portion of the meeting resumed at 6:30pm.

PLEDGE OF ALLEGIANCE

Mrs. Abdel led the Pledge of Allegiance.

OATH OF OFFICE

The Oath of Office was given to board members, Sandra Crandall, Jim Cunneen and Lisa Schultz. Elected to the Board of Trustees in the November 2018 election, Mrs. Crandall, Mr. Cunneen and Mrs. Schultz will begin serving four-year terms, through November 2022.

OATH OF OFFICE:
SANDRA CRANDALL,
JIM CUNNEEN AND
LISA SCHULTZ

SPECIAL PRESENTATIONS

The Board of Trustees would like to recognize and thank outgoing Board President Jim Cunneen for his leadership this past year. The Board of Trustees joined staff and the community in celebrating the successes of 2018 in the Fountain Valley School District under his leadership.

RECOGNITION OF
OUTGOING
PRESIDENT JIM
CUNNEEN

The Board took a brief recess.

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra presented and reviewed with the Board of Trustees the First Interim Report for the Fountain Valley School District. Mrs. Fullerton began by reviewing the District’s Mission Statement. In addition, she

FIRST INTERIM
REPORT
PRESENTATION
(WRITTEN AND
ORAL)

reviewed the State economy and changes since budget adoption. Mr. Guerra shared first interim assumptions, in addition to reviewing revenues and expenditures. Moreover, he provided a summary of the General Fund. Mr. Guerra also reviewed multi-year projections and assumptions. In closing, Mrs. Fullerton summarized the report, noting that based on current projections, FVSD has received a positive certification, meaning that the District will meet its financial obligations for the current and subsequent two fiscal years. In addition, there are positive ending funding balances in the current and subsequent two fiscal years. Projected increases in salary and employee retirement benefits alone are projected to outpace revenue growth in a fully-funded, COLA-only LCFE environment. She noted that these are preliminary estimates and we will know more in January after the Governor's Proposed Budget is released.

Assistant Superintendent, Business, Chris Fullerton, provided the Board of Trustees with an update on school safety and the District's response to the Orange County Grand Jury, as well as the progress made with the Safe Schools Task Force. Mrs. Fullerton provided an overview of current efforts related to school safety, including the Raptor Visitor sign-in system at all sites, badges for all employees, new emergency backpacks and flip charts ordered, increased mental health services at the elementary level and the Safe Schools Task Force. She provided a review of the Safe Schools Task Force. In addition, she reviewed the 2017-18 Orange County Grand Jury Report on school safety, the Grand Jury's finding and recommendations, including the recommendation that districts re-evaluate the lack of secure fencing on all school campuses, and present a report to their boards by December 31, 2018, outlining plans to make campuses more secure. Following this, she reviewed types of perimeters and provided an example of cost. In closing, she noted that fencing will be unique at each site and within each community. The conversation will continue through the Physical Environment Subcommittee of the Safe Schools Task Force.

SAFE SCHOOLS UPDATE

BOARD REPORTS AND COMMUNICATIONS

Mrs. Crandall congratulated our choir for their recent performance at Bella Terra, commending their performance and the work of director Ms. McDonald and Mr. Covacevich, Mr. LaMantia and Mr. Adamiak. Her activities since the last meeting included: Special Persons' Day at Tamura, visit to Phase II modernized classrooms at Masuda, Talbert, Masuda and Fulton concerts, Talbert drama performance, SPC meeting, Safe Schools Task

Force meeting, elementary CGI Sum+It PD day, WOCCE presentation on social media, Masuda Counter Intuitive parent presentation, volunteering at Hyundai Thanksgiving turkey giveaway, Fountain Valley tree lighting ceremony, and Christmas in the Gazebo.

Mrs. Galindo’s activities since the last meeting included: FVSF meeting. She thanked Mrs. Joy Moyers for her work on the Foundation’s Enrichment Academy, and shared additional details out of the meeting regarding the Taste and Golf Tournament. In addition, she thanked all of the FVSF members for their service to our District.

Mrs. Schultz’s activities since the last meeting included: CSBA Annual Education Conference. She shared details from the Conference and the information shared.

Mr. Collins’ activities since the last meeting included: CSBA Annual Education Conference, noting the focus on school safety, Delegate Assembly, FV Rotary Most Improved Student recognition, FVSF meeting, Masuda jazz concert, Safe Schools Task Force meeting, Fulton concert, FVHS Troubadour performance with our middle school students at Segerstrom, Oka Feast, and WOCCE presentation on social media.

Mr. Cunneen’s activities since the last meeting included: annual audit of District’s financials and Measure O. He thanked his fellow trustees for the honor of serving as president this year. He wished everyone a wonderful holiday season.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to approve Mr. Collins as Board President for 2019.

ELECTION OF BOARD PRESIDENT FOR 2019

Second: Mrs. Crandall

Vote: 5-0

Motion: Mrs. Crandall moved to approve Mrs. Galindo as President Pro Tem for 2019.

ELECTION OF PRESIDENT PRO TEM FOR 2019

Second: Mr. Collins

Vote: 5-0

Motion: Mrs. Galindo moved to approve Mrs. Crandall as Board Clerk for 2019.

ELECTION OF BOARD CLERK FOR 2019

Second: Mrs. Schultz

Vote: 5-0

Motion: Mrs. Crandall moved to approve the Selection of Representatives to County Committees and Councils and District Committees as discussed.

SELECTION OF REPRESENTATIVES TO COUNTY COMMITTEES AND COUNCILS AND DISTRICT COMMITTEES

Second: Mrs. Galindo

Vote: 5-0

Motion: Mrs. Schultz moved to approve the Selection of Board Meeting Dates for 2019.

