

**PATTERSON JOINT UNIFIED SCHOOL DISTRICT
BOARD MEETING DATE: March 21, 2022**

CONSENT CALENDAR

A. Personnel

EMPLOYMENT

NAME	POSITION	EFFECTIVE DATE
Diana Snider-Chavez	Teacher	8/08/2022
Cesar Chavez	Teacher	8/08/2022
Alondra Caudillo-Duran	Teacher	8/08/2022
Emily Simmons	Teacher	8/08/2022
Guadalupe Tinoco	Teacher	8/08/2022
Argenis Torres	Teacher	8/08/2022
Henry Pineda	Teacher	8/08/2022
Nellie Robles	Teacher	8/08/2022
Marilena Armendariz	Special Ed Paraeducator Severe- Autism	3/14/2022
Shailla Chowdaury	After School Program Leader	3/14/2022

CHANGE OF STATUS

NAME	TITLE (From)	TITLE (To)	EFFECTIVE
Rina Hall	Special Education Paraeducator Severe - Rising Sun - 7.0 hours/day	Special Education Paraeducator Severe Autism - West Valley Learning Center - 7.0 hours/day	3/08/2022
Kris Bielecki	Paraeducator Severe - AVE - 6.5 hours/day	Special Education Paraeducator Severe - WG- 6.5 hours/day	3/21/2022
Ashley Alldredge	Early Intervention Paraeducator - 6 hrs/day Yard Duty – .75 hours/day	Teacher	8/08/2022
Hailey Alldredge	Preschool Teacher	Teacher	8/08/2022
Kristina DeLaRosa	Special Education Paraeducator (NS) - 6.5 hours/day	Teacher	8/08/2022

RESIGNATION

NAME	TITLE	EFFECTIVE DATE
Yulianna Motta	After School Program Leader	03/11/2022
Jessica Teixeira	Teacher	06/30/2022
Lacy Walker	Teacher	06/30/2022
Tiffany Jones	Principal - Elementary School	06/30/2022

RETIREMENT

NAME	TITLE	EFFECTIVE DATE
Timothy Townsend	Teacher	06/30/2022
Jayne Gray	Teacher	06/30/2022

RELEASE OF PROBATIONARY EMPLOYEE

NAME	EFFECTIVE DATE

JOB DESCRIPTIONS

- 1) **Secretary- Special Education**
- 2) **Secretary- Student Services**
- 3) **TOSA of Induction and Teacher Support**

Submitted by: Human Resources

Approved for submission to the Board:


 Joseph Silveira, Assistant Superintendent



*Classified Salary Schedule
261 Days
Range: N*

SECRETARY OF SPECIAL EDUCATION

PRIMARY FUNCTIONS:

Working under the supervision and direction of the Executive Director of Special Education, performs a variety of secretarial duties in support of District special education programs and services while fulfilling receptionist duties in the main lobby of the District's Administration Building.

GENERAL DUTIES AND RESPONSIBILITIES:

- Receive calls and visitors to the District office including parents, students, teachers, administrators, community members, vendors and provide appropriate information or direct to appropriate personnel.
- Coordinate, update and operate District voice mail answering/message system.
- Assist public including routing them to appropriate personnel at the district office.
- Receive, open, sort, screen, and distribute incoming mail and packages.
- Maintains contact with various District departments and staff.
- Assist the Executive Director of Special Education with annual reports, program evaluations, presentations, marketing materials, and disseminations information as needed.
- Publishes agendas and records minutes of committee meetings as assigned.
- Reviews and maintains timecards or invoices for department personnel as assigned, including outside agencies.
- Prepares all IEP LEA Medi-Call billing for qualified staff and maintains audit files.
- Assists with quarterly and annual financial reports for all district related special education programs.
- Serves as the intake person for special education referrals, services, and communication.
- Tracks students who are flagged with special education services.
- Secures transportation for students in associated special education programs and communicates transportation status with various district personnel.
- Submit and maintain records of requisitions for purchasing of supplies and materials for associated programs and departments.
- Reviews special education funding generation through service tracking monitoring)
- Assist with preparations and planning of site visits.
- Operates a variety of office equipment and office software; including data collection software.
- Enters data related to special education programs into a variety of sources (i.e. CalPads, SEIS, etc).
- Ensure data entered in data bases and information systems are accurate by analyzing and solving for errors, providing assistance and guidance to SpEd personnel, etc.
- Provide orientation, guidance, and support for newly hired personnel to the department.

