

Highlands Community Charter and Technical Schools

Board Meeting Agenda

Raley's Meeting Room, 4840 San Juan Avenue, Fair Oaks, California
Saturday, March 1, 2014, 9-10:30 AM

Instructions for Presentations to the Board by Parents, Students and Citizens

Highlands Community Charter School (HCCS) welcomes your participation at the schools Board Meetings. The purpose of a public meeting of the Board is to conduct the affairs of HCCS in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to audience members at the door to the meeting
2. Blue "Request to Speak" cards are available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment".
3. "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to 2 minutes and total time allotted to non-agenda items will not exceed (20) twenty minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request card and you will be given an opportunity to speak for up to (5) five minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their names and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publically noticed, the Board can discuss, respond and possibly act on such an item.
7. In compliance with the Americans with Disabilities Act (ADA) and upon 72 hour request, the school may furnish auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternatives modification of the agenda in order to participate in Board Meetings are invited to contact the Principals office.

I. PRELIMINARY

A. **Call to Order** Mike Brunelle, President

B. **Roll Call** Mike Brunelle, President

Director	Present	Absent
Mr. Mike Brunelle, President	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen, Vice President	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Lori Lee, Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams, Interim Principal	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Frances Hesselbein, Director	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Margot Daniels Tyler, Director	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Bob Presley, Director	<input type="checkbox"/>	<input type="checkbox"/>
LEA Trustee, TBA	<input type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	5 of 8	

C. **Flag Salute** Ward Allen, Vice-President

D. **Reporting of Actions Taken in Closed Session** Mike Brunelle, President

E. **Approve Minutes from January Board Meeting** Mike Brunelle, President

NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Items not placed on the agenda may be considered by the board only in exceptional circumstances.

II. COMMUNICATIONS

A. **Public Comment**

Non-agenda items: no individual presentation shall be more than (2) two minutes and the total time for this purpose will not exceed (20) twenty minutes. Ordinarily, Board Members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

B. **Principals Report** Kirk Williams, Interim Principal

C. **Financial Report** Lori Lee, Treasurer

This is a presentation of information which has occurred since the last Finance Committee Meeting.

D. TRUSD Updates

Ward Allen, Vice President

E. Board Report

Mike Brunelle, President

This is a presentation of information which has occurred since the last Board Meeting

III. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board Member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Boards vote on them. The Principal recommends approval of all the consent items.

A. Invoice from Young, Minney, and Corr

This is only a review of the current bill. Consent to pay has been established previously.

B. Classified Job Descriptions

Kirk Williams, Interim Principal

- Administrative Assistant
- Budget Analyst
- Data Entry Technician
- Data Integrity Technician
- Instructional Para Educator
- Office Assistant
- Public Safety Officer
- Receptionist
- School Secretary
- Technology/Web Specialist
- Transition Specialist

C. 2014/15 Salary Schedules

Kirk Williams, Interim Principal

- Classified Hourly Schedule
- Certificated Teacher/Counselor Hourly Schedule
- Certificated Teacher/Counselor Salary Schedule

D. Principal's Evaluation Process

Mike Brunelle, President

IV. ITEMS SCHEDULED FOR BOARD DISCUSSION

This portion of the meeting is reserved for general discussions within the board in which the board may give direction to the principal or other designee. Formal motions will generally not be taken during this portion of the meeting.

- A. **Local Control Funding Formula** Kirk Williams, Interim Principal
- B. **Local Control Accountability Plan 2014/17** Kirk Williams, Interim Principal
 - Tied to Statewide and Local Goals
- C. **2014/15 School Catalog** Kirk Williams, Interim Principal
- D. **Alternative 2014/15 Calendar** Kirk Williams, Interim Principal
- E. **Administrative Title Designation** Ward Allen, Vice-President

V. ITEMS SCHEDULED FOR ACTION

- A. **Board Authority to Sign/Designee** Ward Allen, Vice-President
- B. **Board Policies** Kirk Williams, Interim Principal
 - #03010114 – Volunteers
- C. **Charter School Development Costs** Mike Brunelle, President
- D. **Charter School Development Agreements** Mike Brunelle, President
 - Ward Allen
 - Jacob Walker
 - Kirk Williams

