

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

January 22, 2026
3:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice Chairperson
Mr. William Mullin, Member
Mrs. Carmen Serna, 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 18, 2025** *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 2024-2025 Annual Report Reading and Approval** *Action*
(Attachment #2)
8. **Certification of Eligibility List** *Action*
Extended School Program Assistant
(Attachment #3)

PERSONNEL

9. Job Announcements
(Attachments #4-8)

Information

FINANCIAL

Nothing at this time.

CLOSED SESSION

10. Closed Session

The Commission will discuss, pursuant to Government Code 54957, the Classified Human Resources Director's job performance evaluation.

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

February 26, 2026
3:30 p.m.
Board Room

ADJOURNMENT

12. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF DECEMBER 18, 2025**

DATE: January 9, 2026

Attached for your approval are the minutes of the Personnel Commission regular meeting of December 18, 2025.

RECOMMENDATION

The Personnel Commission approve the minutes of the December 18, 2025 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting
MINUTES
December 18, 2025
3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Danette Madison led the Pledge of Allegiance. Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice-Chairperson
Mr. William Mullin, Member
Mrs. Carmen Serna, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests were in attendance.

Introduction of Staff

Staff in attendance were Ms. Joy Moyers, Executive Assistant/Public Information Officer; Ms. Chris Olson, School Office Manager/ CSEA Representative; Ms. Suzanne Brown, Director, Food Services and Ms. Danette Madison, Classified Personnel Technician.

Minutes, Regular Meeting of the Personnel Commission, November 20, 2025

Mr. Mullin moved to approved the Minutes as presented. Mr. McCombs seconded the motion. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, November 13, 2025

Presented as an information item only.

Director's Report

Mrs. Serna shared with the Personnel Commission that she was grateful for Fountain Valley School District, describing it as small but mighty group. She stated leadership was quiet and a leading force. She thanked the Personnel Commission, along with the Board of Trustees, for their support and commended the teamwork. She mentioned that the winter break was quickly approaching and she wished all staff a happy and restful break.

Mrs. Serna shared with the Personnel Commission the printed list of the approved dates for the 2026 Personnel Commission Regular Meetings. She mentioned that all scheduled meetings were to be held in the PDC except for February and March, which were planned for the Board Room. This information was going to be shared by Ms. Madison.

She mentioned that Ms. Cathie Abdel, Assistant Superintendent, Personnel Services, was trying to attend the meeting but was delayed with another meeting. However, Ms. Abdel wanted to wish all a very restful and wonderful holiday break.

Mrs. Serna reminded the Personnel Commission that it was her fourth year celebrating with Fountain Valley and she was blessed to be in her position.

Commissioners' Comments

Mr. McCombs thanked everyone for a wonderful year. He stated he felt fortunate for being a part of the wonderful Personnel Commission team. He wished everyone a wonderful Christmas and Happy New Year. He offered good luck and well wishes for next year.

Mr. Mullin had no comment.

Mrs. Davis stated she wanted to make a donation to the CSEA Helping Hands campaign. Ms. Chris Olson thanked everyone for their continued support and commented that the CSEA dues doesn't cover a lot. With the contributions, CSEA was able to provide a little extra for the Classified employees at this time of the year and the support was very appreciated.

Mr. Mullin shared that it was a wonderful thing to be able to support Classified staff and knowing how important the employees are, it was a minor thing to donate and support the cause. Mrs. Serna shared that before the meeting, the total received for Helping Hands was close to \$1,000 which doubled the number of employees CSEA would be able to assist.

Public Comments

None were received.

ADMINISTRATION

Classification Plan Amendment – Revision to Essential Duties for Director, Food Services classification and Placement on Range 12 of the Classified Management Salary Schedule effective December 19, 2025

Mr. Tony McCombs moved to approve the revisions to the Essential Duties for Director, Food Services and the recommendation to move the Director, Food Services from salary range 10 to range 12 on the Classified Management Salary Schedule. Mr. Mullin seconded the motion.

Mrs. Davis commented that the position sounded like quite the job with early education breakfast program and the school breakfasts, etc. The program had grown considerably. She thanked Ms. Suzanne Brown for her work. Motion carried.