SELECTION OF BOARD MEETING DATES FOR 2019

Second: Mr. Collins

Vote: 5-0

Motion: Mrs. Schultz moved to approve nomination of Mr. Collins to the CSBA Delegate Assembly.

CSBA DELEGATE ASSEMBLY NOMINATIONS

Second: Mr. Cunneen

Vote: 5-0

Motion: Mr. Collins moved to approve the Consent Calendar.

CONSENT CALENDAR

Second: Mrs. Galindo

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from November 8th Regular Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations

- Warrants
- Purchase Order Listing
- Budget Adjustments
- Approval of 2018-19 First Interim Report
- Review and Approval of 2017-18 Financial Audit
- Review and Approval of 2017-18 Building Fund Measure O Audit
- Approve the Scope of Work with Government Financial Strategies, Inc. for Second Issuance of Measure O General Obligation Bonds
- Approve the Use of the Glendale Unified School District Piggyback Bid for the Purchase of Apple Computer Products, Services and Related Items

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked Mrs. Fullerton and Mr. Guerra for their First Interim presentation this evening. In addition, he commended Mrs. Fullerton for her three presentations this evening. He congratulated our three re-elected trustees and our elected officers this evening. In addition, he highlighted the Leadership Academy and the work with twenty-plus certificated staff members to grow their leadership capacity, truly inspiring work. Moreover, he noted the Leadership Teams Cohort, also exciting work not just with these teams but also within senior staff. Moreover, he commended Dr. McLaughlin and FVHS’ Dr. Crosby for their work in collaborating and the reciprocal relationships that are being developed in math. He also wished happy holidays to our staff, families and community. In closing, he noted that Mr. Cunneen is an amazing trustee, and working with him during his presidency was an honor.

CLOSED SESSION

Mr. Cunneen announced that the Board would retire into a second 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.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 8:45PM.

Second: Mrs. Schultz

Vote: 5-0

/rl



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT – REVISION TO JOB DESCRIPTIONS FOR PRESCHOOL ASSISTANT AND PRESCHOOL INSTRUCTOR

DATE: January 17, 2019

It was recently noted that the job description for Preschool Assistant did not include reference to the 12 units of Early Childhood Education or Child Development needed. Apparently, this requirement did not make it into the consultant's revised job description last year, and it was not caught in the review. In addition, for both Preschool Assistant and Instructor, there are three specific required courses which must be completed to meet the state requirements. These are noted in the attached revisions.

It is also noted that a change to the Assistant-level requirement had fairly recently been approved by the Personnel Commission. At the meeting in May, 2016, an increase from six to 12 requirement units was made (see attachment). The item shows the regulations from Title 22 on child care licensing.

Recommendations

It is recommended that the Personnel Commission approve the revisions to the job description of Preschool Assistant.

It is recommended that the Personnel Commission approve the revisions to the job description of Preschool Instructor.



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commission

FROM: Ross Hessler, Director – Human Resources

SUBJECT: AMENDMENT TO CLASSIFICATION PLAN: UPDATE TO CLASS SPECIFICATION FOR PRESCHOOL AIDE

DATE: May 9, 2016

This update to the job description for Preschool Aide is at the request of the Director, Child Care Programs, Mona Green. The concern is about the licensing requirements by the State regarding child care centers and especially preschool teachers. The proposed revision will enable the program to provide better and more thorough coverage for students.

Background

The following are highlights of some of the key regulations from Title 22, Division 12, Chapter 1 of the Manual of Policies and Procedures for Community Care Licensing:

101215.1 CHILD CARE CENTER DIRECTOR QUALIFICATIONS - All centers shall have a director who is responsible for the operation of the center, including compliance with regulations, and communications with the Department. The director shall be on the premises during the hours of operation and shall not accept outside employment that interferes with the duties specified. When the director is absent, a fully qualified teacher can act as substitute. Child care center directors shall have completed one of the following prior to employment: High school graduation or GED and 15 semester units at an accredited college in specified early childhood education classes. Three of the required units shall be in administration or staff relations and 12 units shall include courses that cover the area of child growth and development; child, family and community; and program/curriculum and four years of teaching experience in a licensed center or comparable group child care program or two years of experience are required if the director has an AA degree with a major in child development or a Child Development Site Supervisor Permit or Child Development Program Director permit issued by the California Commission on Teacher Credentialing.

101216 PERSONNEL REQUIREMENTS - The director shall complete 15 hours of health and safety training, if necessary, pursuant to Health and Safety Code Section 1596.866. Personnel shall be competent to provide necessary services to meet the individual needs of children in care and there shall be enough staff to meet those needs. Licensees may utilize volunteers provided that volunteers are supervised and are not included in the staffing plan. Center personnel shall be at least 18 years old. All personnel shall be in good health and physically and mentally capable of performing assigned tasks. A health screening, including a tuberculosis test is required. Personnel shall provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.

101216.1 TEACHER QUALIFICATIONS - A teacher shall have completed with passing grades at least six postsecondary semester units of specified early childhood education classes, or have a valid Child Development Assistant permit issued by the California Commission on Teacher Credentialing. A teacher hired with six units must complete at least two additional units each semester until fully qualified. A fully qualified teacher shall have 12 postsecondary semester units in early childhood education from an accredited college and six months of work experience in a licensed Child Care Center or similar program. The units specified shall include courses covering child growth and development; child, family and community; and program/curriculum. A teacher shall complete 15 hours of health and safety training, if necessary, pursuant to Health and Safety code, Section 1596.866.

The FVSD program is staffed by Preschool Instructors and Preschool Aides. The Instructor classification requires employees to have 24 units in order to be qualified, so they are fine to be alone with students. Currently, our Preschool Aide class requires only six units in order to be qualified; however, in that event, they would not be able to be alone with a student. Only a “fully qualified teacher” is able to do so, and that is defined as someone with 12 required units (ECE Early Childhood Education or CD Child Development). Making this change has no negative impact on our current employees in the Preschool Assistant class as they all possess more than 12 units.

