

San Lorenzo Unified School District
Regular Meeting of the Personnel Commission
Wednesday, August 8, 2018 at 4:30 p.m.
The Board Room
15510 Usher Street
San Lorenzo, CA 94580

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 15510 Usher Street, San Lorenzo, CA 94580 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission’s website at www.slzusd.org

1. Call to Order

2. Flag Salute

3. Commissioner Roll Call

Marvin Kingdon, Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Diana Souza, Vice-Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Justin Hutchison, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent

4. Approve the Meeting Agenda of August 8, 2018 **ACTION**

5. Public Comment
Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.

6. Approve the Meeting Minutes for the Following: **ACTION**
 • July 11, 2018

7. Approve the Following Eligibility Lists: **ACTION**

- Administrative Assistant (Open)
- Computer Media Specialist (Open)
- Paraeducator (Open)

8. Information Items **INFORMATION**

The following job announcements are presented for information only.

- Grounds Equipment Operator
- Office Manager
- Paraeducator Autistic II
- Speech Language Pathology Assistant

9. Discussion Item **DISCUSSION**

The following item is presented for discussion only. No action can be taken on this item at this time.

a) Vacancy Report – Attachment A

The attached report represents all vacant positions for which the Personnel Commission Office has received a requisition for hire.

- 10. **Commissioner's Report** **INFORMATION**
- 11. **Director's Report** **INFORMATION**
- 12. **Public Comment**
Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.

Adjournment

Next Regular Personnel Commission Meeting
Wednesday, September 12, 2018, Beginning at 4:30 pm
District Office Board Room



SAN LORENZO UNIFIED SCHOOL DISTRICT
Personnel Commission

**Minutes for the Regular Meeting of
July 11, 2018**

- CALL TO ORDER Commissioner Kingdon called the meeting to order at 4:30 p.m.
- FLAG SALUTE Commissioner Kingdon led the flag salute.
- ROLL CALL Commissioners Kingdon and Souza were present.
- APPROVE AGENDA A motion to approve the amended July 11, 2018 Meeting Agenda was made by Commissioner Kingdon and seconded by Commissioner Souza. Item 9. a - Request to Approve the Following Job Description: Human Resources Analyst – Classified (Attachment A) was removed.
- Comments: Cindy Ornellas, CSEA, and Belen Magers, Assistant Superintendent of Human Resources, commented.
- Ayes: Kingdon, Souza
- PUBLIC COMMENT Ms. Ornellas stated that CSEA did not have an opportunity to negotiate the job description for Human Resources Analyst – Classified. Ms. Magers stated that the job description for Human Resources Analyst – Classified should be negotiated. She provided an email to the Commission from an attorney, Joshua Stevens.
- APPROVE MINUTES A motion to approve the June 13, 2018 Personnel Commission Meeting Minutes was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Kingdon, Souza
- APPROVE ELIGIBILITY LISTS A motion to approve the following eligibility lists was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Absence Control Specialist (Open)
 - Attendance Technician (Promotional)
 - Attendance Technician (Open)
 - Construction Manager (Open)
 - Head Custodian (Promotional)
 - Paraeducator PH/SH (Promotional)
 - Paraeducator PH/SH (Open)
 - Paraeducator Special Education (Open)
- Comments: Doug Marr, SEIU, commented
- Ayes: Kingdon, Souza

INFORMATION ITEMS	<p>The following recruitment announcements were provided for information only:</p> <ul style="list-style-type: none"> • Attendance Technician • Paraeducator • Paraeducator Autistic II • Paraeducator PH/SH • Paraeducator Special Education • School Community Liaison <p>Comments: None</p>
CONFERENCE ITEM	<p>This item was removed from the agenda. No discussion or action was taken.</p>
COMMISSIONER'S REPORT	<p>Commissioner Souza commented on the Human Resources Analyst – Classified. Commissioner Kingdon had nothing to report.</p>
DIRECTOR'S REPORT	<p>Director Perez provided a report of the 2017/18 fiscal year Personnel Commission budget. He pointed out that the Personnel Commission Office stayed within budget and the remaining funds would be returned to the general fund. Director Perez also reminded the Commission and Public that the Fall Conference is available for registration and the Annual SPCA Conference will be held in Anaheim in February of 2019.</p> <p>Comments: None</p>
PUBLIC COMMENT	<p>Ms. Ornellas invited the Commission to attend the CSEA Annual Conference taking place the last week of July.</p>
ADJOURNMENT	<p>Commissioner Kingdon adjourned the meeting at 5:10 p.m.</p>
NEXT REGULAR MEETING	<p>The next regular Personnel Commission Meeting will be held on Wednesday, August 8, 2018 in the San Lorenzo District Office Board Room.</p>