VI. Adjournment

Job Description: **Administrative Assistant**

BASIC FUNCTION

Under direction, to serve as assistant to school administrators and perform complex and highly specialized secretarial and administrative support duties; relieves executive staff of clerical and administrative details; plans, organizes and coordinates office activities, provides administrative details and communications.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Perform a variety of specialized and responsible duties independently; organize and implement office procedures and policies and interpret applicable rules and regulations.
- Coordinate communications between administrator and District personnel, parents, students, educational institutions, vendors, other outside organizations and the public.
- Analyze research, interpret and apply laws and regulations; establish and manage priorities, processes and procedures; work independently; maintain deadlines; manage multiple projects; and travel to meetings and workshops.
- Respond to requests for information from staff and the general public regarding programs, policies, procedures, and regulations, or refer them to the appropriate department.
- Interpret, provide and clarify specialized information regarding operating policies, procedures and regulations; obtain and provide information, coordinate activities and resolve problems; inform the administrator of situations requiring additional attention.
- Research and compile information and data, and complete a variety of major and comprehensive District, County, State, Federal and program reports; perform special projects.
- Develop PowerPoint presentations and assist with department website maintenance and updates.
- Train and provide work direction to assigned support staff; monitor work flow and assure compliance with established time lines, procedures and standards of quality.
- Prepare correspondence, letters and memoranda, including materials of a confidential nature, independently or from oral instructions.
- Compose, prepare and verify accuracy and legality of a variety of materials which may include correspondence, minutes, reports, contracts, lists, forms, notices, memoranda and other documents; independently or from oral instructions.
- Assist and prepare Board and other agenda items.
- Attend Board Meeting and take minutes.
- Prepare and maintain a variety of lists as required.
- Prepare, review and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; prepare, input and retrieve data utilizing a computerized record management, storage, and retrieval system.
- Prepare and maintain a variety of records, contracts/service agreements, logs and files.

- Schedule meetings, conferences and appointments and maintain appointment calendar; do event planning for conference and meetings; arrange and schedule travel accommodations.
- Research and assist with the compilation of budget data; coordinate the collection and preparation of departmental budget expenditures; maintain budget and financial records of a variety of programs; monitor account balances, and record expenditures.
- Order and maintain an adequate inventory of office supplies, forms and equipment.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Operations, principles, practices, procedures, rules and methods of the district and assigned office or division.
2. Operation of a computer and assigned software.
3. Modern office methods and equipment, computers and application software.
4. Accurate record-keeping techniques.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Receptionist and telephone techniques.
7. District organization, operations, policies and objectives.

Ability to:

1. Interpret and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to school operation.
2. Effectively and efficiently operate computer terminals and computers, and utilize application software.
3. Compose correspondence independently.
4. Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required.
5. Type or keyboard at a net corrected speed of 50 words per minute.
6. Make mathematical calculations with speed and accuracy.
7. Understand and carry out oral and written directions.
8. Communicate both orally and in writing in a clear and concise manner.
9. Apply policies and procedures related to the assigned duties and responsibilities of the position.
10. Establish and maintain cooperative and effective working relationships.
11. Work with discretion and in confidence with student and staff information.

EXPERIENCE

Two (2) years secretarial and/or clerical experience. One year of secretarial and/or clerical experience within an educational organization is required.

EDUCATION

Associates degree or higher from an accredited college or university is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

1. Evidence of the ability to type 50 net wpm.
2. Possession of a valid California Drivers' License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be indoor office and school site work environments.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 50 pounds with a strength factor of heavy work.
- Hear and speak to exchange information in person and on the telephone.
- Use color vision and adjust focus visually.
- Possess dexterity of hands to operate equipment necessary to perform job functions.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit, stand or walk for extended periods of time.
- Climb a step stool or ladder and reach above shoulders.
- Subdue or restrain persons.

Hazards:

Sitting and viewing a computer monitor for extended periods of time; contact with abusive or dissatisfied individuals is possible.

Job Description: Budget Analyst

BASIC FUNCTION

Under direction of the Principal, the Budget Analyst providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

MAJOR DUTIES AND RESPONSIBILITIES

- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, real estate, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of district operations.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, public officials, community members, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving organizational objectives and ensuring compliance with legal, financial and district requirements within established timeframes.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Auditors, Board, Superintendent, County Commission, department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Prepares GASB financial statements and footnotes for the purpose of showing compliance to the auditors.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Ability to:

- perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions;
- operate standard office equipment including using a variety of software applications;
- plan and manage projects;
- prepare and maintaining accurate records, analyze, budget and cost control;
- facilitate meetings for classified staff;
- guide others by using interpersonal aptitude;
- manage staff/performance, problem solving; and supervision;
- utilize theoretical mathematical concepts; review and interpret highly technical information;
- write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions;
- implement pertinent laws, codes, policies, and/or county, state and/or federal regulations; personnel processes; program planning and development; school budgeting, policies and audit procedures; and principles of public and fund accounting and budgeting;
- schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data;
- independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods;
- work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment;
- problem solve analytical issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines;
- adapt to changing work priorities;

- communicate with diverse groups and individuals in public and/or private settings; meet deadlines and schedules; set priorities; work as part of a team; work with detailed information/data; decision making; detail oriented; leadership and direction;
- establish and meet schedules and timelines;
- work with discretion and confidentiality;
- plan, organize, coordinate, review, train and evaluate the work of others;
- speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups;
- move about the school from one site to another;
- maintain open communication and encourage questions and problem solving;
- Possession of a valid California drivers license

EXPERIENCE & EDUCATION

Bachelor's degree in job related area, CPA preferred.

WORKING CONDITIONS

Environment:

- Office environment
- Constant interruptions
- Driving a vehicle to conduct work

Hazards:

May come in contact with individuals who are distressed or angry.