Recommendation

It is recommended that the Personnel Commission approved the changes to the classification specification for Preschool Aide.

JOB DESCRIPTION
Fountain Valley School District

Preschool Assistant

Purpose Statement

The job of Preschool Assistant is done for the purpose/s of assisting, with daily oversight of the Preschool Instructor, with planning, organizing and implementing a variety of activities to meet the needs and interests of preschool-age children; participate in activities with groups of children; and maintain and report progress regarding behavior and performance.

This job reports to the Director Child Care (& Recreation) Programs

Essential Functions

- Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.) for the purpose of meeting immediate health care needs.
- Assists with preparation of site for daily operations (e.g. set-up work areas; snack and lunch; displays, materials and equipment; collect and distribute papers and supplies; clean-up; maintain clean, sanitary and orderly indoor and outdoor environment, etc.) for the purpose of ensuring facilities are operational, and hazard free.
- Attends training and meetings (e.g. workshops, conferences, courses; as assigned, etc.) for the purpose of conveying and/or gathering information required to perform functions; receiving updated child development current best practices information.
- Collects anecdotal notes and other data (e.g. student behavior observations; test scores, etc.) for the purpose of providing information to the instructor or other district personnel for assessment.
- Delivers children directly to and from to parents, guardians, or designee (e.g. observes sign in and out book signatures, etc.) for the purpose of ensuring safety of children and compliance with State regulations in accordance with custodial guidelines.
- Establish standards of appropriate student behavior (e.g. atmosphere that develops each child's self-esteem; models appropriate behavior, etc.) for the purpose of achieving effective participation in activities; providing a safe and optimal learning environment.
- Facilitates a program which meets the developing needs of children (e.g. related to interests, abilities, special talents and individual learning; communicate with Preschool Instructor the developmental needs of each child, etc.) for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Prepares activities and assists in implementing activities (e.g. age appropriate; supervise children in outdoor and indoor play; lead children in classroom activities, etc.) for the purpose of reinforcing instructional objectives; and ensuring students success in school, providing a safe, caring, sensitive and loving environment.
- Provides for physical and personal hygiene needs of the children (e.g. assist with snack and lunch; wash children's hands and faces as needed; assist with rest and nap periods; toileting, etc.) for the purpose of an effective classroom program and addressing the needs of individual students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit; providing a safe, clean and nurturing environment for all students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area ***with a minimum of 12 college-level semester units in early childhood education or child development, which includes three core courses – Child Growth & Development; School, Family & Community; and Program/Curriculum.***

Equivalency Same

Required Testing

Job-Related Skills Proficiency Test

Certificates

CPR/First Aid Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

Flu, Measles & Pertussis Vaccinations (SB-792)

FLSA Status

Non Exempt

Approval Date

12/14/2017

Revised 1/31/19

Salary Range

18

JOB DESCRIPTION
Fountain Valley School District

Preschool Instructor

Purpose Statement

The job of Preschool Instructor is done for the purpose/s of planning, organizing and implementing approved curriculum for the development of children enrolled in the District's State or Child Development Center preschool program; provide for a safe and nurturing environment conducive to the growth and development of children.

This job reports to the Director, Child Care (& Recreation) Programs

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.) for the purpose of meeting immediate health care needs.
- Administers developmental assessment programs (e.g. observe children (using DRDP) during classroom activities; maintain child portfolios and related records; conduct parent conferences using a Desired Results Developmental Portfolio (DRDP), etc.) for the purpose of assessing student competency levels and/or developing individual learning plans in accordance with established procedures.
- Assure appropriate classroom supplies and furniture, materials and food inventory are maintained (e.g. develop menus; order, purchase and transport materials and supplies as necessary; maintain records of budget expenditures, etc.) for the purpose of ensuring a balance between budget and program needs are met; maintains proper furniture and supplies meet health, safety and licensing guidelines.
- Establish standards of appropriate student behavior (e.g. atmosphere that develops each child's self-esteem, etc.) for the purpose of achieving effective participation in activities; providing a safe and optimal learning environment in accordance with District behavioral intervention strategies.
- Evaluates program environment utilizing the Early Childhood Environment Rating Scale (ECERS) for the purpose of providing a developmentally appropriate environment for all students.
- Implements parent education program (e.g. orientation, small group discussions, resources, etc.) for the purpose of encouraging parent involvement and providing leadership to the program.
- Implements planned and organized program for preschool-aged children for the purpose of providing activities in compliance with State regulations and in accordance with established District policies and guidelines.
- Maintains a variety of records, reports and program materials (e.g. health, medication; developmental growth; accident/injury reports, attendance, student portfolios, student files; sign in and out forms; individual and group behavior, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and complying with district requirements.
- Participates in emergency preparedness drills (e.g. maintain Emergency Preparedness kits; maintain documentation, etc.) for the purpose of practicing safety procedures in accordance with District guidelines.