Mrs. Serna thanked Ms. Brown. She explained that Personnel looked to do what was right to remain competitive with surrounding markets. When salary was negotiated based on COLA (Cost of Living Allowance), she stated generally, if a position fell below the market, the position/salary was not reviewed. She stated many surrounding districts had increased salaries based upon additional duties in relation to new programs and responsibilities. Mrs. Serna stated that a market study was performed for the Food Services Worker position within the last year and a half. The Food Services Worker was moved from a salary range of 10 to salary range 15. Also reviewed was the Food Services Coordinator position. She explained the Classification Plan Amendment was on behalf of the Director, Food Services position held by Ms. Suzanne Brown who was the head of the Food Services Department. Mrs. Serna continued by reporting, Ms. Brown, was responsible for meeting new state mandates and other challenges sent her way, such as, COVID and additional meals programs. Mrs. Serna reiterated that recommendations regarding salary were middle of

the road. And on behalf of the Personnel Commission, Ms. Cathie Abdel, and all, the revisions were needed and she expressed appreciation for Ms. Brown.

Mr. Mullin asked Ms. Brown if the addition of the Transitional Kindergarten classes added to her duties and responsibilities. Ms. Brown confirmed they did add to her job duties. She stated her staff was incredible as they assisted younger children to learn the process from making their food choices to carrying their trays.

Mrs. Davis commented she liked the revised job description words used, such as, process, review, supervise, select, assign, train and develop. She felt those were powerful words.

Classification Plan Amendment – Revision to Essential Duties for Maintenance and Operations Supervisor classification

Mr. Mullin moved to accept the revision to Essential Duties for Maintenance and Operations Supervisor for the forklift pallet jack operators certificate being obtained within six months of being hired. Mr. McCombs seconded the motion. Motion carried.

Mrs. Serna advised the exam was scheduled for Monday January 5, 2026. A reminder was being sent to applicants the Friday before the exam. She reported there were nearly 40 applications received for the position. She believed the job description revisions completed by Mr. Joe Hastie and Mr. Isidro Guerra, along with the competitive salary, was the driving force behind the large number of candidates.

Election of Personnel Commission Officers

Mrs. Davis asked if there were any nominations for the Personnel Commission Chairperson.

Mr. Mullin nominated Mr. McCombs for the Chairperson of the Personnel Commission. Mrs. Davis seconded the motion. Motion carried.

Mrs. Davis asked if there were any nominations for the Personnel Commission Vice Chairperson.

Mr. McCombs nominated Mr. Mullin. Mrs. Davis seconded the motion. Motion carried.

Mrs. Davis stated, by default, she was the Personnel Commission Member.

Mrs. Serna, on behalf of the Personnel Commissioners, thanked Mrs. Davis for her leadership and looked forward to the next time she was nominated for Chairperson.

Certification of Eligibility Lists

Mr. Tony McCombs motioned to approve the eligibility lists for Instructional Assistant Mild/Moderate, Instructional Assistant Bilingual – Vietnamese, and Preschool Assistant. Mr. Mullin seconded the motion. Motion carried.

Mrs. Davis asked if the candidates on the eligibility lists were satisfactory. Mrs. Serna confirmed the candidates were satisfactory. She shared that there was success in filling the Instructional Assistant Mild/Moderate position, but the search was ongoing for Instructional Assistant Moderate/Severe, and for the Instructional Assistant Bilingual – Vietnamese there was an opportunity for promotion of current employees. The Instructional Assistant Mild/Moderate was a great candidate for the Bilingual – Vietnamese position who needed to decrease hours and another employee who was placed on the eligibility list, was a great candidate to fill the Mild/Moderate position. As for the Preschool Assistant eligibility list and vacancies, Ms. Madison shared that two candidates were placed on the list; one accepted and one declined. The declining candidate applied for the Preschool Instructor position and tested that day.

PERSONNEL

Mrs. Davis noted there were several job announcements. She asked if the reason for the vacancies was due to the end of the year. Ms. Danette Madison advised there were several retirements. She added there were several exams scheduled for the first week of January and some candidates were rescheduled for exams during the first week due to being out of town during the winter break. The opportunity was afforded to those candidates due to the need of applicants to fill the vacant positions.

FINANCIAL

Nothing at this time.

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
January 22, 2026, at 3:30 p.m.
PDC Room**

ADJOURNMENT

The December 18, 2025, regular meeting of the Personnel Commission adjourned at 3:50 p.m.