Job Description:

Custodian

BASIC FUNCTION

Under general supervision, lead and participate in the performance of skilled custodial and routine maintenance functions and activities; perform general custodial functions in maintaining equipment, buildings, offices and adjacent areas in a clean, orderly, safe and secure manner; assist with special facilities uses.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Maintain and inspect facilities to ensure high standards of cleanliness, sanitation and safety.
- Prepare and maintain operational records and reports.
- Prepare clear and concise operational summaries.
- Requisition supplies, materials and equipment for inventory.
- Sweep, mop, strip, wax and seal floors.
- Vacuum and clean rugs and carpets.
- Empty and clean waste receptacles, including trash barrels.
- Clean restrooms, classrooms, storage, office areas and exterior grounds.
- Wash windows and walls; polish metalwork, and clean chalkboards/whiteboards.
- Move and arrange furniture and equipment; prepare multipurpose rooms or classrooms for special events or meetings.
- Replace light bulbs and lighting tubes.
- Clean window coverings, such as drapes and blinds.
- Dust, wash and polish furniture and woodwork.
- Clean concrete surfaces adjacent to the school buildings.
- Perform emergency cleanup services resulting from breakage, vandalism, spilling, and illness.
- Lock and unlock gates and doors and set security systems.
- Receive and distribute supplies and equipment.
- Report facility vandalism.
- Report and prevent sanitary issues and fire hazards.
- Raise and lower flags.
- Perform minor repairs in keeping assigned areas safe and operational.
- Assist in the preparation and cleanup of events.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Methods, materials and equipment used in cleaning and maintaining a variety of surfaces.
2. Planning, organizing and scheduling procedures and techniques.
3. Safe working methods and procedures.
4. Terminology used in custodial work.
5. Basic computer skills

Ability to:

1. Efficiently and effectively use cleaning materials, supplies and equipment.
2. Follow oral and written instructions, and adhere to safe work practices.
3. Work independently with minimal supervision.
4. Perform a variety of tasks; adjust to flexible assignments often with short notice.
5. Communicate effectively both orally and in writing in a clear and concise manner.
6. Establish and maintain cooperative and effective working relationships.
7. Interpret and apply rules, policies and procedures.
8. Plan, coordinate, schedule and inspect the work of others.

EXPERIENCE

Two (2) years of custodial experience is required.

EDUCATION

High school graduation or equivalent is preferred.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Possession of a valid California Drivers' License and evidence of insurability are required.

WORKING CONDITIONS**Environment:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor office/classrooms and outdoor and/or shop environments.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 50 pounds with a strength factor of medium/heavy work.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit and/or stand for extended periods of time.
- Reach horizontally and above shoulders.
- Climb a step stool or ladder.

Hazards:

Working with chemicals, tools and powered machinery. Possible contact with blood borne pathogens and/or bodily fluids.

Job Description: **Data Entry Technician**

BASIC FUNCTION

Under general direction, operate data entry and auxiliary equipment for student testing and assessment; assure data systems function smoothly and efficiently; maintain and generate various records and reports; assist in auditing and verifying the accuracy of data, data input, and time lines; perform a variety of clerical duties.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Organize information, services and support, to assure data systems function smoothly and efficiently.
- Scan, enter and process a variety of information into a database system (ex: Adult Student Assessment Program (ASAP and TOPS Pro).
- Assist in coding documents, verifying records for accuracy, proof and correct data and records.
- Extract and compile reports and forms, and verify contents for accuracy and completeness.
- Plan and coordinate timelines, procedures and services to assure successful completion of assignments.
- Perform clerical work such as proof reading, typing/keyboarding, filing and record keeping.
- Communicate with staff and students regarding assessments.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Adult high school and ESL program formats.
2. Modern office methods, procedures, terms and equipment, including computers and application software.
3. Data entry and auxiliary equipment.
4. Methods, terminology and procedures used in statistical record keeping.
5. Basic mathematics and simple record keeping techniques.
6. Testing equipment such as bursters and Scantrons.

Ability to:

1. Operate data entry and data processing equipment.
2. Record, verify and check data, identify and correct errors.
3. Type and/or keyboard at a net corrected speed of 40 WPM.
4. Work independently.
5. Safely and appropriately operate the tools and technology assigned and associated with the performance of the position.
6. Apply, interpret and explain policies and procedures.
7. Make clear verbal and written reports.
8. Meet schedules and timelines.

9. Accurately maintain documentation and records.
10. Establish and maintain cooperative and effective working relationships.
11. Understand and carry out oral and written directions.
12. Communicate both orally and in writing in a clear and concise manner.
13. Ability to speak, read and write in a second language (Spanish or Russian) is desirable.

EXPERIENCE

One (1) year of data entry experience is required. Experience in Adult Education using ASAP and/or TOPS Pro systems is preferred.

EDUCATION

High school graduation or equivalent is required. Additional coursework in modern business office procedures, data processing, or closely related field is desirable.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

3. Evidence of the ability to type 40 net wpm.
4. Possession of a valid California Drivers' License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be an indoor office environment.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, and push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Work with a video display terminal for prolonged periods.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

Hazards:

Sitting and viewing a computer monitor for extended periods of time; contact with abusive or dissatisfied individuals is possible.