- Maintain IEP Files and records in both physical and digital formats.
- Make inquiries and obtain information and/or documents for the Director of Special Education.
- Initiate and/or respond to written correspondences independently on matters not requiring the personal attention of the Director.
- Process documents and materials for the purpose of disseminating information to appropriate department or program staff.
- Compose and prepare letters, memos, emails, forms, flyers, newsletters, schedules, and reports for distribution as assigned.
- Performs coordination on a variety of projects, events, or trainings requiring considerable independent judgment and initiative, as assigned.
- Prepare Personnel Action Forms as requested.
- Serves as cross-trained personnel for the Secretary of Student Services to cover duties during vacation periods.
- Maintain a variety of computerized records and files related to assigned programs or departments
- Serve as a liaison between the District and community stakeholders.
- Update the websites or links related to assigned programs or departments, as requested.
- Other duties and responsibilities consistent with the primary functions may be assigned.

REQUIRED QUALIFICATIONS:

Education –

- High school diploma or equivalent to the completion of the twelfth grade (GED)

Experience –

- Three (3) years of varied and progressively responsible clerical work such as accounting, bookkeeping, clerical, or secretarial experience

License/Certificate –

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute

DESIRABLE QUALIFICATIONS:

Knowledge of –

- Proficient use of word processing, databases, presentation software, accounting software, Google, email, and basic computer troubleshooting skills.
- Correct English usage, spelling, grammar, punctuation and composition.
- Modern office organization, procedures, terminology, and practices.
- Methods used in collecting data and preparing reports.
- General knowledge of District policies, rules, regulations and applicable sections of State Education Code or other applicable law.
- Record keeping techniques.
- Business letter and report writing techniques.
- Techniques used in public relations.
- General knowledge of special education practices and policies

Ability to –

- Perform a variety of difficult clerical work involving use of independent judgment.
- Deal effectively with students, staff, and members of the public.
- Prepare and maintain accurate records and reports.
- Operate a variety of modern office machines and equipment.
- Work efficiently with frequent interruptions.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Compile and prepare complex and accurate reports.
- Understand, carry out, and give oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Master new computer-based office software programs, and keep up to date on required software programs, as required.
- Keyboard and input data with accuracy.
- Maintain possession of a valid California Driver License with appropriate insurance.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, left and/or carry up to 20 lbs. to waist height
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, and members of the community
- Maintain the privacy of confidential information
- Must be able to work in an office setting with the ability to perform tasks with other employees.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

WORK ENVIRONMENT

The primary work location is a general office setting with constant visits from members of the public. Noise levels in this setting range from quiet to moderate. The employee may be needed to travel between school sites and to public agency locations.

Board Approval: 3/21/22

Formal Review: 2/11/22

SECRETARY OF SPECIAL EDUCATION

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental, and social requirements of this job.

Employee Signature

Date

Name Printed



*Classified Salary Schedule
261 Days
Range: N*

SECRETARY OF STUDENT SERVICES

PRIMARY FUNCTIONS:

Working under the supervision and direction of the Executive Director of Student Services , performs a variety of secretarial duties in support of District special programs, services, and initiatives while fulfilling receptionist duties in the main lobby of the District's Administration Building

GENERAL DUTIES AND RESPONSIBILITIES:

- Receive calls and visitors to the District office including parents, students, teachers, administrators, community members, vendors and provide appropriate information or direct to appropriate personnel.
- Coordinate, update and operate District voice mail answering/message system.
- .
- Assist public including routing them to appropriate personnel at the district office.
- Receive, open, sort, screen, and distribute incoming mail and packages.
- Maintains contact with various District departments and staff.
- .
- Assist the Executive Director of Student Services with annual reports, program evaluations, presentations, marketing materials, and disseminations information as needed.
- Publishes agendas and records minutes of advisory committee meetings as assigned.
- Reviews and maintains timecards or invoices for department personnel as assigned, including outside agencies (such as Center for Human Resources, etc.).
- Prepares all non IEP LEA Medi-Call billing for qualified staff and maintains adult files.
- Assists with quarterly and annual financial reports for all district related prevention and youth development programs.
- Supports the coordination of home/hospital services.
- Tracks students who are flagged as homeless and/or foster youth
- Secures transportation for students in associated programs and communicates transportation status with various district personnel.
- Submit and maintain records of requisitions for purchasing of supplies and materials for associated programs and departments.
- Provide orientation, guidance and support for newly hired personnel to the department. Assist with preparations and planning of site visits.
- Operates a variety of office equipment and office software; including data collection software.
- Enters data related to special programs into a variety of sources.
- Monitors student safety and school site alert systems and relays information as needed.
- Maintains District Student Information System for students in the department's programs.