Mrs. Davis, Chairperson

Mr. McCombs, Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **PERSONNEL COMMISSION 2024-2025 ANNUAL REPORT
READING AND APPROVAL**

DATE: January 9, 2026

Attached is information for the Personnel Commission 2024-2025 Annual Report:
Reading and Approval.



Fountain Valley School District
INSPIRE
SINCE 1876

Fountain Valley School District Personnel Commission



ANNUAL REPORT 2024-2025

CAROL DAVIS ● TONY MCCOMBS ● WILLIAM (BILL) MULLIN

CARMEN SERNA ● DANETTE MADISON ● LISA O'CAIN

TABLE OF CONTENTS

INTRODUCTION.....	3
WHAT IS THE ANNUAL REPORT?	3
WHAT IS THE MERIT SYSTEM?.....	3
MERIT SYSTEM PRINCIPLES	3
PERSONNEL COMMISSION	4
WHAT IS THE PERSONNEL COMMISSION?.....	4
PRIMARY FUNCTIONS.....	4
MEET THE PERSONNEL COMMISSION.....	5
PERSONNEL COMMISSION MEETINGS	6
PERSONNEL COMMISSION STAFF FUNCTIONS	7
EMPLOYMENT ACTIONS.....	8
ESTABLISHED ELIGIBILITY LISTS	9
YEARS OF SERVICE AWARDS	10
PROFESSIONAL ORGANIZATIONS.....	11

INTRODUCTION

What is the Annual Report?

The 2024-2025 annual report from the Personnel Commission of the Fountain Valley School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities, and accomplishments of the Personnel Commission during the 2024-2025 fiscal year.

What is the Merit System?

The Merit System is a system of rules and procedures, similar to civil service, which governs classified school personnel. The first Merit System law in the nation was passed by the California legislature in 1936. The Fountain Valley School District became a Merit System in 1967. Today, as in 1936, the Merit System's fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice on the basis of merit and fitness. Emphasis is placed on the need to make the system equitable and fair to all segments of the community serviced by the Personnel Commission including the general public, the students, the classified employees, and the school district administration.

Merit System Principles

Merit System principles include:

- Hiring and promoting employees on the basis of ability through competitive examination
- Ensuring equal pay for like work
- Protection of employees from arbitrary action, personal favoritism or political corruption
- All employees and applicants receive fair and equitable treatment

CA Ed. Code 45266(a) The personnel director... shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

PERSONNEL COMMISSION

What is the Personnel Commission?

The Personnel Commission is the mainstay of the Merit System and operates as an independent body. The Personnel Commission is composed of three individuals who must be registered voters, reside in Fountain Valley School District, and be “known adherents to the principles of the merit system”. One Commissioner is appointed by the Board of Trustees, another is nominated for appointment by the classified employees of the District, and the third Commissioner is appointed by the other two Commissioners. Each serve alternate three-year terms. Our three Commissioners oversee the activities of the Personnel Commission staff and give their time and talents to serve the District, classified employees, and the entire Fountain Valley School District community. They work together cooperatively and with sensitivity to the needs and concerns of the classified employees and the school district.

Primary Functions

The Fountain Valley School District Personnel Commission fosters the advancement of career services for classified employees through the authority provided in Sections 45220 through 45320 of the California Education Code. To execute its responsibilities as a Personnel Commission, they must:

- Prescribe rules on a variety of personnel matters to ensure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness
- Classify positions in the classified service by grouping positions in job categories on the basis of assigned duties established by the Board of Trustees
- Recommend to the Board of Trustees the salary for new positions established by the Board

CA Ed. Code 45244(c) (c) As used in this section, “known adherent to the principle of the merit system,” with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

MEET THE PERSONNEL COMMISSION

Terms of office are for three years:

Commissioner	Title	Current Term Expires	Appointed By
William (Bill) Mullin	Chairperson	December 1, 2027	Board of Trustees
Carol Davis	Vice-Chairperson	December 1, 2028	Joint-Appointee
Tony McCombs	Member	December 1, 2026	CSEA