Job Description:

Data Integrity Technician

BASIC FUNCTION

Under general supervision, perform a variety of duties including the collection of adult student demographics, analyzing and interpreting test results, planning regular student assessments and assisting staff to link assessment results to curriculum and instruction; coordinate data collection, interpret program related legislation and prepare reports to meet program requirements.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Participate in adult education new student orientations to ensure incoming student data is accurate and complete.
- Order, maintain, coordinate, distribute and/or administer Comprehensive Adult Student Assessment System (CASAS) assessments for enrolling, continuing and completing students.
- Assist with the proper placement of students through the use of data.
- Use software to analyze student data and track student progress; train administrators and staff to interpret data to make informed academic decisions.
- Provide staff and administration with the data necessary to link curriculum, instruction and assessments.
- Produce graphic and narrative summaries of data analysis.
- Ensure that new procedures related to state testing are communicated to administration and staff for implementation.
- Prepare required reports for State and Federal agencies.
- Design and utilize surveys and other data collection instruments to increase data availability.
- Monitor the administration of various tests.
- Collaborate with external adult education researchers.
- Conduct various projects and produce reports; serve on system-wide data accountability and research committees and teams.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Adult high school and ESL Education programs, procedures and standards.
2. Current legislature, literature, trends, methods and developments in the area of CASAS and/or standardized State testing.
3. Data collection instruments (TopsPro) and use of standardized forms and surveys.
4. Modern office methods, procedures, terms and equipment, including computers and application software.
5. Methods, terminology and procedures used in statistical record keeping.
6. Basic mathematics and simple record keeping techniques.

Ability to:

1. Utilize software programs to develop graphics from data.

2. Evaluate standardized test results and other data.
3. Record, verify and check data; identify and correct errors.
4. Work independently.
5. Learn, interpret, apply and explain policies and procedures.
6. Make clear verbal and written reports.
7. Meet schedules and timelines.
8. Accurately maintain documentation and records.
9. Establish and maintain cooperative and effective working relationships.
10. Understand and carry out oral and written directions.
11. Communicate both orally and in writing in a clear and concise manner.
12. Ability to speak, read and write in a second language (Spanish or Russian) is desirable.

EXPERIENCE

Three (3) years of clerical experience in database systems maintenance and support is required. Experience with the technology systems used by Adult Education is preferred.

EDUCATION

Associates degree or higher from an accredited college or university is required

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

5. Evidence of the ability to type 40 net wpm.
6. Possession of a valid California Drivers' License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be indoor office and school site work environments.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, and push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Work with a video display terminal for prolonged periods.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

Hazards:

Sitting and viewing a computer monitor for extended periods of time; contact with abusive or dissatisfied individuals is possible.

Job Description: INSTRUCTIONAL PARAEDUCATOR

BASIC FUNCTION

Under the direction of an assigned supervisor, assists certificated teacher(s) in the instruction of students placed in regular programs; monitor and report student progress in areas of behavior and performance; perform clerical and instructional support duties.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Assist the teacher in providing instructional activities to individual students or groups to promote student learning.
- Reinforce core curriculum instruction and confer with teacher(s) concerning programs and materials to meet the individual needs of students.
- Assist the teacher with student files and records in accordance with District and State policies to help ensure required documentation and the privacy of students.
- Prepare, create or modify instructional materials.
- Learn and apply behavior modification techniques.
- Assist the teacher in setting up schedules, distributing and collecting materials, information and announcements.
- Monitor students, classroom and training activities to provide a safe and positive learning environment.
- Assist in maintaining a clean and orderly learning environment.
- Supervise students while the teacher is out of the instruction area for a limited time.
- Assist the teacher in administering and proctoring tests according to established guidelines.
- Participate in meetings, conferences and in-service training programs to receive and share updated information and improve skills and knowledge.
- Work with students having difficulty with level of subject learning material.
- Accompany teachers and students on field trips, community based training, travel and vocational trainings.
- Operate personal computers to assist students with learning exercises; demonstrate proper operation of keyboards.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Basic subjects taught in schools, including math, reading, English, language arts and writing.
2. Correct oral and written use of the English language.
3. Interpersonal skills using tact, patience and courtesy.
4. Basic record-keeping techniques.

5. Techniques for measuring student progress.
6. Modern office equipment, computers and application software.

Ability to:

1. Establish and maintain cooperative and effective working relationships.
2. Assist students in a variety of subject areas and activities.
3. Learn instructional techniques, positive behavior procedures and techniques.
4. Analyze and resolve non-disciplinary problems.
5. Speak, read and write English.
6. Demonstrate a patient, understanding and receptive attitude toward students.
7. Perform routine clerical duties such as filing and duplicating instructional materials.
8. Operate computer, duplicating and standard office equipment.
9. Work with discretion and in confidence with student information.
10. Interpret and explain policies and procedures.
11. Plan and organize work, schedule time, and meet schedules and timelines.
12. Understand and carry out oral and written directions.
13. Understand and communicate both orally and in writing in a clear and concise manner.

EXPERIENCE

Prior job related experience; paid or volunteer, with students.

EDUCATION

High School Diploma or equivalent and must have completed 1 year of college level work (30 college units from an accredited college or university).