- Make inquiries and obtain information and/or documents for the Director of Student Services.
- Initiate and/or respond to written correspondences independently on matters not requiring the personal attention of the Director.
- Process documents and materials for the purpose of disseminating information to appropriate department or program staff.
- Compose and prepare letters, memos, emails, forms, flyers, newsletters, schedules, and reports for distribution as assigned
- Performs coordination on a variety of projects, events, or trainings requiring considerable independent judgment and initiative, as assigned.
- Prepare Personnel Action Forms as requested.
- Serves as cross-trained personnel for the Secretary of Special Education to cover duties during vacation periods.
- Maintain a variety of computerized records and files related to assigned programs or departments
- Serve as a liaison between the District and community stakeholders.
- Update the websites or links related to assigned programs or departments, as requested.
- Other duties and responsibilities consistent with the primary functions may be assigned.

REQUIRED QUALIFICATIONS:

Education –

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- Work efficiently with frequent interruptions.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Compile and prepare complex and accurate reports.
- Understand, carry out, and give oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Master new computer-based office software as required.
- Keyboard and input data with accuracy.
- Maintain possession of a valid California Driver License with appropriate insurance.

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WORK ENVIRONMENT

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Board Approval: 3/21/22
Formal Review: 2/11/22

SECRETARY OF STUDENT SERVICES

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Employee Signature

Date

Name Printed



TEACHER ON SPECIAL ASSIGNMENT- INDUCTION AND TEACHER SUPPORT

PRIMARY FUNCTIONS:

Under the direction of the Assistant Superintendent of Educational Services, is responsible for providing new teacher induction support and staff development as well as instructional mentoring, modeling, and coaching to teachers throughout the District.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintains effective communication and interpersonal skills while respecting the confidentiality of their position.
- Demonstrates success as an educator and shown professional leadership.
- Reflects and articulates about the craft of teaching and understand the dimensions of teaching and learning as an ongoing process.
- Establishes and maintains a collaborative relationship with teachers to support their development as professional educators and demonstrates sensitivity to the needs and feelings of teachers.
- Demonstrates commitment to personal professional growth and learning and are willing to participate in professional training.
- Uses knowledge of authentic assessment to engage in formative assessment processes, including non-evaluative, reflective conversations about formative assessment evidence with participating teachers.
- Develops knowledge of the state-adopted academic content standards and performance levels for students, state-adopted curriculum frameworks, and the California Standards for the Teaching Profession (CSTP).
- Works collaboratively with Curriculum Leaders in providing leadership and directional support based upon curriculum standards as well as CSTPs.
- Uses variety of educational experiences and training, including working with English Language Learners.
- Models innovative teaching methodologies through techniques such as co-teaching and demonstration lessons
- Supports opportunities for teachers to observe exemplary practices of peers.
- Provides professional development in areas such as: California Content Standards, class culture and climate, implementing research-based instructional strategies, classroom management, differentiated instruction, action research, culturally relevant teaching, supporting English Language Learners and students with special needs.
- Supports and collaborate with the Educational Services team on district and site goals, initiatives, and community building.
- Develops and teach skills and knowledge in one or more subject and grade levels.
- Serves on educational committees as assigned.
- Other related duties and responsibilities consistent with the primary function may be assigned.



REQUIRED QUALIFICATIONS:

Education -

- Bachelor's Degree (BA/BS) with a valid Teaching Credential

Experience -

- At least seven (7) years of classroom teaching experience
- Has varied experience in teaching multiple grade levels (preferred)

DESIRABLE QUALIFICATIONS:

Knowledge of -

- California Standards for the Teaching Profession (CSTP)
- Organizational leadership, motivational strategies, and techniques for working with adults
- Organizing, planning, and scheduling observations, professional development, and meetings with multiple calendars
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Curriculum expectations for subjects being taught.
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Child guidance principles and practices.
- Principles of training and providing work direction.
- Applicable sections of the State Education Code and other applicable laws.
- Current trends and research concerning the growth and development of children.
- Applicable state advisory documents, the State Framework in all subjects taught and district Curriculum Standards appropriate to their teaching assignment.
- Standardized student testing requirements.

Ability to -

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain reports and other records related to induction programing
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, county personnel, and other community stakeholders
- Display the use of good judgment in making decisions.
- Monitor both staff and students in classrooms
- Maintain current knowledge of technological advances in the area of instruction.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.



- Maintain current knowledge of applicable curriculum and school instruction related regulations.
- Communicate effectively both orally and in writing.
- Motivate educators to develop skills, attitudes and knowledge needed to provide a good instruction to students.
- Understand and be sensitive to, and have respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Develop and maintain effective interpersonal relations using tact, patience, and courtesy.
- Maintain possession of a valid California Driver License.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Hear and speak to exchange information and make presentations
- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents and members of the community
- Maintain the privacy of confidential information
- Work in a school and/or office setting

WORK ENVIRONMENT:

The primary work location is a classroom setting. Noise levels in this setting range from quiet to moderate. The employee travels between school sites and classrooms. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: 3/21/2022

Formal Review: 3/15/2022



EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

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Employee Signature

Date

Name Printed