

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

Special Meeting
September 23, 2014
11:00 a.m. – General Session; Followed by Closed Session
Support Services Center
2560 Skyway Drive, Santa Maria, CA 93455

The Santa Maria Joint Union High School District mission is to provide all students with an enriching high school experience that strives to enhance students' natural abilities, to promote the development of new capabilities, and to encourage the lifelong pursuit of wisdom and harmony as productive individuals in their community.

Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the District can be inspected at the above address during normal business hours.

Individuals who require special accommodations including, but not limited to, American Sign Language interpreter, accessible seating or documentation in accessible formats should contact the superintendent or designee within a reasonable time before the meeting date.

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BOARD OF EDUCATION**

**Special Meeting
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I. Open Session

Call to Order/Flag Salute

II. Presentation

1. Caldwell Flores Winters, Inc.
 - Construction Methods
 - State Aid Update

III. Items Scheduled for Action

A. Business

1. Use of Grants Resolution Number 6-2014-2015

Consider Resolution No. 6-2014-15 of the Board of Education of the Education of the Santa Maria Joint Union High School District acknowledging the submission of a Use of Grants application to the Office of Public School Construction for a 14- classroom facility at Santa Maria High School and acknowledging that said submission will request the diversion of eligible pupil grants from other projects.

The School Facility Program (SFP) allows a funding application to contain a "Use of New Construction Grant" request to utilize a classroom loading

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standard higher than the State standard—but not higher than the maximum teacher to student ratio permitted in the District’s collective bargaining agreement with its teachers—in order to increase the number of pupil grants used to defray the cost of building new classroom facilities.

The District seeks to amend its funding application for the 14-classroom facility under construction at Santa Maria High School submitted to OPSC to include a “use of New Construction Grant” request. This amendment is contingent upon written confirmation from OPSC that said amendment will not impact application status. This request would modify the use of eligible grants for the facility from 27 pupils to 31 pupils per room, resulting in an additional 56 pupil grants to be applied to the cost of constructing the new facility. Once used, these additional pupil grants are subtracted from the District’s eligibility and may not be used for other projects.

Resource Person: Yolanda Ortiz

***** IT IS RECOMMENDED THAT the Board of Education approve Resolution No. 6-2014-2015 authorizing the submission of a Use of Grants application to the Office of Public School Construction for a 14-classroom facility at Santa Maria High School and acknowledging that said submission will request the diversion of eligible pupil grants from other projects.**

Moved _____

Second _____

Vote _____

A Roll Call Vote is Required

Dr. Walsh	_____
Mr. Tognazzini	_____
Dr. Garvin	_____
Dr. Karamitsos	_____
Mrs. Perez	_____

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 6-2014-2015

RESOLUTION OF THE BOARD OF EDUCATION OF THE SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT ACKNOWLEDGING THE SUBMISSION OF A USE OF GRANTS APPLICATION TO THE OFFICE OF PUBLIC SCHOOL CONSTRUCTION FOR A 14-CLASSROOM FACILITY AT SANTA MARIA HIGH SCHOOL AND ACKNOWLEDGING THAT SAID SUBMISSION WILL REQUEST THE DIVERSION OF ELIGIBLE PUPIL GRANTS FROM OTHER PROJECTS.

WHEREAS, on April 17, 2013, the Board of Education of the Santa Maria Joint Union High School District approved Resolution No. 24-2012-2013 authorizing District staff to pursue funding for modernization and new construction as applicable for District facilities; and

WHEREAS, Resolution No. 24-2012-2013, specifically identified the proposed 14 classroom building at Santa Maria High School as one of the projects proposed for new construction funding; and

WHEREAS, a school district's eligibility for New Construction State funding is determined by a formula that estimates the number of unhoused pupils and assigns available New Construction pupil grants for the purpose of constructing facilities to accommodate unhoused pupils and relieve classroom overcrowding; and