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**OPEN COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Administrative Assistant
 HOURLY SALARY: \$20.79-25.32 Range 57 CSEA

ESTABLISHED: July 16, 2018 LIST EXPIRES: July 16, 2019

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written Examination</u>	<u>50%</u>
<u>Oral Technical</u>	<u>50%</u>

CERTIFICATION IN ORDER OF RANKING


<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Edelmira Morales</u>
<u>2.</u>	<u>Rebecca Fountain</u>
<u>3.</u>	<u>Patrick Tisdale</u>
<u>4</u>	<u>Amanda Booth*</u>
<u>4.</u>	<u>Linda Herrera-Valladares*</u>
<u>5.</u>	<u>Vanessa Guevara</u>

COMMENTS: Applications Received: 63
 Passed Screening: 51
 Passed Written Exam 08
 Oral Exam Attendees: 07
 Passed Oral Examination 04
 Total on Open Eligibility List 06

*Merged from eligibility list 18-111 EXPIRES 3/6/19

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

7/17/2018
Date


Signature

Personnel Commission Approval 8/8/18
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Computer Media Specialist

HOURLY SALARY: \$18.37 -22.38 Range 52 CSEA

ESTABLISHED: July 31, 2018 LIST EXPIRES: July 31, 2019

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written Exam</u>	<u>50%</u>
<u>Technical Oral</u>	<u>50%</u>


CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Arlo Tualaulelei</u>
<u>2.</u>	<u>Rebecca Fountain</u>
<u>3.</u>	<u>James Aguilar</u>

Comments : Applications Received: 18
 Passed Screening: 15
 Passed Written: 06
 Passed Oral Board: 03
 Total on Eligibility List: 03

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

7/31/2018
Date


Signature

Personnel Commission Approval _____
Date

San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580

**COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Paraeducator

HOURLY SALARY: \$15.46-\$18.82 Range 45 CSEA

ESTABLISHED: June 26, 2018 LIST EXPIRES: June 26, 2019

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Written	PASS/FAIL
Oral Examination	100%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1.	Jasmine Brown*
2.	Clarissa Dualan*
2.	Sarra Marin
3.	Jamie Rodriguez*
4.	Fiona Misquitta**
5.	Arlene Nator

COMMENTS: Applications Received: 07
Passed Screening: 06
Passed/Waived Written: 03
Passed Oral Board: 02
Total on Eligibility List: 06

*Merged from Eligibility List expiring 4/10/19

**Merged from Eligibility List expiring 12/21/18

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

7/2/2018
Date


Signature

Personnel Commission Approval 8/8/18
Date



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a Promotional and Open Competitive Recruitment to establish
two separate eligibility lists for:

GROUNDS EQUIPMENT OPERATOR
(Annual; 37.5 Hours/Week)

SALARY: \$3,479.00 - \$4,244.00 Monthly

OPENING DATE: 07/13/18

CLOSING DATE: 08/03/18 04:00 PM

BASIC FUNCTION:

Under general supervision, operate power driven mowers with five or more mowing reels, large automotive type sweepers designed for paved surfaces and tractors with and without attachments such as mowers, blades, and graders; perform routine grounds maintenance and sprinkler repair work and do related work as required.

ESSENTIAL FUNCTIONS:

Operates, services, connects attachments, and makes adjustments and emergency repairs to power-driven equipment;
Uses tractor attachments as the job demands;
Operates auxiliary mechanical equipment on the vehicles;
Loads and unloads materials and equipment; May be assigned to assist with grounds maintenance work and custodial or maintenance duties either seasonally or incidental to regular activities.

Qualifications

Knowledge of:

The uses and purposes of grounds maintenance equipment, and the operation, care and adjustment of such equipment
The operation of the auxiliary mechanical equipment carried on power-driven equipment;
The provisions of the California Vehicle Code and other regulations pertaining to automotive operation on city streets and school grounds;
Groundskeeping materials, tools and equipment, and of their safe use and care.

