

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

December 19, 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. **Special Recognition of Mr. Ross Hessler, Director of Human Resources, for his many years of service to the Personnel Commission and classified employees of Fountain Valley School District** *Information*

4. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, November 21, 2019** *Action*
(Attachment #1)

5. **Agenda, Regular Meeting of the Board of Trustees, November 21, 2019** *Information*
(Attachment #2)

6. **Agenda, Special Meeting of the Board of Trustees, December 12, 2019** *Information*
(Attachment #3)

7. **Director's Report** *Information*

8. **Commissioners' Comments** *Information*

9. Public Comments

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

ADMINISTRATION

10. Election of Personnel Commission Officers

Action

11. Selection of Personnel Commission Meeting Dates

(Attachment #4)

Action

12. Eligibility Lists

Health Assistant, Noon Duty Aide, Speech/Language Pathology Assistant and Senior Payroll Technician

(Attachment #5 - #7)

Action

PERSONNEL

13. Job Announcements

(Attachments #8-#10)

Information

FINANCIAL

14. Nothing at this time

CLOSED SESSION

15. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

January 23, 2020 (tentative)

4:30 p.m.

Board Room

ADJOURNMENT

17. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF NOVEMBER 21, 2019**

DATE: December 10, 2019

Attached for your approval are the minutes of the Personnel Commission regular meeting of November 21, 2019.

RECOMMENDATION

The Personnel Commission approve the minutes of the November 21, 2019 Personnel Commission regular meeting.

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

November 21, 2019

4:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 4:35 p.m. in the PDC Room, 10055 Slater Avenue, Fountain Valley, California. Ms. Connie Ramirez led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson

Mr. Tony McCombs, Vice Chairperson

Mr. Ross Hessler, Director, Human Resources

Mr. William Mullin, Member (absent)

GENERAL FUNCTIONS

Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. Automatic second used due to the absence of Mr. Mullin. Motion carried.

Introduction of Guests

Ms. Cathie Abdel and Ms. Connie Ramirez were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, October 30, 2019

Mr. McCombs moved to approve the minutes as presented. Automatic second was used. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, November 7, 2019

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, October 10, 2019

Presented as an information item only.

Director's Report

Mr. Hessler stated we just held the first interviews for the Senior Payroll Technician position and we expect to hire our new employee towards the middle of next month. He reminded the Commissioners that next month is the Personnel Commission organizational meeting and that the meetings are usually held on the 4th Thursday of the month. Everyone should check their calendars to see if there are any conflicts.

Commissioners' Comments

Mr. McCombs stated he attended Talbert's Carnival and the monthly CSEA meeting where they discussed the budget, retro pay and the upcoming Helping Hands Holiday Assistance Program.

Public Comments

Ms. Connie Ramirez stated the employees had received their retro pay and really appreciated the work that went into producing the paychecks.

ADMINISTRATION

Appointment of Interim Personnel Commission Director

Mr. Ross Hessler, Director of Human Resources, has announced his retirement, effective December 30, 2019. His last day of work will be December 20, 2019. Mr. McCombs made the motion to appoint Ms. Cathie Abdel, Assistant Superintendent, Personnel, as the interim director of the Personnel Commission with an effective date of December 23, 2019. Mrs. Davis stated the Commission reserved the right to have the position filled and as a full time position if necessary. Automatic second was used. Motion carried.

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Instructional Assistant and Instructional Assistant Mild/Moderate. Automatic second was used. Motion carried.

PERSONNEL

Job Announcements

The open posting for Noon Duty Aide was reviewed along with the dual certification job posting for Preschool Assistant.

FINANCIAL

Nothing at this time

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

December 19, 2019 at 4:30 p.m.

PDC Room

ADJOURNMENT

The November 21, 2019, regular meeting of the Personnel Commission was adjourned at 4:49 p.m.

Mrs. Carol Davis, Chairperson

Mr. Tony McCombs, 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 NOVEMBER 21, 2019**

DATE: December 10, 2019

Attached for your information is the agenda of the Board of Trustees regular meeting of November 21, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

A G E N D A

Board Room
10055 Slater Avenue
Fountain Valley, CA

November 21, 2019

- CALL TO ORDER: 5:00PM
- 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 (Seller), and Brookfield Homes Southern California LLC (Buyer).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with a possible Second Amendment to the Agreement for Purchase and Sale and Joint Escrow Instructions for the proposed sale of the identified Property.

