

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

November 18, 2021

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice Chairperson
Mr. Tony McCombs, Member
Ms. Cathie Abdel, Assistant Superintendent Personnel

- **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, October 28, 2021** *Action*
(Attachment #1)
4. **Director's Report** *Information*
5. **Commissioner's Comments** *Information*
6. **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

7. **Personnel Commission Appointment of New Director of Human Resources – Ms. Carmen Serna** *Action*
8. **Selection of Personnel Commission Meeting Dates for 2022** *Action*
(Attachment #2)

9. Eligibility Lists

Action

Behavior Intervention Assistant, Instructional Assistant, IA Bilingual Arabic, IA Bilingual – Spanish, IA Mild/Moderate, IA Moderate/Severe, Library/Media Technician (revised), Preschool Assistant, and Preschool Instructor

(Attachments #3-#8)

PERSONNEL

10. Job Announcements

Information

(Attachments #9 - 11)

FINANCIAL

11. Nothing at this time

Information

CLOSED SESSION

12. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**December 16, 2021
3:30 p.m.
PDC Room**

ADJOURNMENT

14. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF OCTOBER 28, 2021**

DATE: November 8, 2021

Attached for your approval are the minutes of the Personnel Commission regular meeting of October 28, 2021.

RECOMMENDATION

The Personnel Commission approve the minutes of the October 28, 2021 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

October 28, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:32 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mrs. Davis led the Pledge of Allegiance.

Present for the entire meeting:

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice – Chairperson
Mr. Tony McCombs, Member
Ms. Cathie Abdel, Assistant Superintendent Personnel

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Mr. Sam Koser, Ms. Rina Lucchese and Ms. Carmen Serna attended the meeting.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 23, 2021

Mr. McCombs moved to approve the minutes as presented. Automatic second due to the absence of Mrs. Davis. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, October 7, 2021

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, October 21, 2021

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, September 2, 2021

Presented as an information item only.

Director's Report

Ms. Abdel shared with the Personnel Commissioners several items distributed during this year's kick off for our Maintenance and Operations Department and district staff. She also presented the new flyers pushed out through Constant Contact and posted at our school sites in order to increase recruitment. She stated we would also be reaching out to our junior colleges in hopes of being able to recruit additional employees especially for our Child Care department.

She shared last week we started our COVID weekly testing for those employees who are unvaccinated or not fully vaccinated. The first week went really well. The employees can pick up their test kit and turn it in at their school site. The results are then available on Sunday or Monday. The district is trying to do it in the most confidential, respectful and minimally invasive way possible.

Ms. Abdel also discussed the decrease in student enrollment over the course of the last two years. The student enrollment in Orange County has declined 29,929 students. For comparison, Huntington Beach City School District has lost 29%, Ocean View Elementary School District has lost 10%, Westminster Elementary School District has lost 12% and Fountain Valley School District has lost about 5% of our student population. Lastly, Ms. Abdel welcomed Ms. Carmen Serna who, pending Board approval on November 18, 2021, will be selected the new Director of Human Resources.

Commissioners' Comments

Mr. McCombs, Mrs. Davis and Mr. Mullin welcomed Ms. Carmen Serna, Ms. Rina Lucchese, and Mr. Sam Koser to the meeting.

Public Comments

Ms. Rina Lucchese addressed and thanked the Personnel Commission for their consideration of the new study of classification plan amendment of Executive Assistant/Public Information Officer. Mr. Sam Koser, CSEA Union Representative, said how impressed he has been during this time with how well the staff has worked collaboratively and gotten the students back to school as soon as possible. He thanked the district staff for making this possible.

ADMINISTRATION

Classification Plan Amendment- Creation of the new classification of Executive Assistant/Public Information Officer

Mr. Mc Combs moved to approve and open the classification plan amendment for discussion. Mrs. Davis seconded the motion. Ms. Abdel shared with the Personnel Commission the background and the accretion of duties for this new classification. Motion carried. Mrs. Davis moved to place this new classification of Executive Assistant/Public Information Officer at range 12 on the classified management salary schedule. Motion carried.