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor office, school site settings, outdoor recreation areas, and field trip locations.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Observe, hear and speak to students.

- Possess dexterity of hands and fingers to operate equipment and perform the necessary functions of the position.
- Stand and walk.
- Walk in classroom and outdoor environments.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Reach horizontally and above shoulders to perform job functions.
- Climb a step stool or ladder and reach above shoulders.

Hazards:

Contact with sick students, and dissatisfied or abusive individuals; possible contact with blood borne pathogens and/or bodily fluids.

Job Description:

Office Assistant

BASIC FUNCTION

Under general supervision, perform varied secretarial and clerical work functions in support of daily school operations.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Compose documents (e.g., agenda, bulletins, reports, calendars, etc.) for the purpose of communicating information to the school and the community.
- Type routine correspondence from verbal or written instructions.
- Establish and maintain numerical, alphabetical, and subject matter files.
- Assist office visitors by making telephone inquiries, answering questions pertaining to routine policy, regulations and operational procedures, or by referring those making inquiries to the appropriate office.
- Compile information and prepare reports.
- Review, check, correct and compile a variety of information; verify data for accuracy, completeness, and compliance with established procedures.
- Input and retrieve computerized data in computer systems.
- Order and maintain an adequate inventory of office supplies, forms and equipment.
- Respond to inquiries of staff and/or the public for the purpose of providing information and/or direction.
- Assist by following up on clerical detail, which may include contact with members of the educational community.
- May be required to assist with financial records and make reports.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Modern office practices, procedures and techniques.
2. Correct English usage, spelling, grammar and punctuation.
3. Modern office methods and equipment, including computers and assigned software.
4. District organization, operations, policies and objectives.
5. Automated record management and filing systems.
6. Telephone techniques.
7. Correspondence and report writing.

Ability to:

1. Learn and apply policies, regulations and operational procedures.
2. Effectively and efficiently operate computers and utilize application software.
3. Establish and maintain comprehensive and accurate files and records and prepare concise and complete reports as required.
4. Type on a keyboard at a net corrected speed of 40 words per minute.

5. Make mathematical calculations with speed and accuracy.
6. Understand and carry out oral and written directions.
7. Communicate both orally and in writing in a clear and concise manner.
8. Apply policies and procedures related to the assigned duties and responsibilities of the position.
9. Establish and maintain cooperative and effective working relationships.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Compose documents and correspondence.
13. Ability to speak, read and write in a second language (Spanish or Russian) is desirable.

EXPERIENCE

One year of clerical experience is required.

EDUCATION

High school graduation or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Evidence of the ability to type 40 net wpm.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will primarily be an indoor office work environment.

Physical Abilities:

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. The employee must be able to;

- Lift, carry, push and/or pull items with a strength factor of light to medium work.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit and stand for extended periods of time.
- Climb step stool/ladder and reach above shoulders.
-

Hazards:

Contact with dissatisfied or abusive individuals is possible.

Job Description: **Public Safety Officer**

BASIC FUNCTION

Under supervision, oversee and monitor safety and well-being of property, students, faculty and staff for a District site; enforce applicable sections of the California Education Code, the District Board Policy, individual school rules, policies, regulations and procedures; assist in the maintenance of an orderly and safe campus.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Ensure the safety and security of school personnel, students and visitors and at activities.
- Ensure security services are provided to buildings, facilities, materials/contents, bus stops, parking lots and areas adjacent to schools where students may gather.
- Work collaboratively with site administration, School Resource Officers, and outside law enforcement personnel in the coordination of security services.
- Receive and investigate complaints on hazardous conditions and prepare timely responses and necessary referrals to Administration.
- Prepare and maintain a variety of records and reports related to security operations on incidents including, but not limited to, incident reports, witness statements, property damage and theft reports, following established procedures.
- Conduct foot patrols of assigned areas during, before, and after school hours.
- Direct and monitor student activities.
- Assist visitors in their movement to and from school activities and property.
- Participate in ongoing training as provided.
- Report observances of any evidence pertaining to criminal activity to administration and/or appropriate prosecuting authorities.
- May be required to testify in court.
- May be required to operate a vehicle in the performance of assigned duties.
- May be required to work night and weekend events.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

7. Concepts of behavior modification strategies and techniques.
8. Policies, rules, and regulations concerning campus control, security, and appropriate student behavior.
9. Crowd control procedures.
10. Detection and identification of dangerous drugs and improper substances.
11. Safe campus supervision methods and procedures.

12. Applicable sections of the California Education Code, Penal Code, Board Policy, regulations and procedures.

Ability to:

14. Operate office equipment and communication devices needed to orderly conduct responsibilities of the position.
15. Perform effectively and efficiently in situations, including emergencies, using tact, diplomacy, and good judgment.
16. Explain and enforce campus rules and regulations.
17. Communicate both orally and in writing in a clear and concise manner, particularly with adolescent students.
18. Understand and carry out oral and written directions.
19. Apply policies and procedures related to the assigned duties and responsibilities of the position.
20. Establish and maintain cooperative and effective working relationships.
21. Safely and appropriately operate the equipment and technology assigned and associated with the position.
22. Maintain documentation and records.
23. Meet schedules and timelines.