- Participates in a variety of training and meetings (e.g. workshops, conferences, courses; professional growth activities as required, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Provide a program which meets the developmental needs of children (e.g. related to interests, abilities, special talents, home language and individual learning, etc.) for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Supports instruction to students (e.g. assist children in making a satisfactory transition from home to preschool; reinforces positive attitudes and social skills; provide guidance and encouragement;, etc.) for the purpose of reinforcing instructional objectives based upon approved Preschool curriculum; and ensuring students success.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education);. age appropriate activities/behaviors; office application software; stages of child development; pertinent laws, codes, policies, and/or regulations; public relations protocols;, and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

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

Education Bachelors degree in job-related area *with 24 units in child development, which includes three core courses – Child Growth & Development; School, Family & Community; and Program/Curriculum.*

Equivalency Graduation from high school supplemented by attaining a Children’s Center Permit and at least one year of teaching experience in a licensed day care center or comparable group child care program.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Early Childhood Education Certificate - Site Supervisor or higher
CPR/First Aid Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance
Flu, Measles & Pertussis Vaccinations (SB-792)

FLSA Status

Non Exempt

Approval Date

12/14/2017
Revised 1/31/19

Salary Range

33

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: January 23, 2019

Attached are the eligibility lists for:

Behavior Intervention Assistant

Preschool Assistant

Preschool Instructor

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #7-#9

ELIGIBILITY LIST
Behavioral Intervention Assistant
Merged List (revised 1/18/2019)

RANK	NAME	EXPIRES
1	Kendall Johnson	1-17-20
1	Jessica Varela	1-17-20
1	Emily Bush	1-17-20
2	Rio Schwalbach	1-17-20
3	Kimberly Iverson	4-17-19
4	Emily Duke	1-17-20
5	Garland Sanburg	1-17-20
6	Angela Krol	4-17-19
7	Austin Vu	1-17-20
8	Cynthia Evans	4-17-19
9	Nour El-Kaseem	1-17-20
9	Mary Wade	1-17-20
10	Danyelle Peterson	4-17-19

**Eligibility List
Preschool Assistant
Merged List (Updated 01/08/2019)**

RANK	NAME	EXPIRES
1	Lauren Fields	10-18-19
2	Mary Wade	1-8-20
3	Roxanna Ybarra	2-23-19
4	Janie Sherman	10-18-19
4	Teresa Allen	10-18-19
5	Jacqueline Cordoza	10-18-19
5	Jacqueline Trejo	1-8-20
6	Kristin Gribben	2-23-19
7	Yvonne Betancourt	1-8-20
8	Stephanie Vasquez	1-8-20
9	Devyn Laguna	1-8-20

ELIGIBILITY LIST
Preschool Instructor
Expires 01-08-20

RANK	NAME
1	Kenan House
2	Anna Blanke
3	Paula Mercado
4	Natalie Perez
5	Janel Gazo

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: January 23, 2019

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

Interdepartmental Transfers:

Extended School Program Assistant (2)

Library/Media Technician

Dual Certification:

Application Specialist

Extended Program Instructor

Substitute Only:

Head Custodian

Instructional Assistant- Moderate/Severe

Speech/Language Pathology Assistant

Attachments #10 - #17



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 ASSISTANT

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 Assistant or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	January 17, 2019
CLOSING DATE:	January 24, 2019 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	5.0 hours/week: Monday - Friday 7:00 a.m.–8:00 a.m.
TERM:	9.6 months/year
VACANCY:	One position at Tamura ESP

THE JOB

Under the direction of the Director-Child Care Program, the job of Extended School Program Assistant is done for the purpose/s of providing a high quality, cost-effective program that provides before and after school childcare fully integrated with the elementary school program; assist with the planning, implementing and participation in a variety of activities to meet the needs and interests of children.

APPLICATION PROCESS

Present employees in the classification of Extended School Program Assistant 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., Thursday, January 24, 2019. **POSTMARKS WILL NOT BE ACCEPTED.**

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Extended School Program Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Assistant eligibility list.

<p>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.</p>
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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 have the opportunity to become members of the California School Employees Association.



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 ASSISTANT

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 Assistant or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	January 18, 2019
CLOSING DATE:	January 25, 2019 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	12.0 hours/week: M,T,W,F 2:00 p.m.–4:00 p.m., TH 12:30 p.m.–4:30 p.m.
TERM:	9.6 months/year
VACANCY:	One position at Courreges ESP

THE JOB

Under the direction of the Director-Child Care Program, the job of Extended School Program Assistant is done for the purpose/s of providing a high quality, cost-effective program that provides before and after school childcare fully integrated with the elementary school program; assist with the planning, implementing and participation in a variety of activities to meet the needs and interests of children.

APPLICATION PROCESS

Present employees in the classification of Extended School Program Assistant 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., Friday, January 25, 2019. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Extended School Program Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Assistant eligibility list.

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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

Library/Media Technician

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:	January 15, 2019
CLOSING DATE:	January 22, 2019, 4:00 p.m.
SALARY:	\$19.96 - \$24.26 per hour (Range 38, 5 Steps)
HOURS:	20 hrs/wk: M,T,W,F 9:00 a.m.- 1:00 p.m., TH 8:30 a.m.- 12:30 p.m.
TERM:	9.6 months/year
VACANCY:	Fulton Middle School

THE JOB

Under the direction of the Principal, the job of Library/Media Technician is done for the following purposes: providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

APPLICATION PROCESS

Present employees in the classification of Library/Media Technician wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvdsd.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, Tuesday, January 22, 2019. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Library/Media Technician and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Library/Media Technician eligibility list.

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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 APPLICATION SPECIALIST

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 promotion, transfer, or certified eligibles.

POSTING DATE:	January 16, 2019
CLOSING DATE:	February 8, 2019 at 4:00 p.m.
SALARY:	\$4,997 - \$6,078 per month (Range 75, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	40 hours per week – Hours to be determined
TERM:	11 months per year
VACANCIES:	One position at District Office

THE JOB

The job of Application Specialist is done for the purpose/s of managing the student information/assessment systems; providing instruction and advice to system users; analyzing problems and issues related to the systems and related software; producing a variety of Federal, State and District reports; and providing administrative support for the work group. This job reports to the Information Technology Supervisor.