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



Tony McCombs joined the Personnel Commission in December 2017. Nominated by CSEA and appointed by the Board of Trustees, he is now serving his 3rd term. Tony served on the Board of Trustees from 1996-2010. His work career has been in the construction industry, 20-years contracting and 26-years with the County of Orange as a Building Inspector, Senior Project Manager with OC Sherriff's Dept. and Public Contracts Manager with OC Waste & Recycling. During his tenure with County of Orange, Tony was an active member of the Orange County Employee's Association (OCEA). He served as an OCEA Steward and was a member of the OCEA/County contract negotiating team. In 2004, Tony was awarded OCEA's President's Award for "Excellence as an OCEA Steward." Now retired, Tony and his wife Heather enjoy traveling, flyfishing and spending time together. They have four daughters and three grandchildren. Their four daughters attended school in Fountain Valley School District.



William (Bill) Mullin has been the District's appointee to the Commission since December 1988. He is retired from the aerospace industry after 45 years with McDonnell Douglas, Douglas Aircraft, and Boeing. Mr. Mullin earned a B.S. degree in Economics from St. Edwards's University, Austin, Texas. He and his wife are the proud parents of three children, all alumni of the Fountain Valley School District, one of whom is a Principal in the District, and five grandchildren.



PERSONNEL COMMISSION MEETINGS

- ◇ Regular monthly meetings of the Personnel Commission are generally held on the 4th Thursday of every month at the Fountain Valley School District Office at 3:30 p.m.
- ◇ The meetings are open to the public and District employees in accordance with the Ralph M. Brown Act.
 - Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel webpage under: Departments - Personnel Commission- Agenda and Minutes: <https://www.fvsd.us/apps/pages/PCarchive>
 - Meeting minutes are archived on the Personnel Commission Department webpage

2024 Meetings

January 25, 2024
 February 22, 2024
 March 28, 2024
 April 25, 2024
 May 23, 2024
 June 20, 2024
 July 2023 (Dark- No meeting)
 August 22, 2024
 September 26, 2024
 October 31, 2024
 November 14, 2024
 December 19, 2024

2025 Meetings

January 23, 2025
 February 27, 2025
 March 27, 2025
 April 24, 2025
 May 15, 2025
 June 26, 2025
 July 2023 (Dark- No meeting)
 August 28, 2025
 September 25, 2025
 October 23, 2025
 November 20, 2025
 December 18, 2025

Special Meetings: February 28, 2024 and July 3, 2024

PERSONNEL COMMISSION STAFF FUNCTIONS

The Classified Personnel Department staff are charged with the administration of all classified employment related transactions, including functions that fall under the purview of the Personnel Commission and the Board of Trustees. They ensure that the District administers employment transactions and are in adherence to the principles of merit in accordance with state and federal employment laws and regulations. The following functions fall under the responsibility of the Classified Personnel Department:

- ◇ Recruitment Administration*
- ◇ Examination/Selection Process Administration*
- ◇ Certification of Eligibility Lists*
- ◇ Classification of New and Reclassification of Existing Classified Service Positions*
- ◇ Professional Development Planning and Administration
- ◇ Performance Management and Evaluation Administration
- ◇ Layoff Administration*
- ◇ Examination and Disciplinary Hearing Appeals*
- ◇ Employment Transaction Processing
- ◇ Administration of Personnel Commission Rules*
- ◇ Administration of the CSEA Contract



Classified Personnel/ Personnel Commission Staff

Title	Name
Director, Classified Human Resources	Carmen Serna
Personnel Technician	Danette Madison
Personnel Technician	Lisa O'Cain

**functions under the scope of the Personnel Commission*

EMPLOYMENT ACTIONS

<u>Type of Action</u>	<u>2023-2024</u>	<u>2024-2025</u>
New Hires (Permanent)	100	95
Promotions	17	12
Summer Employment	120	127
Reclassifications	2	0
Transfers	58	50
Increase in Hours	34	20
Resignations/Separations	63	59
Service Retirements	14	10

TOTAL PERMANENT (REGULAR)/PROBATIONARY CLASSIFIED EMPLOYEES:

2023-2024	408
2024-2025	383

TOTAL SUBSTITUTE CLASSIFIED EMPLOYEES:

2023-2024	94
2024-2025	123

TOTAL NUMBER OF APPLICATIONS RECEIVED:

2023-2024	1383
2024-2025	1289

ESTABLISHED ELIGIBILITY LISTS

Based on a competitive assessment of merit and fitness for classifications in the District, the Personnel Commission approved the following lists:

2024-2025

Accountant
 Administrative Assistant
 Behavior Intervention Assistant (General Education and Special Education)
 Benefits and Workers' Compensation Technician
 Bus Aide - Special Education
 Bus Driver
 Classified Personnel Technician
 Director, Fiscal Services
 Extended School Program Assistant
 Extended School Program Coordinator
 Food Services Worker
 Health Assistant
 Instructional Assistant (Transitional Kindergarten/Kindergarten)
 Instructional Assistant Mild/Moderate
 Instructional Assistant Moderate/Severe
 Instructional Assistant- Deaf and Hard of Hearing (DHH)
 Office Assistant
 Preschool Assistant
 Preschool Instructor
 Senior Accounting Assistant

JOB CLASSIFICATION REVISIONS:

2024-2025

Director, Early Learning and Extended School Programs,
 Instructional Assistant Transitional Kindergarten/Kindergarten,
 Health Assistant, Food Services Field Operations Coordinator,
 Extended School Program Coordinator, Recreation Coordinator,
 Assistant Recreation Coordinator

YEARS OF SERVICE AWARDS

The Fountain Valley School District has many dedicated Classified employees and recognizes them for their dedicated service to the students and the District. The number of recipients and their years of service are as follows:

2024-2025

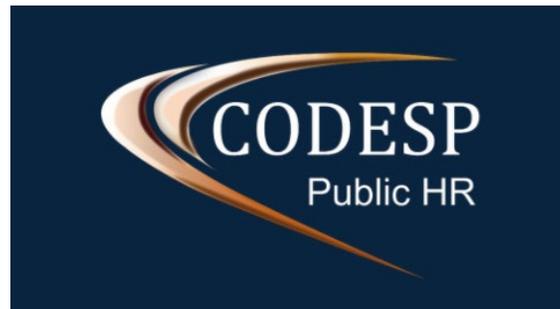
Years of Service	Number of Recipients
35	1
30	1
25	1
20	9
15	5
10	11
5	20

PROFESSIONAL ORGANIZATIONS

Commissioners and staff are proud members of the following professional organizations:



California School Personnel Commissioners Association
Supporting Education Through Merit



FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LIST**

DATE: January 7, 2026

Attached are the eligibility list for:

Extended School Program Assistant

RECOMMENDATION

The Personnel Commission approve the eligibility list enumerated above.

Attachment #3

**Eligibility List
ESP Assistant
Merged (Updated 11-21-25)**

RANK	NAME
1	Jennifer Johnson
2	Alexis Kemp-Angier
3	Veronica Garcia
4	Jessica Garcia
5	Jackson DeSousa
6	Hayley Brown
6	Michelle Martinez
6	Richard Paris
7	Alisanderia Selefuti
7	Sheila Lewis
7	Marcus Castro
8	Abraham Nguyen
9	Wendy Addison
9	Jacob Castillo
9	Joanne Raymond
9	Jacqueline Rivera
10	Kelly Lopez
11	Cassandra Adamiak
12	Brianna Martinez
13	Laurie Grant
13	Priscilla Barreca
13	Lauren Morris
14	Sabrina Real

**Eligibility List
ESP Assistant
Merged (Updated 11-21-25)**

14	Madelyne Rumney
15	Christina Ayers
16	Jennifer Douglas
16	Rosa Parra
16	Susana Asis
16	Halil Erdugan
17	Mira Prieto
18	Leanne Masterson
18	Ben Yater
19	Carter Hua

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: January 7, 2026

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

Dual Certification:

Behavior Intervention Assistant

Bus Aide – Special Education

Instructional Assistant – Applied Behavior Analysis

Office Assistant – School/Department

Speech/Language Pathology Assistant



Fountain Valley School District

Behavior Intervention Assistant at Fountain Valley Elementary School District

Application Deadline

2/2/2026 3:30 PM Pacific

Date Posted

1/13/2026

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$26.52 - \$32.24 Per Hour

Add'l Salary Info

\$26.52 - \$32.24 (Range 44, 5 Steps) *Per CSEA contract, hiring maybe made up to step 3

Length of Work Year

9.66 months per year

Employment Type

Part Time

Requirements / Qualifications

Experience: Job-related experience is required.