EXPERIENCE

Prior job related experience; paid or volunteer, with students.

EDUCATION

High School Diploma or equivalent and possession of a valid California Security Guard Card is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

1. Possession of a valid California Driver's License and proof of insurance are required.
2. Possession of current First-Aid and CPR certification is required.
3. Possession of current, state-issued Security Guard license is required.

OTHER REQUIREMENTS

1. Must be twenty-one (21) years of age.
2. Must successfully complete a School Security Guard Training Course in compliance with SB 1626 upon hire.
3. May be required to participate in additional training courses. Training may include, but not be limited to:
 - a. Restraint and control techniques
 - b. Search, detaining, preliminary interrogations.
 - c. Chemical agent use.

- d. Identification of dangerous drugs and improper substances.
- e. Civil liability.
- f. Cardio Pulmonary Resuscitation (CPR) and First-Aid Certification.
- g. Crowd control.
- h. Gang awareness.

UNIFORMS AND EQUIPMENT

Required to wear the prescribed uniform and equipment. May be issued chemical agents, handcuffs, and baton as directed by the Principal. All required uniforms and equipment will be supplied at the schools expense.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will include office and school buildings, school grounds, and may include multiple campuses.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 50 pounds with a strength factor of heavy work.
- Hear and speak to exchange information in person and on the telephone.
- Use color vision and adjust focus visually.
- Possess dexterity of hands to operate equipment necessary to perform job functions.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit, stand or walk for extended periods of time.
- Climb a step stool or ladder and reach above shoulders.
- Subdue or restrain persons.

Hazards:

Contact with dissatisfied, unruly, possibly combative, or abusive individuals; restraining individuals; working in inclement weather.

Job Description: **Receptionist**

BASIC FUNCTION

Under general direction, operate a console telephone; provide routine information to the public; greet and direct visitors, and perform clerical support duties.

DISTINGUISHING CHARACTERISTICS

Employees in this classification must be able to communicate in English and a second language (Russian or Spanish).

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Operate a console telephone; receive incoming calls and extend calls to appropriate connections; take and transmit information and messages.
- Maintain routine logs.
- Greet, screen and direct visitors to appropriate departments; provide assistance and information to the public.
- Perform a variety of clerical work including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records.
- Type prepared correspondence.
- Assist in distributing forms and applications and verifying them for accuracy and completeness.
- Maintain use of facilities schedules, including Board Room and Conference Rooms.
- Serve as a liaison between non-English speaking visitors and staff; translate verbal and written communications.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Correct English usage, spelling, grammar, and punctuation.
2. Telephone etiquette and business procedures.
3. Operation of a telephone console.
4. Modern office practices and procedures.
5. Modern office methods and equipment including computers and assigned software.

Ability to:

1. Speak, read and write English as well as the ability to speak, read, write and translate a designated second language.
2. Perform general clerical work.
3. Deal with a large volume of people while performing several tasks simultaneously.
4. Establish and maintain cooperative and effective working relationships.

5. Prepare bulk mailings.
6. Communicate effectively both orally and in writing.
7. Understand and carry out oral and written directions.
8. Interpret and apply policies and procedures.
9. Type on a keyboard at the net corrected speed of 40 words per minute.

EXPERIENCE

One year of clerical experience is required. Experience within public, private or school system is highly desirable.

EDUCATION

High school graduation or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

7. Evidence of the ability to type 40 net wpm.
8. Possession of a valid California Drivers' License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor office and school environments.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool or ladder and reach above shoulders.

Hazards:

Contact with abusive or dissatisfied individuals is possible.

Job Description: **School Secretary**

BASIC FUNCTION

Under general supervision of the principal, perform a variety of complex technical and secretarial duties; coordinate the work flow of the school office; provide information and assistance to students, parents, faculty, administrators, staff and school visitors; perform public relations and communication services as assigned.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Schedule and organize the clerical functions of the office.
- Review and screen incoming correspondence and communications routed to the school administrator.
- Refer specific communications or correspondence to appropriate staff members for the gathering of data for the administrator's review.
- Initiate follow-up activities to ensure that operational timelines are met.
- Arrange correspondence for supervisor's personal reply with appropriate background materials.
- Independently, or in accordance with general instructions, compose correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
- Review outgoing correspondence and other materials to ensure consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation.
- Contact parents and emergency assistance agencies in the case of serious illness or injury when necessary.
- Receive and respond to inquiries from either office visitors or telephone contacts.
- May prepare data for input into computerized record management, storage, and retrieval system, and utilize the output reports in the office operation functions.
- Coordinate an adequate inventory of supplies and materials.
- Maintain a variety of records and files, which may include student, personnel, budget, expenditure, payroll, and a variety of other related records and files.
- May take notes of meetings and conferences, and prepare accurate summaries.
- May assist in the scheduling of school facilities pertaining to civic use as well as the coordination of after school functions (i.e. Back to School Night, Open House and Staff Development events).
- Other related work as required.