Ability To:

Operate power driven mowers with five or more mowing reels, large sweepers designed for paved surfaces and tractors with and without attachments
Work without immediate supervision in the field;
Make emergency repairs and adjustments in the field and to service equipment;
Read, write and follow oral and written instructions;
Work cooperatively with those contacted in the course of work; Perform heavy manual labor.

EDUCATION & EXPERIENCE REQUIREMENTS:

Two years of experience in grounds maintenance work, including training in the skillful operation of grounds maintenance equipment.

Education:

Equivalent to completion of the twelfth grade or informal education sufficient to insure ability to perform job duties.

SPECIAL REQUIREMENTS:

Possession of a valid California driver's license is a continuous requirement.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the

following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Written Examination - August 10, 2018
Oral Board Interview - August 23, 2018

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzUSD.org>

Recruitment #19-08
GROUNDS EQUIPMENT OPERATOR (PROMOTIONAL & OPEN)
HK

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a **Promotional** and **Open Competitive** Recruitment to establish
two separate eligibility lists for:

OFFICE MANAGER

(School Year/11 Month; Full-Time/Part-Time)

SALARY: \$21.83 - \$26.62 Hourly

OPENING DATE: 07/13/18

CLOSING DATE: 08/03/18 04:00 PM

BASIC FUNCTION:

Under direction, to perform a variety of responsible secretarial duties in support of the assigned school office; and to serve as Secretary to the Principal or site administrator of an assigned school including to relieve the administrator of a variety of secretarial and clerical administrative detail.

ESSENTIAL FUNCTIONS:

Participate and assist in the administration of the school office; plan, organize, and oversee activities and operations associated with the office; relieve the Principal or site administrator of a variety of administrative details.

Perform the full range of secretarial duties for the Principal or site administrator; type and assemble reports, manuals, correspondence and other materials; independently respond to letters and general correspondence; compose and prepare letters, memoranda and reports pertaining to standard policies; post necessary information and announcements.

Serve as initial contact/resource person for the Principal or site administrator's office; screen calls, visitors and mail; respond to sensitive requests for information and assistance; attempt to resolve concerns and complaints; refer inquiries as appropriate.

Maintain calendars for the Principal or site administrator regarding administrative and department activities, meetings, and various events; coordinate activities with other District departments, divisions, the public, and outside agencies; make necessary arrangements for meetings; take and transcribe minutes as assigned.

Participate in the preparation of the school budget; submit budget recommendations; monitor expenditures; maintain administrative and financial records; handle petty cash.

Provide lead direction and training to assigned staff and student assistants; direct the work activities of assigned clerical personnel; prioritize and coordinate work assignments; review work for accuracy.

Recommend and assist in the implementation of school goals and objectives; establish schedules and methods for providing clerical and secretarial services; implement policies and procedures.

Provide information and forms to the students, faculty, staff and the general public; collect and process appropriate information; apply policies and procedures in determining completeness of applications, records, and files.

Act as lead person and perform specialized record keeping functions in the areas of registration, student cumulative folders, transcripts, attendance records, report cards, graduation and award lists, and data processing records; compile and prepare monthly Average Daily Attendance report as required by the State of California.

Assign, issue, and maintain inventory of room and cabinet keys issued to teachers and other authorized personnel.

Assist substitutes and instructional assistants in obtaining class information and classroom keys and finding the assigned rooms.

Serve as liaison between the Principal or site administrator, teachers, students, parents, and other staff members.

Administer basic first aid in accordance with District policy.

Requisition, receive, store, and distribute supplies; prepare purchase orders for materials, textbooks, and supplies.

Assist in the preparation of special projects and assignments as requested.

Operate and perform minor maintenance on office machines including copiers, calculators, and computers.

Exercise technical and functional support of clerical staff and student assistants.

Knowledge of:

Principles and practices of data collection and report preparation.

Techniques used in public relations.

Alphabetical, numerical, and subject matter filing systems.

Basic accounting and bookkeeping procedures.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of office management.

Modern office practices, methods, and equipment including computer equipment.

Principles of business letter writing.

Skill to:

Operate modern office equipment including computer equipment.

Type at 50 words per minute.

Transcribe minutes.

Ability to:

Learn and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Learn basic first aid principles and practices.

Perform responsible and difficult office management, administrative, clerical, and secretarial work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the assigned school and District as necessary to assume assigned responsibilities.

Independently compose correspondence and memoranda.

Compile and tabulate information and data and prepare summaries and reports.

Maintain and prepare complex, extensive, and confidential records and reports.

Organize and review the work of clerical personnel.