- OPEN SESSION: 5:20PM
- PLEDGE OF ALLEGIANCE

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

- | | |
|---|---------------------------------------|
| 1. ACTION TO APPROVE A SECOND AMENDMENT TO AGREEMENT FOR PURCHASE AND SALE AND JOINT ESCROW INSTRUCTIONS (FORMER FRED MOIOLA SITE) | M ___
2 nd ___
V ___ |
|---|---------------------------------------|

Brookfield Homes Southern California LLC has conducted its Due Diligence review of the approximately 12.9 acre former Fred Moiola School Site Property, and has requested various revisions to the existing Purchase Agreement terms. District Administration’s team has negotiated with Brookfield, and recommends that the Board approve a Second Amendment to the Purchase Agreement which will allow for revisions to the Purchase Price, Deposit, and Closing Date terms. This proposed Second Amendment will allow the District to maintain the Agreement and current escrow with Brookfield.

Superintendent's Recommendation: It is recommended that Board of Trustees:

1. Approves the “Second Amendment to Agreement for Purchase and Sale and Joint Escrow Instructions” between the District and Brookfield Homes Southern California LLC.

2. Delegates authority to the Superintendent, or a designee, to execute the Second Amendment, and take any action necessary to effectuate the terms of the Second Amendment.

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 annual organizational meeting of the Fountain Valley School District Board of Trustees is on Thursday, December 19, 2019 at 6:30pm.

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

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: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF DECEMBER 12, 2019**

DATE: December 10, 2019

Attached for your information is the agenda of the Board of Trustees special meeting of December 12, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

A G E N D A

Board Room
10055 Slater Avenue
Fountain Valley, CA

December 12, 2019

- CALL TO ORDER: 4:45PM
- ROLL CALL
- APPROVAL OF AGENDA

M _____
 2nd _____
 V _____

- PUBLIC COMMENTS

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- 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.
- OPEN SESSION: 5:15PM
- PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

1. FIRST INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)

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.

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra will present and review with the Board of Trustees the First Interim Report for the Fountain Valley School District.

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

2. 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.

Consent Items

2-A. APPROVAL OF 2019-20 FIRST INTERIM REPORT

Superintendent's Comments: The First Interim Report is completed and submitted to the County Office of Education and the State Controller's Office as of October 31, 2019. It is recommended that the Board of Trustees receives and authorizes submittal of the First Interim Report for 2019-20.

2-B. REVIEW AND APPROVAL OF 2018-19 FINANCIAL AUDIT

Superintendent's Comments: It is recommended that the Board of Trustees receives and accepts the 2018-19 Financial Audit.

2-C. REVIEW AND APPROVAL OF 2018-19 BUILDING FUND MEASURE O FINANCIAL AND PERFORMANCE AUDIT REPORT

Superintendent's Comments: It is recommended that the Board of Trustees receives and accepts the 2018-19 Building Fund Measure O Financial and Performance Audit Report.

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

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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: ELECTION OF OFFICERS

DATE: December 7, 2019

As part of the annual organizational meeting, per Commission rule 203.2:

“At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as vice Chairperson to serve a term of one year or until their successors are duly elected.”

Recommendation

It is recommended that the Commissioners choose their officers as required.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **Selection of Personnel Commission Meeting Dates for 2020**

DATE: December 10, 2019

Attached is a proposed calendar of the Personnel Commission meeting dates for 2020.

- January 23
- February 27
- March 26
- April 23
- May 28
- June 25
- July – dark
- August 27
- September 24
- October 22
- November 19
- December 17

For any conflicts with the proposed Board of Trustees’ meetings we will use the PDC or Harper Room as an alternate meeting place.

RECOMMENDATION:

It is recommended that the Personnel Commission discuss and reach consensus on the Personnel Commission meeting calendar for 2019.