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for Food Services Technician, Head Custodian, Health Assistant, Library/Media Technician, Noon Duty Aide, School Office Manager, and Senior Payroll Technician. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental job postings for Custodian and Office Assistant were reviewed along with the dual certification job postings for Behavior Intervention Assistant, Instructional Assistant – Bilingual, Instructional Assistant, Instructional Assist. - Mild/Moderate, Instructional Assist. - Moderate/Severe, Preschool Assistant, and Preschool Instructor.

FINANCIAL

Personnel Commission Budget – First Quarter

The first quarter Personnel Commission budget was reviewed.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 4:07.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

November 18, 2021 at 3:30 p.m.

PDC Room

ADJOURNMENT

The October 28, 2021, regular meeting of the Personnel Commission adjourned at 4:34 p.m.

Mr. William Mullin, Chairperson

Mr. McCombs Member for
Carol Davis Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **APPOINTMENT OF NEW DIRECTOR, HUMAN
RESOURCES**

DATE: November 8, 2021

RECOMMENDATION

The Personnel Commission appoint Ms. Carmen Serna as the new Director, Human Resources for Fountain Valley School District.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **Selection of Personnel Commission Meeting Dates for 2022**

DATE: November 12, 2021

Attached is a proposed calendar of the Personnel Commission meeting dates for 2022.

- January 27
- February 24
- March 24
- April 28
- May 26
- June 23
- July – dark
- August 25
- September 22
- October 27
- November 17
- December 15

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 2022.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent Personnel
SUBJECT: **ELIGIBILITY LISTS**
DATE: November 10, 2021

Attached are the eligibility lists for:

Behavior Intervention Assistant
Instructional Assistant
Instructional Assistant – Bilingual Arabic
Instructional Assistant – Bilingual Spanish
Instructional Assistant Mild/Moderate
Instructional Assistant Moderate/Severe
Library/Media Technician
Preschool Assistant
Preschool Instructor

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #3-#8

ELIGIBILITY LIST
Behavior Intervention Assistant
Merged List (Updated 11/05/21)

RANK	NAME	EXPIRES
1	Amy Martinez	8-3-22
2	Betty Nasab	8-3-22
3	Rylie MCCobb	8-3-22
4	Alejandra Alonso	8-3-22
4	Maria Elena Cisneros	11-5-22
5	Adrienne Buddemeyer	11-5-22
5	Rachel Solinger	11-5-22
6	Rosaline Nashed	8-3-22
6	Erick Sanchez	8-3-22
7	Jennifer Kelly	8-3-22
8	Elizabeth Clark	8-3-22
8	Caitlin Miranda	11-5-22
9	Monica Alexanians	8-3-22
9	Karina Sanchez	8-3-22
10	Augustin Nguyen	8-3-22
11	Jessica Valenzuela	8-3-22
12	Stephanie Kang	8-3-22
13	Ferdinand Fernando	8-3-22
14	Dylan Biaz	8-3-22

ELIGIBILITY LIST
Instructional Assistant
Merged List (Updated 11/09/21)

RANK	NAME	EXPIRES
1	Heather LaVigne	11-09-22
1	Allie Nguyen	11-09-22
2	Maria Anderson	5-04-22
2	Lindsey Soderberg	8-30-22
3	Armida Gruber	5-04-22
4	Julie Angus	5-04-22
4	Lauren King	5-04-22
5	Nhi Mai	5-04-22
6	Rylie McCobb	5-04-22
6	Kristi DuRose	5-04-22
6	Laura Ledezma	5-04-22
7	Stacy Patriarca	5-04-22
8	Marilyn Kesslerwest	11-09-22

ELIGIBILITY LIST
Director Human Resources
EXPIRES 11-1-2021

RANK	NAME
1	Devin Lawson
2	Jennifer Payton
3	Maria Carmen Serna
4	Joy Moyers
5	Sergio Zapaata
6	Joe Petty