Plan and organize work to meet schedules and timelines.

Work effectively and efficiently under pressure with constant interruptions.

Ability to:

Analyze situations carefully and adopt effective courses of action.

Respond to requests and inquiries for information regarding District policies and procedures.

Interact effectively and sensitively with individuals from diverse backgrounds.

Meet and deal tactfully and effectively with the public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS:

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of responsible secretarial and clerical support experience which included decision making responsibilities and exercising of independent judgment. Experience in a school district is highly desirable.

Training:

Equivalent to a high school diploma supplemented by specialized training in office practices or a related field.

License or Certificate:

Possession of CPR and First Aid Certificates.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Principles and procedures of record keeping.

Word processing methods, techniques, and programs including spreadsheet and database operations.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Written Examination - August 17, 2018

Oral Board Interview - August 23, 2018

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzusd.org>

Recruitment #19-07
OFFICE MANAGER (PROMOTIONAL & OPEN)
HK

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a Promotional and Open Competitive Recruitment to establish
two separate eligibility lists for:

PARAEDUCATOR - AUTISTIC II
(School Year/10 Month; Part-Time/Full-Time)

SALARY: \$21.83 - \$26.62 Hourly

OPENING DATE: 07/18/18

CLOSING DATE: 08/08/18 04:00 PM

BASIC FUNCTION:

Under minimal supervision (i.e., without the direct proximity of an on-site supervising teacher), to perform a variety of instructional duties with autistic, and other moderate to severely disabled students who benefit from individualized 1:1 instruction; to manufacture the appropriate curriculum materials to implement structured learning experiences; to make and update tasks related to performance on IEP goals with the supervision and consultation of a special education teacher; to perform clerical duties related to data keeping and scheduling, as required to reporting student progress to the IEP team; to produce and implement training of other staff and facilitate social interactions at various sites as assigned by District Office staff; and to provide modeling and mentoring to SDC staff working with the students needing these services.

ESSENTIAL FUNCTIONS:

Prepare instructional materials including folder tasks, PECS, social stories, and representational icons

Develop tasks to assist students in achieving IEP goals

Present learning materials and instructional exercises for students, including preparation, set up and clean up

Instruct and supervise autistic and moderately to severely handicapped students in 1:1 instruction

Record data to substantiate progress towards IEP goals; write reports annually or as requested by the IEP team, summarizing student progress in the individualized instructional setting

Use positive behavioral supports effectively at all times and model appropriate responses to other IA staff

Maintain individualized instructional files on students served

Maintain a neat, orderly and attractive learning environment

Communicate with teachers and other members of the IEP team as needed

Provide input into the development of the IEP for students served

Develop a therapy schedule that is respectful of the needs of the student, classroom teacher, and other specialists

Order instructional materials as needed

Work with parents and other staff to schedule and resolve issues with students needing bussing

Attend trainings to update and stay current on methodology for students with autism

Perform related duties and responsibilities as assigned

KNOWLEDGE OF:

Needs, learning styles, and behavior of children diagnosed with disorders on the autism spectrum, including ABA, OT strategies such as sensori-motor activities, brushing protocols and fine motor activities for handwriting development, PEC's, Social Skills development, and "Floor-time" strategies

Basic subjects taught in school

English usage, spelling, grammar and punctuation

Basic clerical procedures

Simple record keeping procedures

General methods of education and tutoring

Basic child development theory and principles

Basic techniques to motivate and manage student behavior

Safe work practices

Computers and computer software, including Word and Boardmaker

Operate various office equipment, including the laminating and copy machines

ABILITY TO:

Demonstrate and implement facilitated communication and augmentative communication systems

Demonstrate and implement behavior management techniques

Demonstrate and implement physical restraint techniques and stay current with training

Demonstrate the procedures and functions necessary to perform assigned duties

Demonstrate knowledge of child guidance principles and practices

Demonstrate experience in working with students in a 1:1 and small group instructional setting

Supervise students according to policies and procedures

Read, write and understand the English language

Perform needed clerical duties including record keeping, filing, laminating, duplicating, and keyboarding

Maintain records

Work independently in the absence of supervision

Create, deliver, understand and follow oral and written directions

Maintain confidentiality of student and school information

Read and follow District rules, regulations, policies and procedures

Respond appropriately in emergency situations

React to and exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs

Demonstrate an understanding, patient and receptive attitude toward children

Communicate clearly and concisely, both orally and in writing

EDUCATION & EXPERIENCE REQUIREMENTS:

High School diploma or general education (GED) equivalent to completion of the twelfth grade or informal education sufficient to insure ability to perform job duties

A minimum of three (3) years as an instructional assistant in an SH-SDC or Inclusion setting, working with autistic students

Minimum of 50 hours of documented training in the following areas:

Positive behavioral supports, ABA, TEACCH, Crisis Prevention Intervention, First Aid, CPR, use of PEC's, social skills, Floor-time, CERTS, Child development, sensori-motor strategies, brushing protocols, and other recognized methodology specific to work with autistic and moderate-severely handicapped children

LICENSE OR CERTIFICATE:

Possession of CPR and First Aid certificates

Verification of certificate of completion for the documentation of training in the above listed areas

SPECIAL REQUIREMENTS:

Ability to sit, stand, walk, run, kneel, crouch, squat, stoop, reach, twist and lift without assistance

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Written Examination - August 22, 2018
Oral Board Interview - To Be Determined

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. **Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.**

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzused.org>

Recruitment #19-09
PARAEDUCATOR - AUTISTIC II (PROMOTIONAL & OPEN)
HK

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

* 1. Are you currently an employee at San Lorenzo USD?

Yes No

* 2. Describe the specialized training you possess which meets the minimum requirements for Paraeducator - Autistic II.

* 3. Proof of training is required to be attached or submitted to Human Resources Prior to the closing date of August 8, 2018. Did you attach the proof of training as required?

Yes

No, I will deliver them to Human Resources

* Required Question



SAN LORENZO UNIFIED SCHOOL DISTRICT
Announces a **Promotional** and **Open Competitive** Recruitment to establish
two separate eligibility lists for:

SPEECH LANGUAGE PATHOLOGY ASSISTANT
(School Year/10 Month; Part-Time)

SALARY: \$30.09 - \$36.67 Hourly

OPENING DATE: 07/13/18

CLOSING DATE: 08/03/18 04:00 PM

BASIC FUNCTION:

Under general supervision of a credentialed or licensed Speech Therapist, and site administrator, assist and facilitate in the treatment and monitoring of speech or language identified students, and perform a variety of assistant tasks and other related and clerical duties as assigned.

ESSENTIAL FUNCTIONS:

Assists or facilitates in the speech and language evaluation of students.

Conduct speech-language screenings using protocols developed by the supervising SLP

Assist in providing speech therapy services of identified students

Treat identified students following the treatment plan developed by the Speech Therapist

Assist in directing student treatment activities and maintains a proper learning environment

Assist with the preparation and administration of treatment materials

Act as interpreter for non-English speaking students and their family members, as appropriate

Monitor and assist in evaluating student progress

Assist SLP with in-service training, and family and community education

OTHER JOB RELATED DUTIES

Performs a variety of record keeping and clerical tasks.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Speech and language development theories and practices, language articulation and hearing disorders;

General methods and techniques of individual and group speech therapy;

Principles of child development and behavior, laws, rules and regulations related to assigned program and activities;

Record keeping procedures and practices;

Operation of office methods, supplies and equipment;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Skill to:

Use effective oral and written communication skills;

Operate and maintain augmentative communication devices and equipment;

Ability to:

Use proper methods of lifting and positioning students in and out of orthopedic equipment;

Assist in providing speech therapy services for identified students individually or in small groups;

Assist with conducting speech/language and hearing screenings;

Monitor and assist in evaluating student progress and collect data;

Perform a variety of record keeping and clerical assistance tasks;

Follow oral and written directions;

Operate a computer and knowledge of a variety of software applications.

Work cooperatively and effectively with students, parents, and school staff in a variety of situations

Conduct language activities within classroom setting

Attend Individual Education Plan meetings.

Learn and implement physical restraint techniques as needed.

Learn and implement behavior management techniques

Supervise students according to approved policies and procedures

Maintain confidentiality of student and school information

Read and follow District rules, regulations, policies, and procedures

Respond appropriately to emergency situations.

Demonstrate an understanding, patience, and receptive attitude towards children

Perform basic mathematical computations

React and exercise good judgment, problem solving, flexibility, creativity, and sensitivity to changing situations and needs

EDUCATION & EXPERIENCE REQUIREMENTS:

Associates degree in Speech-Language Pathology Assistant from an approved college or Bachelors degree in Communication Disorders with completion of specialized coursework.