ESSENTIAL FUNCTIONS

Assesses help desk requests (e.g. review, prioritize, assign, etc.); coordinates data collection and transfer (e.g. student information, testing, attendance, grades, etc); designs a variety of queries and reports (e.g. statistical data analysis reports, reports to identify user issues or verify data integrity, etc.); identifies issues related to the student information systems and related software applications; instructs district and site staff on the use of student information/assessment systems and other applications (e.g. features, proper use, upgrades, maintenance, etc.); maintains technology equipment inventory (e.g. requests quotes, enter PO's, enrolls/assign/distributes/inventories devices for student and staff use, etc.); maintains a variety of application software products, programs, application security and user permissions; participates in meetings and workshops; Performs general clerical functions; prepares a variety of reports (e.g. assessment information, attendance, enrollment, training summaries, budgets, timelines, etc.); responds to inquiries relating to computer hardware and/or software applications (e.g. questions about specific vendor systems - Aeries, Illuminate, School Loop, Follet, ParentLink), data transfer between applications, database update issues, etc.); reviews CALPADS data entered into the system (e.g. verifying completion, accuracy, resolving data errors, etc.); and tutors school site staff (via telephone and in person) on functions and operating requirements of district supported software applications and peripheral.

SKILLS, KNOWLEDGE, AND ABILITIES

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records, assembling diverse data and preparing clear and concise reports.

See Other Side

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required include current generation office software and an understanding of database infrastructures.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using the equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; and work with a variety of data. Problem-solving with data requires independent interpretation of guidelines. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

MINIMUM REQUIREMENTS:

Community college and/or vocational school degree with study in the job-related area. Job-related experience with increasing levels of responsibility is required.

APPLICATION PROCESS:

Applicants must complete an online application, obtained through our website – www.fvsd.us. All application materials **must be submitted through EdJoin by 4:00 p.m., February 8, 2019.**

EXAMINATION PROCESS

The examination process will consist of a written/performance test and technical interview to be held on the date listed below. These dates are subject to change. All applicants are invited to attend the test. Applicants who successfully complete the written test will be scheduled for the interview.

Relative weights of examination process:

Written/ Performance Test (50%)

February 12, 2019 at 9:30 a.m.

Technical Interview (50%)

Week of February 18, 2019

Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley

Applicants who need a 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 a merged open and promotional list. Promotional candidates will receive seniority points 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 fingerprinting/conviction clearance and screening for tuberculosis.

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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 have the opportunity to become members of the California School Employees Association.



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 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 promotion, transfer or certified eligibles.

POSTING DATE: December 21, 2018

CLOSING DATE: January 21, 4:00 p.m.

SALARY: \$17.53 - \$21.30/hr (Range 25, 5 Steps)

*Per CSEA contract, hiring may be made up to step 3

HOURS: 17.50 hrs/wk, 5 days a week, MTWF 1:30 p.m.-4:45 p.m., TH 12:15 p.m. - 4:45 p.m.

15.75 hrs/wk, 5 days a week, MTWF 2:15 p.m.-5:00 p.m., TH 12:15 p.m. -5:00 p.m.

14.50 hrs/wk, 5 days a week, MTWF 2:15 p.m.-4:45 p.m., TH 12:15 p.m. -4:45 p.m.

TERM: 9.6 months a year

VACANCIES: Three positions one at Tamura, one at Gisler and one at Cox ESP

PURPOSE STATEMENT

The job of Extended School Program (ESP) Instructor is done for the purposes of organizing and implementing a high quality, cost-effective program that provides before and after school child carefully integrated with the elementary school program and assuring 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 and has excellent communication and interpersonal abilities. This job reports to the Director, Child Care Programs.

ESSENTIAL FUNCTIONS

Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a healthcare professional; communicates with teachers, ESP Management, parents and appropriate community agency personnel; conducts a variety of activities; coordinates class activities with subordinates; implements a clean and orderly environment; maintains a variety of records, reports and program materials; manages student behavior during field trips; monitors interactions between staff, children and parents; operates a computer, other office equipment, various audio-visual and instructional machines; prepares classroom activities and lesson plans for multiple age groups in assigned classrooms; provides instruction to students in a safe, nurturing environment with curriculum-based activities; reports incidents and requests supplies for various activities.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

See Other Side

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Other knowledge includes: knowledge of curriculum, instruction, and subjects of assignments; pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices; age-appropriate activities/behaviors; and nutritional guidelines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; use job-related equipment; work with a diversity of individuals and/or groups; work with a variety of data; problem-solving with data requires independent interpretation of guidelines. Other abilities include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

EDUCATION/EXPERIENCE REQUIREMENTS

A high school diploma or equivalent supplemented by twelve (12) semester units from an accredited college in early childhood education or coursework in child development, elementary education, recreation or related field **and** job-related experience.

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.fvsvd.us. The deadline is 4:00 p.m. on Monday, January 21, 2019. 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 Test (50%)	January 22, 2019 at 9:30 a.m.
Qualifications Appraisal Interview (50%)	January 30, 2019
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

Applicants who may need a 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, and a test for tuberculosis. The eligibility list for this classification will be established for one year.

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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 have the opportunity to become members of the California School Employees Association.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD CUSTODIAN

Substitute Only

The following position is being posted in accordance with Personnel Commission rules in order to add to our pool of substitutes.

POSTING DATE:	December 21, 2018
CLOSING DATE:	Open until filled
RATE OF PAY:	\$22.96 per hour (Range 52, step 1)
VACANCY:	No current vacancies – substitutes needed

PURPOSE

The job of Head Custodian is done for the purposes of providing custodial services at an assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner. This job reports to the Assigned Administrator.