ELIGIBILITY LIST
Instructional Assistant Bilingual Arabic
EXPIRES 10-27-2022

RANK	NAME
1	Nermeen Michael

ELIGIBILITY LIST
Instructional Assistant Bilingual Spanish
Merged List (Updated 10/27/21)

RANK	NAME	EXPIRES
1	Maria Sanchez Cauja	11-06-21
2	Lizette Ruiz Meza	11-06-21
3	Min Joo Lee	10-27-22
4	Julia Antonio	10-27-22

ELIGIBILITY LIST
Instructional Assistant Mild/Moderate
Merged List (Updated 11/09/21)

RANK	NAME	EXPIRES
1	Mayan Castro	3-09-22
1	Mariam Rezk	11-09-22
1	Rita Michael	11-09-22
2	Maria Anderson	5-24-22
3	Armida Gruber	5-24-22
4	Julie Angus	5-24-22
4	Lauren King	5-24-22
4	Nicole Mauzey	3-09-22
5	Rylie McCobb	5-24-22
6	Alicia Barragan	5-24-22
6	Maria Cabral	3-09-22
6	Yvonne Nguyen	3-09-22
7	Michael Dinh	5-24-22
7	Ariana Hernandez	3-09-22
8	Nhi Mai	5-24-22
9	Allie Nguyen	5-24-22
9	Kristi DuRose	5-24-22
10	Laura Ledezma	5-24-22
11	Stacy Patriarca	5-24-22
12	Rita Michael	3-09-22

ELIGIBILITY LIST
IA Moderate/Severe
Merged List (Updated 11/09/2021)

RANK	NAME	EXPIRES
1	Mayan Castro	3-29-22
1	Kristi DuRose	11-09-22
2	Maria Anderson	5-24-22
3	Armida Gruber	5-24-22
4	Sydney Olive	11-09-22
5	Lauren King	5-24-22
6	Rylie McCobb	5-24-22
7	Michael Dinh	5-24-22
8	Maria Cabral	3-29-22
9	Nhi Mai	5-24-22
10	Jocelyn Nelson	12-10-21
11	Sherill Svalstad	12-10-21
11	Kristi DuRose	5-24-22
11	Laura Ledezma	5-24-22
12	Stacy Patriarca	5-24-22
13	Barbera Conroy	11-09-22
14	Jennifer Tran	11-09-22

ELIGIBILITY LIST
Library/Media Technician
Merged List Revised (Updated 10/15/2021)

RANK	NAME	EXPIRES
1	Denise Dien	4-01-22
2	Leanne Williams	4-01-22
3	Christina Fogarty	10-15-22
3	Jennifer Lucier	10-15-22
4	Molly Fitzgerald	4-01-22
5	Ayesha Qureshi	4-01-22

ELIGIBILITY LIST
Preschool Assistant
Merged List (Updated 11/02/2021)

RANK	NAME	EXPIRES
1	Inda Guadalupe	11-02-22
1	Jenny Villavalvzo	11-02-22
2	Peri Ito	8-13-22
3	Evan Daur	11-02-22
4	Nicole Dimeck	11-02-22

ELIGIBILITY LIST
Preschool Instructor
EXPIRES 11-2-2021

RANK	NAME
1	Fung Yen Ng
2	Araskia Petrossian
3	Susan Balasaygun
3	Jaklen Gebrael

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: November 15, 2021

The job announcements posted since the last regular meeting of the Personnel Commission are attached as informational items:

Dual Certification:

Behavior Intervention Assistant

Food Services Worker

Licensed Vocational Nurse



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY BEHAVIOR INTERVENTION ASSISTANT *Dual Certification (Open and Promotional)*

POSTING DATE:	November 10, 2021
CLOSING DATE:	November 30, 2021 at 4:00 p.m.
SALARY:	\$22.71/hour - \$27.60/hour (Range 44, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	28.75 hours per week – Hours to be determined
TERM:	9.55 months per year
VACANCIES:	Three positions