WHEREAS, the School Facility Program (SFP) allows a funding application to contain a "Use of New Construction Grant" request to utilize a classroom loading standard higher than the State standard—but not higher than the maximum standard indicated in the District's teacher contract up to 33 per classroom—in order to increase the number of pupil grants used to defray the cost of building new classroom facilities; and

WHEREAS, the Santa Maria Joint Union High School District seeks to amend a funding application for the 14-classroom facility under construction at Santa Maria High School, submitted to OPSC, to include a "Use of New Construction Grant" request; and

WHEREAS, this request would indicate the classroom loading standard in this new 14-classroom facility from 27 pupils to 31 pupils per room, resulting in an additional 56 pupil grants to be applied to the cost of constructing the new facility.

NOW, THEREFORE, the Board of Education of the Santa Maria Joint Union High School district des hereby resolve, determine and order as follows:

BE IT RESOLVED that the Board of Education of the Santa Maria Joint Union High School District ("Board") acknowledges the utility of the "Use of New Construction Grant" mechanism in lowering the District's cost burden of new classroom construction by increasing the number of State pupil grants used to fund said construction; and

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BE IT FURTHER RESOLVED that the Board acknowledges that requesting this mechanism does not increase the overall number of eligible State pupil grants allocated to the District, and that any grants reassigned to the 14-classroom facility must be diverted from another project that would otherwise use those grants to defray construction costs; and

BE IT FURTHER RESOLVED that the Board directs the District Superintendent, in consultation with Caldwell Flores Winters, Inc., to amend the State grant application for 14-classroom facility at Santa Maria High School submitted to OPSC with a "Use of New Construction Grant" request; and

BE IT FURTHER RESOLVED that the District certifies as defined in Education Code Section 17368 that it houses or will house the pupils receiving grants in the project in school buildings by utilizing district loading standards that do not exceed the loading standards set out in the approved district teacher contract, and that the loading standard of

31 pupils per classroom proposed for the funding application amendment does not exceed the maximum stipulated in the teacher contract; and

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent, in consultation with Caldwell Flores Winters, Inc., to complete and submit any and all required forms and/or other documents required by the CDE, OPSC, DSA, or other agencies having jurisdiction to cause the amendment to the funding application for the 14-classroom facility at Santa Maria High School to be submitted to the appropriate state agencies at the soonest possible date; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage; and

BE IT FURTHER RESOLVED that the District Superintendent or his designee is authorized to take such actions and execute such agreements and documentation necessary to affect the intent of this Resolution.

The foregoing Resolution was adopted by the following vote of the Board of Education of the Santa Maria Joint Union High School District, at a regular meeting thereof duly called and held on September 23, 2014:

Ayes:

Noes:

Absent:

Abstain:

President/Secretary/Clerk of the Board of Education
Santa Maria Joint Union High School District

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2. Resolution Number 7-2014-2015

Consider Resolution Number 7-2014-2015 of the Board of Education of the Santa Maria Joint Union High School District acknowledging the submission of a Use of Grants application to the Office of Public School Construction for the proposed Performing Arts Center at Pioneer Valley High School and acknowledging that said submission will request the diversion of eligible pupil grants from other projects.

The School Facility Program (SFP) allows a funding application to contain a "Use of New Construction Grant" request to utilize a classroom loading standard higher than the State standard—but not higher than the maximum teacher to student ratio permitted in the District's collective bargaining agreement with it's teachers—in order to increase the number of pupil grants used to defray the cost of building new classroom facilities. The District seeks to submit a funding application to the Office of Public School Construction for the proposed Performing Arts Center at Pioneer Valley High that includes a "Use of New Construction Grant" request. This request would reallocate 139 pupil grants toward the cost of constructing the new facility. Once used, these additional pupil grants are subtracted from the District's eligibility and may not be used for other projects.