QUALIFICATIONS

Knowledge of:

24. Organization and coordination practices, methods and techniques of above average to complex clerical functions.
25. Modern office methods and equipment, including computer terminals, computers and application software.
26. Proper English usage, grammar, spelling, and punctuation.
27. Automated record management and filing systems, receptionist and telephone techniques, correspondence and report writing.

Ability to:

12. Interpret and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to school operation.
13. Effectively and efficiently operate computer terminals and computers, and utilize application software.
14. Compose correspondence independently.
15. Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required.
16. Type or keyboard at a net corrected speed of 50 words per minute.
17. Make mathematical calculations with speed and accuracy.
18. Understand and carry out oral and written directions.
19. Communicate both orally and in writing in a clear and concise manner.
20. Apply policies and procedures related to the assigned duties and responsibilities of the position.
21. Establish and maintain cooperative and effective working relationships.
22. Work with discretion and in confidence with student and staff information.

EXPERIENCE

Two (2) years secretarial and/or clerical experience. One year of secretarial and/or clerical experience within an educational organization is required.

EDUCATION

Associates degree or higher from an accredited college or university is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

9. Evidence of the ability to type 50 net wpm.
10. Possession of a valid California Drivers' License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be indoor office and school site work environments.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 50 pounds with a strength factor of heavy work.
- Hear and speak to exchange information in person and on the telephone.
- Use color vision and adjust focus visually.
- Possess dexterity of hands to operate equipment necessary to perform job functions.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit, stand or walk for extended periods of time.
- Climb a step stool or ladder and reach above shoulders.
- Subdue or restrain persons.

Hazards:

Sitting and viewing a computer monitor for extended periods of time; contact with abusive or dissatisfied individuals is possible.

Job Description: **Technology/Web Specialist**

BASIC FUNCTION

Under supervision from the Principal, perform administration, development, and maintenance of the District's World Wide Web (WWW) presence, Intranet and Portal; support, maintain, and evaluate computer networking and other District electronic systems, design, document, support train staff and maintain all areas of the network infrastructure.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Develop, monitor, maintain, and augment pages of HCCS' WWW presence, intranet sites and portal.
- Assist with the development of database-oriented information delivery mechanisms to support posting material on the web and portal.
- Work with staff to plan and coordinate Web and Intranet input for school/departments.
- Oversee and administer the day-to-day operation of the computer networks including of Local, Area Network (LAN).
- Research and recommend network hardware and software.
- Assist in installing, designing, configuring and maintaining system hardware and Software.
- Monitor usage to ensure security of data and access privileges.
- Create and/or modify user access privileges.
- Maintain and review system statistics and compile usage statistics.
- Provide technical support and guidance to staff.
- Test new software solutions to meet organizational needs.
- Analyze and troubleshoot the network logs and track the nature and resolution of problem(s).
- Monitor data to optimize network performance; develop and implement network support and operational procedures.
- Research and evaluate new technologies related to computer networking; work with cross functioning teams and/or consultants.
- Design, install, configure and maintain firewall solutions, content filter, wireless, switches, routers, intrusion detection equipment, Video conferencing/streaming equipment and assist with Voice over Internet Protocol (VoIP).
- Respond to technically intricate inquiries or complaints from staff .
- Operate personal or district vehicles; transport technology resources to and from district and vendor sites.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Local, wide, and metropolitan area networks and internetworking.
2. TCP/IP protocol and ports.
3. Routing protocols that include but are not limited to: OSPF, RIP, BGP.

4. Security principles of VPN, 802.1x, wireless security, routers, switches, IDS and firewalls.
5. Active Directory protocols as it relates to network security.
6. Active Directory Security Policies.
7. Industry standards of network security procedures and policies. Markup language including Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and Extensible Markup Language (XML).
8. Indexing and search methodologies, compression and encryption standards, streaming video and audio methods.
9. Server-side programming/scripting, including Common Gateway Interface (CGI), PHP Hypertext Preprocessor, Active Server Pages (ASP), Dreamweaver and Cold Fusion.
10. Client-side scripting, including Javascript.
11. Database systems including Structured Query Language (SQL).
12. Internet and intranet security.
13. Web services.
14. Managing ongoing security against both internal and external threats.
15. Correct English usage, spelling, grammar, punctuation, and mathematical concepts.
16. Server consolidation and virtualization.

Ability to:

1. Plan, design and maintain networks.
2. Implement LAN maintenance and management procedures.
3. Learn software and hardware products and successfully adapt to changes in technology.
4. Train technology users and provide technical support in software applications and hardware functions.
5. Develop, implement and maintain the District's WWW presence, intranet and portal.
6. Develop database oriented information delivery mechanisms to support posting material on the web.
7. Provide interface between web services and other computer based information services.
8. Plan, analyze, design, generate code, test and implement simple to complex software application solutions to design and maintain the network.
9. Research technical manuals and guides to respond to questions and solve personal computer problems.
10. Learn, interpret, apply and explain policies and procedures.
11. Prepare and present reports.
12. Maintain current knowledge of technological advances in the field.
13. Meet schedules and timelines.
14. Maintain documentation and records.
15. Establish and maintain cooperative and effective working relationships.
16. Understand and carry out oral and written directions.
17. Communicate both orally and in writing in a clear and concise manner.
18. Prioritize requests, organize, schedule and coordinate a variety of activities and projects.
19. Establish and maintain cooperative and effective working relationships.
20. Work additional hours during the week and/or weekend if required.
21. Safely and appropriately operate tools, equipment and technology.