ESSENTIAL FUNCTIONS

Prepares site for daily operations (e.g. opening gates, raising flags, clearing walkways, cone set-up, trash pick-up, etc.). Cleans assigned facilities and/or grounds (e.g. classrooms, offices, restrooms, multipurpose rooms, kitchen, workrooms, meeting rooms, parking lots, walkways, etc.) for the purpose of maintaining a sanitary, safe and attractive environment. Consults with administrative personnel and assists faculty and staff with custodial and minor maintenance issues, etc. Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.). Informs site personnel to provide information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment. Inspects facilities and work completed by custodians for accuracy and compliance, reports safety, sanitation and fire hazards, and maintenance repairs to appropriate personnel for the purpose of ensuring that the site is suitable for safe operations, and maintained in an attractive and clean condition. Operates and maintains supplies and equipment (e.g. vacuum and floor cleaning equipment, buffer, shampooer, belts, bags, etc.). Oversees facility maintenance activities and assigned custodial personnel (e.g. adjust and arrange furniture and equipment; set up for special events and meetings, etc.). Participates in meetings, workshops, trainings, and seminars. Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, light bulbs); performs energy conservation practices as directed. Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.). Requisitions equipment, supplies and materials. Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.). Responds to inquiries from staff, students, parents, and/or visitors. Secures facilities and grounds during assigned hours (e.g. doors, windows, gates, alarms, lights, etc.). Supports other site maintenance staff (e.g. grounds, trades, etc.) as needed.

SEE OTHER SIDE

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required include: adapting to changing work priorities; and meeting deadlines and schedules

EDUCATION AND EXPERIENCE REQUIREMENTS

Job related experience is required. Education - high school diploma or equivalent.

APPLICATION & REVIEW PROCESS

Applicants must complete a District application obtained through our EdJoin or our website at www.fvsd.us. Applications will be reviewed regularly and qualified candidates will be contacted for consideration based on organization needs. To be considered as a viable substitute, candidates must be available at least three mornings per week.

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

APPOINTMENT/CERTIFICATION

Appointment to a substitute assignment through this process will not lead to a permanent hire. Only certification from an eligibility list allows for a permanent hire. All substitute employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, pre-employment physical, and screening for 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 INSTRUCTIONAL ASST., MODERATE/SEVERE Substitute only

The following position is being posted in accordance with Personnel Commission rules in order to add to our pool of substitutes.

POSTING DATE:	December 21, 2018
CLOSING DATE:	Open until filled
RATE OF PAY:	\$18.45 per hour (Range 30, step 1)
VACANCY:	No current vacancies – substitutes needed

PURPOSE

The job of Instructional Assistant - Moderate/Severe is done for the purpose/s of providing support in the instruction to individuals or groups of students in an assigned special education program including Severely Disabled and Physically Disabled programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

This job reports to the assigned principal.

ESSENTIAL FUNCTIONS

Gives instructional assistance to individuals or groups of special education students in mainstreamed classes. Administers routine first aid including emergency treatment of children experiencing seizures or respiratory problems, orthopedic distress and pulmonary conditions (e.g. following health and safety practices). Assists a certificated teacher in providing instruction to students in an assigned special education program such as severely disabled or physically disabled special education assignments; implementing IEP plans; and ensuring students success in school. Assists medically fragile or physically disabled students (e.g. lifting students in and out of wheelchairs, braces and other orthopedic equipment; positioning pupils; toileting and diapering, dressing, undressing, bathing, grooming and feeding; use of feeding tube; safe use and operation of wheelchairs, devices and other equipment; catheters and urinals, etc.). Attends meetings and in-service presentations. Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions (e.g. use of positive reinforcement strategies and techniques; assist in the shaping of social behavior, etc.). Maintains instructional materials and/or manual and electronic files/records (e.g. clerical duties; charting student progress; maintaining confidentiality, etc.). Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, direct group activities, hallways, bus loading zones, cafeteria, parking lots, field trips, etc.). Participates in the implementation of IEP or Physical Training Programs (e.g. instruction in a variety of activities; provide guidance in critical life skills, academic learning, social and leisure skills, physical development and personal hygiene; assist in administering and proctoring tests, etc.). Provides under the supervision of assigned teacher, instruction to students with learning disabilities and language, communication and behavioral problems a variety of individual and group activities.

SEE OTHER SIDE

ESSENTIAL FUNCTIONS (continued)

Supports classroom teachers and other school personnel (e.g. set up work areas, exhibits and displays, operating computer and audio visual equipment; distributing paper, supplies and materials).

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals and work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; Specific ability based competencies adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job related experience is required. Education - community college and/or vocational school degree with study in job-related area.

APPLICATION & REVIEW PROCESS

Applicants must complete a District application obtained through our EdJoin or our website at www.fvsd.us. Applications will be reviewed regularly and qualified candidates will be contacted for consideration based on organization needs. To be considered as a viable substitute, candidates must be available at least three days per week.

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

APPOINTMENT/CERTIFICATION

Appointment to a substitute assignment through this process will not lead to a permanent hire. Only certification from an eligibility list allows for permanent hire. All substitute employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, pre-employment physical, and screening for 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 SPEECH / LANGUAGE PATHOLOGY ASSISTANT

Substitute Only

The following position is being posted in accordance with Personnel Commission rules in order to fill a short-term absence.

POSTING DATE:	January 16, 2019
CLOSING DATE:	Open until filled
RATE OF PAY:	\$23.88 (Range 56, step 1)
VACANCY	No current vacancies – substitute needed

PURPOSE

The job of Speech/Language Pathology Assistant is done for the purposes of assisting the Speech and Language Pathologist in providing authorized services for students identified as having special needs in the area of speech and language communication. This job reports to the Director, Support Services.