Resource Person: Yolanda Ortiz

*** **IT IS RECOMMENDED THAT** the Board of Education approve Resolution No.7-2014-2015 authorizing the submission of a Use of Grants application to the Office of Public School Construction for the proposed Performing Arts Center at Pioneer Valley High School and acknowledging that said submission will request the diversion of eligible pupil grants from other projects.

Moved _____

Second _____

Vote _____

A Roll Call Vote is Required

Dr. Walsh	_____
Mr. Tognazzini	_____
Dr. Garvin	_____
Dr. Karamitsos	_____
Mrs. Perez	_____

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 7-2014-2015

RESOLUTION OF THE BOARD OF EDUCATION OF THE SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT ACKNOWLEDGING THE SUBMISSION OF A USE OF GRANTS APPLICATION TO THE OFFICE OF PUBLIC SCHOOL CONSTRUCTION FOR THE PROPOSED PERFORMING ARTS CENTER AT PIONEER VALLEY HIGH SCHOOL AND ACKNOWLEDGING THAT SAID SUBMISSION WILL REQUEST THE DIVERSION OF ELIGIBLE PUPIL GRANTS FROM OTHER PROJECTS.

WHEREAS, on April 17, 2013, the Board of Education of the Santa Maria Joint Union High School District approved Resolution No. 24-2012-2013 authorizing District staff to pursue funding for modernization and new construction as applicable for District facilities; and

WHEREAS, Resolution NO. 24-2012-2013, specifically identified the proposed Performing Arts Center at Pioneer Valley High as one of the projects proposed for new construction funding; and

WHEREAS, a school district's eligibility for New Construction State funding is determined by a formula that estimates the number of unhoused pupils and assigns available New Construction pupil grants for the purpose of constructing facilities to accommodate unhoused pupils and relieve classroom overcrowding; and

WHEREAS, the School Facility Program (SFP) allows a funding application to contain a "Use of New Construction Grant" request to utilize a classroom loading standard higher than the State standard—but not higher than the maximum standard indicated in the District's teacher contract up to 33 per classroom—in order to increase the number of pupil grants used to defray the cost of building new classroom facilities; and

WHEREAS, the Santa Maria Joint Union High School District seeks to submit a funding application to OPSC for the performing arts center proposed for Pioneer Valley High School and this application will include a "Use of New Construction Grant" request for an additional 139 pupil grants to be applied to the cost of constructing the new facility.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

BE IT RESOLVED that the Board of Education of the Santa Maria Joint Union High School District ("Board") acknowledges the utility of the "Use of New Construction Grant" mechanism in lowering the District's cost burden of new classroom construction by increasing the number of State pupil grants used to fund said construction; and

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BE IT FURTHER RESOLVED that the Board acknowledges that requesting this mechanism does not increase the overall number of eligible State pupil grants allocated to the District, and that any grants reassigned to proposed performing arts center must be diverted from another project that would otherwise use those grants to defray construction costs; and

BE IT FURTHER RESOLVED that the Board directs the District Superintendent, in consultation with Caldwell Flores Winters, Inc., to amend the State grant application for the proposed performing arts center at Pioneer Valley High School submitted to OPSC with a "Use of New Construction Grant" request; and

BE IT FURTHER RESOLVED that the District certifies as defined in Education Code Section 17368 that it houses or will house the pupils receiving grants in the project in school buildings by utilizing district loading standards that do not exceed the loading standards set out in the approved district teacher contract, and that the loading standard of 31 pupils per classroom proposed for the funding application amendment does not exceed the maximum stipulated in the teacher contract; and

BE IT FURTHER RESOLVED that the Board authorizes the District Superintendent, in consultation with Caldwell Flores Winters, Inc., to complete and submit any and all required forms and/or other documents required by the CDE, OPSC, DSA, or other agencies having jurisdiction to cause the amendment to the funding application for the proposed performing arts center at Pioneer Valley High School to be submitted to the appropriate state agencies at the soonest possible date; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage; and

BE IT FURTHER RESOLVED that the District Superintendent or his designee is authorized to take such actions and execute such agreements and documentation necessary to affect the intent of this Resolution.