2020

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes:	
Jan 01	New Year's Day
Jan 20	M L King Day
Feb 14	Valentine's Day
Feb 17	Presidents' Day
Apr 10	Good Friday
Apr 12	Easter Sunday
May 10	Mother's Day
May 25	Memorial Day
Jun 21	Father's Day
Jul 03	Independence Day Holiday
Jul 04	Independence Day
Sep 07	Labor Day
Oct 12	Columbus Day
Oct 31	Halloween
Nov 11	Veterans Day
Nov 26	Thanksgiving Day
Dec 25	Christmas

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: December 9, 2019

Attached are the eligibility lists for:

Health Assistant

Noon Duty Aide

Speech/Language Pathology Assistant

Senior Payroll Technician

**Eligibility List
Health Assistant
EXPIRES 11-20-20**

RANK	NAME
1	Rosemaria Dang
2	Stacey Vingerelli
2	Marie Grace Hile
3	Susan Barnstuble-Kingman
4	Claudette LaCaille
4	Dayna Barboza
4	Kim Bees
5	Audrie Avila
6	Thevin Rajapaksha Arachchilage
7	Imrose Salihue
8	Jennifer Ferguson
8	Ciera Romansky
9	Manfredi Lee

**Eligibility List
Senior Payroll Technician
EXPIRES 11-22-20**

RANK	NAME
1	Mackenzie Terborg
2	Bicanca Santos
3	Adrian Rosales
4	Cynthia Rhoton
5	Veronica Garcia
6	Joseph Weaver

**Eligibility List
Noon Duty Aide
Merged List (Updated 12-6-19)**

RANK	NAME	EXPIRES
1	Sharon Crooks	12-06-20
2	Andrea DePasquale	3-04-20
3	Tina Martinez	8-28-20
4	Sandra Ellison	8-28-20
4	Anne White	8-28-20
5	Kathryn Mahmood	3-04-20
6	Valerie Martinez	12-06-20
7	Rosa Beas	12-06-20
8	Kelly Ingertson	8-28-20
9	Brian Pham	5-21-20
10	Suzanne Warner	8-28-20
11	Krista Steiner	12-06-20

Eligibility List
Speech/Language Pathology Assistant
EXPIRES 12-10-20

RANK	NAME
1	Julie Ragatz
1	Kayli Morlaes
2	Heather Kipp
2	Claire Viers
3	Jette Funk
4	Niomie Ford
5	Hilary Higgens
6	Breanna Cambra
7	KeAnn Chan
8	Anne Rivera
9	Emma Martinez
10	Tanya Soch

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: December 9, 2019

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

Interdepartmental Transfers:

ESP Assistant

Open:

Noon Duty Aide

Dual Certification:

ESP Assistant



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

ESP Assistant *Interdepartmental 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:	November 20, 2019
CLOSING DATE:	December 3, 2019, 4:00 p.m.
SALARY:	Current rate of pay
VACANCY:	Oka School, 12 hrs/wk, MTWF: 2:30-4:30pm, Th: 12:30-4:30pm
TERM:	9.67 months/year

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 child care 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 wanting to transfer must send or e-mail a note to the Personnel Office (johnsond@fvsd.us) requesting to be considered. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. The Personnel Office must receive all employee requests by 4:00 p.m., Tuesday, December 3, 2019.

APPOINTMENT/CERTIFICATION

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

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

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

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will have the option to become members of 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 NOON DUTY AIDE

Open

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

POSTING DATE:	November 1, 2019
CLOSING DATE:	November 22, 2019, by 4:00 p.m.
SALARY:	\$14.80 - \$17.99 per hour (Range 5, 5 steps - an additional 2% increase to the salary schedule is pending Board approval)
HOURS	Positions work from 1-1.5 hrs/day, between 11:30am – 1:15pm
TERM:	9.6 months a year
VACANCY:	None currently, but vacancies are anticipated

PURPOSE

The job of Noon Duty Aide is done for the purpose/s of providing support to the instructional process with specific responsibilities for ensuring the safety and welfare of students during noon-time eating and playground activity; monitoring designated areas on an assigned campus in accordance with organizational and school policy; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors. This job reports to the School Principal.