LICENSES AND CERTIFICATES REQUIRED

Possession of a valid State Speech-Language Pathology Assistant License

CPR and First Aid certificates

Special Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, and use hands to finger, handle, or feel. The employee is asked to stand, walk, reach with hands and arms, climb and balance; and stoop, kneel and crouch. The employee must occasionally lift, move, and position a disabled student using appropriate positioning and lifting techniques; must be able to lift and/or move up to 50 pounds. Specific vision required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SELECTION PROCESS:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Applicants invited to advance in this recruitment, the exam and interview dates are currently as follows:

Oral Board Interview – To Be Determined

Exam Location will be announced in the invite email.

Dates are tentative, but it is highly recommended that you plan your calendar accordingly. No Make-up dates will be offered.

OTHER IMPORTANT INFORMATION: The duration of the eligibility list is one (1) year unless extended by the Personnel Commission. Eligibility lists established from this recruitment will be used for full-time, part-time and limited term positions.

New employees to the district are placed on step A of the salary schedule. The maximum salary is reached after 3 ½ years of employment.

Recruitments that list **Promotional and Open Competitive** opportunities may result in one of the following: 1) a dual-certified eligibility list in which internal employees of the San Lorenzo Unified School District are awarded seniority points to their final passing score before placement on the eligibility list, or 2) two separate eligibility lists consisting of candidates on a promotional only list and an open list. In the latter case, candidates on the promotional list are referred to the hiring authority before candidates on the open. However, when less than three ranks exist on the promotional list, the open list will be utilized to complete a total of three ranks.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.slzused.org>

Recruitment #19-06
SPEECH LANGUAGE PATHOLOGY ASSISTANT (PROMOTIONAL &
OPEN)
HK

15510 Usher Street
San Lorenzo, CA 94580
(510) 317-4650

SPEECH LANGUAGE PATHOLOGY ASSISTANT (Promotional & Open) Supplemental Questionnaire

* 1. Did you attach the proof of training as required?

- Yes
 No, I will deliver them to Human Resources

* Required Question

Classified Vacancy Report As of July 31, 2018

Position Number	Location	Job Title	Authorized FTE	Hours	Status
886	Lorenzo Manor Elementary	CUSTODIAN	1.00000	7.50	Eligibility List Referred
827	Central Kitchen	CAFE DEL DRV	.26667	2.00	Testing
876	Hesparian Elementary	SCH HLP R I	.26667	2.00	Testing
689	Maintenance	Grounds Equipment Operator	1.00000	7.50	Recruiting
2560	Washington Manor Middle	Computer Media Spec	.90000	5.70	Eligibility List Referred
2895	Ed Services	School Community Liaison	1.00000	7.50	Testing
2897	Ed Services	School Community Liaison	.53300	4.00	Testing
	Hesparian Elementary	School Community Liaison	.53300	4.00	Testing
2521	Edendale Middle	CUSTODIAN	1.00000	3.75	Eligibility List Referred
667	Bay Elementary	Head Custodian	1.00000	7.50	Posted For Lateral
1819	Corvallis Elementary	School Office Assistant	1.00000	7.50	EL Referred
997	Adult Ed	Custodian	.45300	3.40	Eligibility List Referred
650	Fiscal Services	Director, Fiscal Services	1.00000	7.50	Pending per administrator
3052	Fiscal Services	Director, Business Services	1.00000	7.50	Pending per administrator
70	Human Resources	Certificated Analyst	1.00000	7.50	Pending per administrator
2473	Special Services	Paraeducator Autistic II	1.00000	7.50	Recruiting
2255	Maintenance	Construction Manager	1.00000	7.50	Eligibility List Referred
2667	Colonial Acres	Campus Safety Assistant	.26670	2.00	Recruiting
2670	Colonial Acres	Campus Safety Assistant	.26670	2.00	Recruiting
2973	Transportation	BUS DRIVER	1.00000	7.50	Recruiting
New	Special Services	Speech Language Pathologist Ass	.80000	6.00	Recruiting
1874	Washington Manor Middle	Office Manager	1.00000	7.50	Recruiting
	Paraeducator PH/SH	San Lorenzo High	.87000	6.50	Testing
	Paraeducator PH/SH	Arroyo High	.87000	6.50	Testing
	Paraeducator Special Ed	Corvallis Elementary	.83000	6.22	Testing
	Paraeducator Special Ed	Lorenzo Manor Elementary	.83000	6.22	Testing

Attachment A