ESSENTIAL FUNCTIONS

- Provides direct services including crisis intervention and consultative strategies to students, as planned by the educational team
- Collaborates with certificated, classified and other support staff
- Compiles information to determine effective strategies
- Documents observations of student performance in academic and school activities
- Guides student in personal interactions and/or specific student issues
- Implements behavioral and IEP plans
- Serves as a support system and direct resource for a team of professional educators

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others
- Apply child guidance principles and practices, especially as they relate to students with learning disabilities
- Understand instructional materials and techniques used in Special Education
- Understand basic subjects taught in the schools, including arithmetic, grammar, spelling, language and reading
- Understand the instructional materials and techniques used in Special Education
- Supervise and discipline students according to approved policies and procedures
- Identify issues, create action plans, draw conclusions and learn the methods, procedures, functions and limitations of assigned duties

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Model appropriate social skills, social interaction and appearance
- Apply safe practices and behavior modification techniques developed for classroom use
- Prepare and maintain accurate records and observations and document student behavior
- Intervene positively and diffuse potential confrontations among students
- Maintain confidentiality and understand the exceptional needs of special education students

JOB DESCRIPTION can be found on the Fountain Valley School District website at www.fvsd.us under Departments / Personnel Services / Classified / Job Descriptions or clicking [here](#)

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Targeted, job-related education with study in job-related area
- Job related experience is required.

CERTIFICATION/LICENSE:

Current CPR and First Aid certification

Completion of Pro-Act and Applied Behavior Analysis trainings by the end of probationary period

APPLICATION PROCESS:

All applications and application materials must be submitted through Ed Join or through our website at www.fvsd.us. . All application materials must be submitted through EdJoin by 4:00 p.m., November 30, 2021.

EXAMINATION PROCESS

The examination process will consist of a technical interview to be held on a date to be determined. All applicants who meet the above requirements will be invited to attend the technical interview.

Relative weight of examination process:

Technical Interview (100%)Tentatively Scheduled for December 9, 2021

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

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

APPOINTMENT/ CERTIFICATION

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

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 opportunity 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 FOOD SERVICES WORKER

Dual Certification (Open and Promotional)

The following positions are posted in accordance with Personnel Commission rules to establish a substitute and eligibility list that will be filled from the list of “ready and willing” certified eligibles or “ready and willing” transfer eligibles.

POSTING DATE:	October 21, 2021
CLOSING DATE:	November 11, 2021 at 4:00 p.m.
SALARY:	\$16.19 - \$19.68 per hour (Range 10, 5 Steps) *Per CSEA contract, hiring can be made up to step 3.
HOURS:	15 hours per week, days and hours to be determined
TERM:	9.6 months per year
VACANCY:	Four Rover positions

ESSENTIAL FUNCTIONS

- Provides support to the food service activities at schools with specific responsibilities for preparing and serving food items to students and/or school personnel
- Maintains inventories of food, condiments, and supplies
- Orders food and supplies
- Prepares, serves and arranges food and beverage items
- Cleans utensils, equipment, storage areas, and food preparation and serving areas
- Inspects food items and/or supplies
- Maintains facilities, equipment, storage, food preparation and serving areas in a safe and sanitary condition
- Monitors kitchen and cafeteria areas and student volunteers
- Oversees receipt of deliveries
- Prepares forecasting for lunch preparation and delivery
- Processes cash and electronic payments for meals

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform multiple tasks using existing skills and work with interruptions
- Adhere to safety practices
- Operate and utilize job-related equipment found in a commercial kitchen using standardized methods and operate standard office equipment
- Read and follow instructions; and understand multi-step written and oral instructions

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Follow safety practices and procedures
- Quantify food preparation and handling
- Schedule activities; collate data
- Work with others as part of a team with a diversity of individuals
- Identify issues and select action plans

JOB DESCRIPTION can be found on the Fountain Valley School District website at www.fvsd.us under Departments / Personnel Services / Classified / Job Descriptions or clicking [here](#)