ESSENTIAL FUNCTIONS

Provides speech and language therapy to students as directed by approved treatment plan and under the supervision of Speech and Language Pathologist for the purpose of minimizing the adverse impact of speech and language disorders on student success. Assists Speech and Language Pathologist (SLP) with assessing students' speech and language abilities for the purpose of implementing student communication plans. Assists eligible students in the use of communication technologies. Collects data for the purpose of communicating information in order to assess student needs. Consults with supervising Speech and Language Pathologist for the purpose of providing requested information, reviewing/revising students' therapy goals/objectives, etc. Coordinates appropriate services with school site support staff for the purpose of providing therapy and assistance in accordance with individual student needs and approved plans. Maintains files and/or records. Participates in meetings, workshops, and seminars. Prepares written materials (e.g. attendance records, activity logs, progress notes, charts, records, graphs and data, etc.). Supports implementation of treatment plans for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required include: applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

SEE OTHER SIDE

Skills, Knowledge and Abilities (continued)

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required include: anatomy and physiology of speech and hearing mechanisms and disorders; principles and practices of speech and language therapy; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem-solving is required to identify issues and create action plans. Problem-solving with data requires following prescribed guidelines; and problem-solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy goals into meaningful educational activities.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience is required, as well as community college and/or vocational school degree with study in job-related area.

CERTIFICATES AND LICENSES

Must provide a current license as a Speech/Language Pathology Assistant.

APPLICATION PROCESS

Applicants must complete a District application obtained through EdJoin or our website at www.fvsd.us. Applications will be reviewed regularly and qualified candidates will be contacted for consideration based on organization needs.

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

APPOINTMENT/CERTIFICATION

Appointment to a substitute assignment through this process will not lead to a permanent hire. Only certification from an eligibility list allows for a permanent hire. All substitute employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance and screening for tuberculosis.

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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 have the opportunity to become members of the California School Employees Association.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION 2018-2019: YEAR-TO-DATE REVIEW**

DATE: January 24, 2019

Attached is the year-to-date information for the Personnel Commission by budget number for 2018-2019:

FOUNTAIN VALLEY SD

Pseudo/Object Code Detail by Manager

Pseudo Object	Description	TP	Primary Reference	Secondary Reference	CK NO	CURRENT BUDGET	- To Date	Actual To Date	= Balance	% Used	
012819771 Personnel Commission											
2320 Supervisors & Administrators											
Budget/Balance Forward :							11/01/2018				
							71,543.00		23,017.18		
11/30/2018	05B PAY/DAVIS,C,A	JE	20 4012102018	P204005B				50.00			
11/30/2018	05B PAY/HESSLER,R,M	JE	20 4012102018	P204005B				5,647.00			
11/30/2018	05B PAY/MCCOMBS,T,J	JE	20 4012102018	P204005B				50.00			
11/30/2018	05B PAY/MULLIN,W	JE	20 4012102018	P204005B				50.00			
12/31/2018	06B PAY/DAVIS,C,A	JE	20 4001102019	P204006B				50.00			
12/31/2018	06B PAY/HESSLER,R,M	JE	20 4001102019	P204006B				5,647.00			
12/31/2018	06B PAY/MCCOMBS,T,J	JE	20 4001102019	P204006B				50.00			
12/31/2018	06B PAY/MULLIN,W	JE	20 4001102019	P204006B				50.00			
Total:							71,543.00	0.00	34,611.18	36,931.82 48%	
2410 Sch Off Mgr.,Off/Admin Assist.											
Budget/Balance Forward :							11/01/2018				
							33,393.00		8,839.26		
11/30/2018	05B PAY/O'CAIN,L,C	JE	20 4012102018	P204005B				-140.31			
11/30/2018	05B PAY/O'CAIN,L,C	JE	20 4012102018	P204005B				3,086.73			
12/31/2018	06B PAY/O'CAIN,L,C	JE	20 4001102019	P204006B				3,086.73			
Total:							33,393.00	0.00	14,872.41	18,520.59 44%	
2413 Additional Duty - Cler,Tech,Of											
Budget/Balance Forward :							11/01/2018				
							800.00		159.44		
Total:							2413-012819771	800.00	0.00	159.44	640.56 19%
2430 Confidential Salaries											
Budget/Balance Forward :							11/01/2018				
							69,816.00		23,272.00		
11/30/2018	05B PAY/JOHNSON,D,L	JE	20 4012102018	P204005B				5,818.00			

FOUNTAIN VALLEY SD

Pseudo/Object Code Detail by Manager

Pseudo Object	Description	TP	Primary Reference	Secondary Reference	CK NO	CURRENT BUDGET	- To Date	Enc	Actual To Date	= Balance	% Used		
3202 PERS-CLASSIFIED													
Budget/Balance Forward : 11/01/2018													
12/31/2018	06B PAY/JOHNSON,D,L	JE	20 4001102019	P204006B					5,818.00				
Total:								69,816.00	0.00	34,908.00	34,908.00	50%	
Total for:								2000	175,552.00	0.00	84,551.03	91,000.97	48%
Budget/Balance Forward : 11/01/2018													
31,410.00													
9,904.85													
3314 MEDICARE-CLASSIFIED													
Budget/Balance Forward : 11/01/2018													
11/30/2018	05B PERS PAYROLL EXPENDITURE	JE	20 PE12102018	P203005B					2,603.00				
12/31/2018	06B PERS PAYROLL EXPENDITURE	JE	20 PE01102019	P203006B					2,628.34				
Total:								31,410.00	0.00	15,136.19	16,273.81	48%	
Budget/Balance Forward : 11/01/2018													
2,546.00													
782.07													
3354 ALTERNATIVE RETIRE-CLASSIFIED													
Budget/Balance Forward : 11/01/2018													
11/30/2018	05B ARP PAYROLL EXPENDITURE	JE	20 AR12102018	P203005B					1.30				
12/31/2018	06B ARP PAYROLL EXPENDITURE	JE	20 AR01102019	P203006B					1.30				
Total:								14.00	0.00	6.50	7.50	46%	
Budget/Balance Forward : 11/01/2018													
10,816.00													
3,329.37													
3356 OASDI-CLASSIFIED													
11/30/2018	05B OASDI PAYROLL EXPENDITURE	JE	20 OA12102018	P203005B					732.34				
12/31/2018	06B OASDI PAYROLL EXPENDITURE	JE	20 OA01102019	P203006B					822.64				
User: RMHESS													
Report: GL471I													
Page: 3													
Date: 01/23/2019													
Time: 16:31:25													