Education: Targeted, job-related education with study in job-related area.

Certifications: Current CPR and First Aid

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

The current position is 28.75 hours per week.

Comments and Other Information

Applications will be screened for minimum qualifications before the performance interview. Applicants who meet the minimum requirements will be invited via email to the technical interview to be held on a date to be determined. Please watch your email for further information once you apply.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Fountain Valley School District

Bus Aide - Special Education at Fountain Valley Elementary School District

Application Deadline

1/20/2026 3:30 PM Pacific

Date Posted

12/31/2025

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$21.11 (Range 21, Step 1) - \$25.68 (Range 21, Step 5) Per Hour

Length of Work Year

9.6 months/year, split shift

Employment Type

Part Time

Requirements / Qualifications

Experience: Job-related experience is required.

Education: Community college and/or vocational school degree with study in a job-related area.

Licenses and Other Requirements: Valid and current first aid and CPR certifications

The required certifications must be completed and submitted with the application or before the interview is conducted.

Comments and Other Information

The examination process will consist of the willingness questionnaire and a qualifications interview to be held on a date to be determined. Qualified applicants will be notified by email of the time of their interview.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Fountain Valley School District

Instructional Assistant - Applied Behavior Analysis at Fountain Valley Elementary School District

Application Deadline

1/27/2026 3:30 PM Pacific

Date Posted

1/7/2026

Contact

[Danette Madison](#)

7148433228

Number of Openings

2

Salary

Pay Range

\$24.02 (Range 34, Step 1) - \$29.21 (Range 34, Step 5) Per Hour

Add'l Salary Info

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

Length of Work Year

9.6 months/year

Employment Type

Part Time

Requirements / Qualifications

Experience: Job-related experience is required, including ABA training by WOCCE or related training by an outside agency.

Education: Community college and/or vocational school degree with job-related studies.

Copies of transcripts, report cards, and ABA training certificate must be attached to your application.

Comments and Other Information

All applicants will be invited to attend the written test by email with a request to confirm attendance. Applicants who have passed the No Child Left Behind written test, please contact Lisa at Ocaiml@fvsd.us to verify scores. The test will be held at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley, CA 92708. Please allow 2.5 hours for directions and the written test. Please bring a valid ID such as a Driver's License or passport. Applications will be screened for the minimum qualifications following the written test. Candidates who pass each part of the written test and technical interview will be considered for hire. Typical work hours are 5.75 hours/day, generally between 8:00 am - 2:30 pm.

Please watch your email for testing dates and times.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Fountain Valley School District

Office Assistant - Department & Office Assistant - School at Fountain Valley Elementary School District

Application Deadline

1/30/2026 3:30 PM Pacific

Date Posted

1/12/2026

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$24.45 (Range 36, Step 1) - \$29.73 (Range 36, Step 5) Per Hour

Add'l Salary Info

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

Length of Work Year

10.43

Employment Type

Full Time

Requirements / Qualifications

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent and job-related experience.

CERTIFICATES AND LICENSES

CPR/First Aid Certificate for Office Assistant- School classification.

Comments and Other Information

This Office Assistant Position will be at a school site and/or District Office and the hours may range from 23.75 hours per week up to 40 hours per week.

Applicants who meet the minimum qualifications will be invited to take the written examination (date to be determined).

The test will be held at the Fountain Valley District Office at 10055 Slater Avenue, Fountain Valley, CA 92708. Please bring a valid photo I.D., such as a driver's license or passport. Please allow at least 1.75 hours for processing and test time. A passing score must be received to continue to the interview. Please watch your email for further information and updates.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Fountain Valley School District

Speech/Language Pathology Assistant at Fountain Valley Elementary School District

Application Deadline

2/3/2026 3:30 PM Pacific

Date Posted

1/14/2026

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$29.89 (Range 56, Step 1) - \$36.33 (Range 56, Step 5) Per Hour

Add'l Salary Info

* Hiring may be made up to step 3, per the CSEA contract.

Length of Work Year

9.6 months/year, 30 hours/week

Employment Type

Part Time

Requirements / Qualifications

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

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

This position works 30 hours per week and 6 hours per day.

Comments and Other Information

Applications will be screened for the minimum qualifications, and applicants who meet the minimum qualifications will be invited to test on a date to be determined. Please watch your email for further information.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)