ESSENTIAL FUNCTIONS

Assists student in resolving minor conflicts; assists ill or injured students or students experiencing difficulty; collaborates with all school staff, counsels and advises students and others regarding violation of rules and regulations; directs campus visitors to the office; encourages and promotes courtesy; and intervenes in potential conflicts and emergency situations. Models and reinforces good citizenship, courtesy and good sportsmanship among students for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner. Monitors and directs student activities in designated areas. Promotes safe and appropriate student use of playground equipment and play areas for the purpose of ensuring student safety. Reports observations and incidents relating to discipline, accidents, and safety. Responds to a variety of situations (e.g. accidents, injuries, suspicious activities, etc.) Utilizes positive reinforcement strategies and other appropriate techniques.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single 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; enforcing discipline policies; learning and enforcing school rules and regulations; recognizing and reporting danger to students, school property or personnel; dealing firmly, tactfully and effectively with students and the public; understanding and carrying out oral instructions in English; and assisting injured or ill students.

SEE OTHER SIDE

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, speak clearly, and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: district and school policies, rules and regulations regarding student behavior; safety regulations; emergency procedures including fire drills, intruder on campus, natural disaster and others; behavior modification and positive conflict resolution strategies; behavior and characteristics of student behavior; common children's playground activities or games; acceptable methods used in controlling students in playground/recess/lunch time situations; and basic first aid for playground supervision.

ABILITY is required to schedule activities; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals. 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 to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; diffusing argumentative behavior; maintaining confidentiality; working as part of a team; communicating effectively both orally and in writing; work effectively without close supervision; moving quickly and freely through work shift; lifting/dragging an injured student to safety in the event of an emergency on campus; and remaining alert and composed in tense or distressing situations; and assisting others to remain calm.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience is desired. High school diploma or equivalent required.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. Friday, November 22, 2019.

EXAMINATION PROCESS

The examination process will consist of an oral interview to be held on the date listed below. This date is subject to change. All qualified applicants will be invited to attend the oral interview.

<p>Oral Interview (100%)Tentatively planned for December 5 and/or 6, 2019 The exam parts will be held at the Fountain Valley School District Office</p>
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Applicants who may 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 an open list. 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, medical examination, and screening for tuberculosis.

<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.



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

Open and Promotional

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

POSTING DATE:	December 10, 2019
CLOSING DATE:	January 7, 2020 at 4 p.m.
SALARY:	\$16.35 - \$19.87/hour (Range 13, 5 Steps)
HOURS:	Positions work 12 – 20 hours/week in the afternoons, generally between 2 – 5 pm
TERM:	9.55 months a year

THE JOB

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

JOB FUNCTIONS

Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional. Assists with planning and implementing a variety of activities (e.g. supervise children in outdoor and indoor play; lead children in singing, dancing and other recreational and educational activities; snack and lunch, clean up eating areas, etc.). Attends meetings and in-service presentations. Maintains a variety of records, reports and program materials (e.g. health, accident/injury reports, attendance, student portfolios, attendance sheets and routine maintenance, others as assigned, etc.). Manages student behavior on site, field trips, bus loading/unloading, etc. for the purpose of providing a safe and optimal recreational learning environment. Models appropriate behavior for children (e.g. conversation, manners, clean up activities, listening skills, etc.) for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues. Provides assistance for physical, personal hygiene and self image needs of students (e.g. basic first aide; promoting self-esteem and healthy self-image; etc.). Provides instruction to students in a safe, nurturing environment in curriculum-based activities (e.g. STEM; cooking; art; proper use of equipment and materials); teach and facilitate pro-social skills; provide guidance and encouragement in a patient, caring and sensitive manner. Reports incidents for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to school policies and mandatory reporting. Supports a clean, safe and orderly environment.

MINIMUM REQUIREMENTS

Experience Job related experience is required.

Education High school diploma or equivalent.

See Other Side

REQUIRED 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: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; and facilitating department goals.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; administer first aid and/or prescribed medications; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies include: knowledge of curriculum, instruction, and subjects of assignment; pertinent laws, codes, policies, and/or regulations; public relations protocols; understanding of nutritional guidelines; stages of child development for children with special needs; and classroom management techniques 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. Ability is also required to work with a diversity of individuals. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required 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.

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website - www.fvsd.us. All application materials must be submitted through EdJoin.org by Tuesday, January 7, 2020, 4 p.m.

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.

Relative Weights of the Exam:

Written test (40%)

January 8, 2020 at 9 a.m.

Qualifications Appraisal Interview (60%)

Week of January 13, 2020

Testing/interview will be conducted at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

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

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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 option to become a member of California School Employees Association.