The foregoing Resolution was adopted by the following vote of the Board of Education of the Santa Maria Joint Union High School District, at a regular meeting thereof duly called and held on September 23, 2014:

ROLL CALL:

Ayes:

Noes:

Absent:

Abstain:

President/Secretary/Clerk of the Board of Education
Santa Maria Joint Union High School District

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3. Recommendation of Architectural Firm 'Short List' for the Santa Maria Joint Union High School District Reconfiguration and Facilities Program

The District Selection Committee ("Committee") is herein submitting for consideration by the Board of Education a recommended shortlist of qualified architectural firms to provide design services for the District's Reconfiguration and Facilities Program ("Program"). The Committee was comprised of Yolanda Ortiz, Assistant Superintendent of Business Services, Gary Wuitschick, Director of Support Services, and Reese Thompson, Director of Facilities. & Operations. Caldwell Flores Winter ("CFW") participated in the Committee as an ex-officio member and did not participate in the final recommendation of selected firms.

Overview of Selection Process

The District solicited a Request for Qualifications ("RFQ") from architectural firms on September 5, 2014 by distributing the RFQ to a predetermined list of 23 design firms, as well as publicly posting the RFQ on the District's website and the online public planroom of ARC Reprographics, an international leader in design and construction documents printing and distribution. Statements of Qualifications ("SOQ") were due on September 12, 2014 at 4:00 pm. The District received responses from nine (9) architectural firms prior to the deadline. The selection process was divided into two parts:

- (1) Quantitative review to confirm the responsiveness of each proposal to all requirements of the RFQ, and
- (2) Qualitative review to determine the best-fit design teams from the pool of participants.

Each proposal submitted before the deadline was closely evaluated by the Committee, and a total of five (5) firms were selected to be included in the initial pool of qualified architects for the Program.

Summary of Evaluation Results

Following careful review and discussion of the participant's proposals, the Committee selected the following firms as the initial pool of qualified architects to compete for the architectural services awards required to design the facilities planned as part of the Program:

- BCA Architects
- Flewelling & Moody
- IBI Group
- PMSM Architects
- Rachlin Partners

The above list of firms are recommended by the District Selection Committee to be the best fit for providing design services for the District's Program

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based on the information provided in their SOQ. To arrive at the final recommendation, the Committee independently evaluated both the responsiveness and quality of each proposal using an objective set of criteria based upon the requirements listed in the RFQ.

All recommended firms demonstrated satisfactory qualifications to serve as the Architect of Record for the District's future projects. Each company has unique strengths and talents and will be selected on a case-by-case basis to effectively leverage each firm's skills and ensure that every project is matched with the best-fit firm for that particular scope of work. The recommended firms are submitted in no particular order or ranking. Each firm will have an equal opportunity to compete for project-specific design awards utilizing a competitive Request for Proposal ("RFP") process, with the timing of each RFP release at the discretion of the District.

Resource Person: Yolanda Ortiz

*** **IT IS RECOMMENDED THAT THE BOARD OF EDUCATION** approve the following firms to be included in the initial pool of qualified architects for the Reconfiguration and Facilities Program:

- BCA Architects
- Flewelling & Moody
- IBI Group
- PMSM Architects
- Rachlin Partners

Moved _____

Second _____

Vote _____

B. General

1. Approval of CSEA Tentative Agreement – ***Appendix B***

The District and CSEA have negotiated and reached an agreement to address the impact and effects of the layoffs of five (5) Guidance Technician positions and one (1) School Support Secretary position in the 2014/15 fiscal year.

Resource Person: Joni McDonald

*** **IT IS RECOMMENDED THAT** the Board of Education approve the agreement with CSEA on the impact and effects of the layoffs of five (5) Guidance Technicians and one (1) School Support Secretary per the agreement dated August 18, 2014.