EXPERIENCE

Two (2) years experience in successful website administration development and maintenance is required and two (2) years experience in all areas of local area network management is required.

EDUCATION

Associates degree or higher from an accredited university or technical school is required. Additional technical training or computer industry certifications in the areas of management information science, computer science, information engineering, network engineering or other related field is preferred.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

1. Possession of a valid California Drivers' License and proof of insurance is required.
2. Possession of MCSE, MCSE+E and/or MCSE+I certificates is required.
3. Stonegate GIAC, SANS security certifications are desirable.
4. Industry certifications such as Enterasys networking certification ESE, ESSE, and DRAGON IDS. Cisco networking certification CCNA, CCNP or CCIE are desirable.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be required to work in an indoor office, at various sites, and at outdoor locations.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 60 pounds with a strength factor of heavy work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Use close vision, color vision and adjust focus visually.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

Hazards:

Working with electrically powered equipment; working in tight spaces; working in warm and cold environments. Contact with abusive or dissatisfied individuals is possible.

Job Description: **Transition Specialist**

BASIC FUNCTION

Under supervision of the Principal, provide transition and employment services to regular students and qualified California State and Sacramento County ex-offenders; assist participants with enrollment, making appointments, telephone calls, writing letters and filing forms; provide individual job development, placement assistance, job coaching, follow-along and follow-up services.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Plan and conduct job search programs, establish relationships with current and potential employers in the private and public sector.
- Serve as the Chairperson for the Occupational Advisory Committee.
- Prepare and maintain a variety of records, reports and files to partner and State and local agencies (e.g.: GPA, attendance, performance, etc.).
- Assist with student enrollment process. Assist with student transfers, drops and expulsion paperwork.
- Set up articulation meetings and visitations to feeder programs.
- Locate and abstract data from a variety of information sources.
- Maintain scholarship recipient information.
- Assist participants in administration of career interest assessments; explain assessment results.
- Assist participants in resume development, preparation for job interviews and job orientation.
- Provide placement assistance, short-term coaching, following-along and follow-up services.
- Plan and direct communication designed to keep job development and management staff informed of employers' hiring trends and practices.
- Maintain accurate case files, daily records, travel and appointment logs.
- Assist with outreach and communication to the community; obtain speakers from educational and business fields.
- Maintain eligibility requirements from the Department of Rehabilitation and Alta California Regional Center to coordinate information and continuum of training.
- Coordinate and plan job shadows; contact job sites; recruit and refer students according to individual interest.
- Develop and implement special support programs designed to provide tutorial, temptation aversion activities and safe spaces for students to congregate.
- Provide technical assistance to participants, service providers and staff; conduct specific job task analyses to facilitate student and employment matches.
- Conduct job site and follow-up visits.
- Independently, or in accordance with general instructions, compose correspondence concerning a wide range of subjects.
- Organize and coordinate the preparation of documents and records, which may include forms, bulletins, questionnaires, requisitions, and a variety of other material.

- Input and extract data from a manual or computerized information management, storage, and retrieval system.
- Assist in the orientation, training, and monitoring of students or other clerical personnel.
- Act as backup for other clerical support at the school site.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

7. Effective job recruiting techniques within the Sacramento area job market.
8. English usage, spelling, grammar, punctuation and arithmetic concepts.
9. Standard office machines and equipment, including computers and application software.
10. Record keeping techniques.

Ability to:

1. Work with employers in resolving problems and suggesting solutions.
2. Identify job opportunities for participants.
3. Oversee and motivate program participants.
4. Establish and maintain cooperative and effective working relationships.
5. Understand and carry out oral and written directions.
6. Communicate both orally and in writing in a clear and concise manner.
7. Learn, interpret and apply policies, procedures, rules and regulations.
8. Work independently.
9. Work with discretion and in confidence with student information.
10. Establish and maintain comprehensive and accurate files and records.
11. Perform complex and technical clerical work requiring accuracy and attention to detail.
12. Prepare clear and concise reports.
13. Accurately interpret legal mandates, District policies, rules, and regulations, and apply them to a variety of operational procedures.
14. Type or keyboard at a net corrected speed of 30 words per minute.
15. Effectively and efficiently operate a computer and application software.
16. Apply policies and procedures related to the assigned duties and responsibilities of the position.

EXPERIENCE

One (1) year of experience in career advising and/or job development or closely related field is required. Experience working with students and/or adults with special needs is preferred.

EDUCATION

Associates degree or higher from an accredited college or university is required

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

11. Evidence of the ability to type 30 net wpm.
12. Possession of a valid California Drivers' License and proof of insurance are required.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include outdoor and indoor office environments; including visitation of the business community partners.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, and push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Work with a video display terminal for prolonged periods.
- Possess dexterity of hands and fingers to operate equipment.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

Hazards:

Sitting and viewing a computer monitor for extended periods of time; contact with abusive or dissatisfied individuals is possible.