EDUCATION AND EXPERIENCE

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

CERTIFICATES AND LICENSES

Completion of Food Handlers/ServSafe Certificate by end of probationary period.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:00 p.m. on Thursday, November 11, 2021. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

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

Relative Weight of Examination Process:	
Written Test: (50%).....	November 15, 2021 at 9:00 a.m.
Qualification Appraisal Interview (50%).....	Tentatively Scheduled for November 18, 2021
<i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i>	

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on 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 medical examination, fingerprinting, conviction clearance, 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.fvdsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Licensed Vocational Nurse

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 and will be filled by promotion, transfer, or certified eligibles.

OPENING DATE:	November 10, 2021
CLOSING DATE:	November 30, 2021 at 4:00 p.m.
SALARY:	\$25.59 - \$31.11 per hour (Range 56, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	13 hrs/wk, Tues. & Thurs., 9:00 a.m. – 4:00 p.m. (1/2 hour unpaid lunch)
TERM:	9.6 months per year
VACANCY:	One position

ESSENTIAL FUNCTIONS

- Administers first aid, medication and specialized medical treatments (e.g. gavage feeding, diabetic care, catheterization, etc.) and responds to emergency medical situations
- Assists with providing health instructions to students and acts as a resource to students, teachers, and other school personnel
- Collaborates with school/District staff members, Registered Nurse, Health Assistants, parents, students, and/or public agencies
- Provides information and complies with legal requirements
- Implements health care plans for students with chronic health problems as described in IEP's or other written plans of care to meet the needs of students and accommodation requirements.
- Maintains student's confidential files and records to meet legal requirements and professional standards.
- Maintains contact with parents/guardians
- Monitors students with chronic illnesses and prepares documentation
- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams
- Reports health and safety issues to assigned administrator and appropriate agencies

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform multiple, technical tasks with a need to upgrade skills in order to meet changing job conditions and apply pertinent codes, policies, regulations and/or laws
- Prepare and maintain accurate records and be attentive to detail
- Adhere to safety practices, administer first aid and operate medical equipment utilized in school environment.

(SEE OTHER SIDE)

- Ability to perform algebra and/or geometry, read a variety of manuals, write documents following prescribed formats, and/or present information to others
- Analyze situations to define issues and draw conclusions
- Provide health services in a school setting and possess knowledge of state laws regarding sexually transmitted diseases, health standards and hazards, and stages of child development
- Schedule activities, meetings, events, and gather, collate, and/or classify data
- Work and communicate with a wide diversity of individuals in a variety of circumstances work
- Use independent problem solving to analyze issues and create action plans
- Maintain confidentiality

EDUCATION/EXPERIENCE REQUIREMENTS

- Community college and or vocational school degree
- Job experience within a specialized field preferably including experience in dealing with or school environment, preferably including experience in dealing with preschool and school age children.

LICENSES AND OTHER REQUIREMENTS

Licensed Vocational Nurse Certificate, Current CPR Certificate, Current First Aid Certificate, California Driver License

APPLICATION PROCESS

Applicants must complete an online application and supplemental application. Application materials may be obtained through our website - www.fvsd.k12.ca.us. All application materials and required certificates **must be submitted through Ed Join by 4:00 p.m., Wednesday, November 30, 2021.**

EXAMINATION PROCESS

The examination parts, weights, and dates (all tentative) are listed below. Applications will be screened and qualified applicants’ materials will be closely reviewed in the Training/Experience evaluation. The candidates scoring highest in this evaluation will be invited to the technical interview/performance test.

Evaluation of Training & Experience (pass/fail) candidates do not participate	December 6, 2021
Performance Test (weighted 50%)/Technical Interview (weighted 50%)	December 10, 2021
<i>All testing will be conducted at the Fountain Valley School District Office</i>	

Applicants who 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 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 medical examination, fingerprinting/conviction clearance, and screening for tuberculosis.

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