FOUNTAIN VALLEY SD

Pseudo/Object Code Detail by Manager

Pseudo Object	Description	TP	Primary Reference	Secondary Reference	CK NO	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
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Total: 3356-012819771										
						10,816.00	0.00	4,884.35	5,931.65	45 %

3402 HEALTH & WELFARE-CLASSIFIED										
Budget/Balance Forward : 11/01/2018										
11/30/2018	NOVEMBER HEALTH & WELFARE	JE	20	IF20181130	N20P1130			3,750.00		
12/31/2018	DECEMBER HEALTH & WELFARE	JE	20	IF20181231	N20N1231			3,750.00		
Total:						45,000.00	0.00	22,500.00	22,500.00	50 %

3502 SUI-CLASSIFIED										
Budget/Balance Forward : 11/01/2018										
11/30/2018	05B UIC PAYROLL EXPENDITURE	JE	20	UI12102018	P203005B			6.89		
12/31/2018	06B UIC PAYROLL EXPENDITURE	JE	20	UI01102019	P203006B			7.11		
Total:						87.00	0.00	40.80	46.20	46 %

3602 WORKERS'COMP-CLASSIFIED										
Budget/Balance Forward : 11/01/2018										
11/30/2018	05B WKCMP PAYROLL EXPENDITUR	JE	20	WC12102018	P203005B			314.38		
12/31/2018	06B WKCMP PAYROLL EXPENDITUR	JE	20	WC01102019	P203006B			317.41		
Total:						3,845.00	0.00	1,825.45	2,019.55	47 %

3954 Long Term Disability-Class										
Budget/Balance Forward : 11/01/2018										
						279.00				
						93.00				

11/30/2018	NOVEMBER HEALTH & WELFARE	JE	20	LT20181130	N20P1130			23.25		
12/31/2018	DECEMBER HEALTH & WELFARE	JE	20	LT20181231	N20N1231			23.25		
Total:						279.00	0.00	139.50	139.50	50 %

FOUNTAIN VALLEY SD

Pseudo/Object Code Detail by Manager

Pseudo Object	Description	TP Reference	Primary Reference	Secondary Reference	CK NO	CURRENT BUDGET	To Date	Enc Date	Actual To Date	= Balance	% Used	
4325 Office Supplies												
Budget/Balance Forward : 11/01/2018												
							93,997.00	0.00	45,723.81	48,273.19	48 %	
Total for: 3000												
550.00												
106.39												
11/28/2018	HESSLER, ROSS Office Supplies	OH REIM102418	00082363						31.11			
01/03/2019	HESSLER, ROSS Office Supplies	OH REIM122118	00082708						37.02			
Total:							550.00	0.00	174.52	375.48	31 %	
Total for:							4000	0.00	174.52	375.48	31 %	
5210 Travel, Conference, Workshop												
Budget/Balance Forward : 11/01/2018												
							2,500.00	0.00	0.00	2,740.00	109 %	
12/04/2018	CSPCA Travel, Conference, Work	OH 2019 CSPCA	M20R1026 00082406						630.00			
12/13/2018	CSPCA Travel, Conference, Work	OH 22.2018.19R	M20R0011 00082535						700.00			
01/17/2019	CSPCA Travel, Conference, Work	OH M20R1103	M20R1103 00082873						1,410.00			
Total:							2,500.00	0.00	2,740.00	-240.00	109 %	
5290 Mileage Non Taxable												
Budget/Balance Forward : 11/01/2018												
							100.00	0.00	0.00	5.57	94.43	
11/15/2018	O'CAIN, LISA Mileage Non Taxab	OH MILES110618	00082228						5.57			
Total:							5290-012819771	100.00	0.00	5.57	94.43	
Total:							5390-012819771	3,000.00	0.00	2,050.00	950.00	
Total:							5390-012819771	3,000.00	0.00	2,050.00	950.00	68 %

Manager: 0071 Personnel Commission

FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Manager

11/1/2018 To 1/31/2019

Pseudo Object	Description	Primary TP Reference	Secondary Reference CK NO	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used	
5813 Consultant									
				Budget/Balance Forward : 11/01/2018	895.00		895.00		
				Total: 5813-012819771	895.00	0.00	895.00	100 %	
5825 Advertising									
				Budget/Balance Forward : 11/01/2018	900.00		500.00		
				Total: 5825-012819771	900.00	0.00	500.00	55 %	
5826 Licensing/Software,Maint/Supp									
				Budget/Balance Forward : 11/01/2018	5.00		0.00		
				Total: 5826-012819771	5.00	0.00	0.00	0 %	
5828 Staff Recognition									
				Budget/Balance Forward : 11/01/2018	1,550.00		0.00		
12/13/2018	O'CAIN, LISA Staff Recognition	OH REIM121018	00082548			13.05			
12/18/2018	CDTFA Staff Recognition	OH 7630262	M20R0995			6.06			
12/18/2018	PAPER DIRECT IN Staff Recognit	OH 7630262	M20R0995 00082613			85.21			
				Total: 5828-012819771	1,550.00	0.00	104.32	1,445.68	6 %
				Total for: 5000	8,950.00	0.00	6,294.89	2,655.11	70 %
Total Pseudo : 012819771				Personnel Commission	279,049.00	0.00	136,744.25	142,304.75	49 %
				Object Type Total: XP	279,049.00	0.00	136,744.25	142,304.75	49 %
Manager Total: 0071				Personnel Commission	-279,049.00	0.00	-136,744.25		