Moved _____

Second _____

Vote _____

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2. Migrant Education Recruiter – Statistician – **Appendix C**

A job description for Migrant Education Recruiter-Statistician has been created to formally document a new position within the migrant education department. The position was formerly provided by the Regional Migrant Office. The position supports the operations of the department in meeting the specific requirements of the Regional Migrant Office. The purpose of this job is to provide services to qualified students and families in the district for migrant education services. The position is new and will follow the standard advertising and selection process for classified positions.

Resource Person: Joni McDonald

*** **IT IS RECOMMENDED THAT** the Board of Education approve the new job classification and job description for Migrant Education Recruiter-Statistician as agreed to with the District and CSEA.

Moved _____ **Second** _____ **Vote** _____

3. Reduction in Force for Classified Staff

The district must reduce certain classified positions due to lack of work. Resolution No. 8-2014-2015 authorizes the administration to proceed with the recommended reduction in force.

Resource Person: Joni McDonald

*** **IT IS RECOMMENDED THAT** the Board of Education approve Resolution No. 8-2014-2015 which authorizes the administration to proceed with the recommended reduction in classified staff.

Moved _____ **Second** _____

A Roll Call Vote is Required:

Dr. Walsh	_____
Mr. Tognazzini	_____
Dr. Garvin	_____
Dr. Karamitsos	_____
Mrs. Perez	_____

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION NUMBER 8-2014-2015**

RESOLUTION IN SUPPORT OF REDUCTION OF CLASSIFIED SERVICES

WHEREAS, the Superintendent recommends and the Board finds it is in the best interest of the District that certain services now being provided by the District be reduced due to lack of work or lack of funds to the following extent:

<u>Number of Positions</u>	<u>Classification</u>	<u>Disposition</u>
2	Bus Drivers	Reduce total of 1.5 hours

NOW, THEREFORE, BE IT RESOLVED THAT the Superintendent is authorized and directed to issue a Notice of Layoff to the affected classified employee(s) of the District pursuant to California Education Code §45117 no later than 60 days prior to the effective date of the layoff for lack of work or lack of funds resulting from the reduction of services as set forth above.

PASSED AND ADOPTED this 23rd day of September, 2014, by the following vote:

ROLL CALL

AYES:

NOES:

ABSENT:

President/Secretary/Clerk of the Board of Education
Santa Maria Joint Union High School District

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IV. Open Session Public Comments

The public may address the Board on any matter (except personnel) concerning the District and not on the agenda. Note: The time limit to address the Board may not exceed two minutes. The Board is not required to respond to the Public Comment. The public may also address the Board on each item on the Agenda as the Board takes up those items. Persons wishing to speak should complete a blue request form and hand it to the Board secretary.

V. Adjourn to Closed Session

The Board will consider and may act upon the following item in closed session:

- A. Certificated and Classified Personnel Actions – Government Code Section 54947. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources. **Appendix A**

VI. Reconvene in Open Session

VII. Announce Closed Session Actions

- A. Certificated and Classified Personnel Actions – Government Code Section 54947. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources.

VIII. Items Not on the Agenda

Note: The law generally prohibits the Board from discussing items not on the agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting safety of persons or property, or a work stoppage, or if the need to act came to the attention of the District too late to include on the posted agenda.

IX. Next Meeting Date

Unless otherwise announced, the next regular meeting will be held on October 8, 2014. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held in the Cafeteria at Santa Maria High School, 901 South Broadway, Santa Maria, CA 93454.

X. Adjourn

Date of Service Notice to Board Members – September 22, 2014
Date of Service Notice to Media and Public --September 22, 2014

Santa Maria Joint Union High School District
September 23, 2014

APPENDIX A

CLASSIFIED PERSONNEL ACTIONS							
Name	Action	Assignment	Site	Effective	Pay Rate	Hours	
N/A							
CERTIFICATED PERSONNEL ACTIONS							
Name	Action	Status	Subject	Site	Effective	Salary	FTE
	Ch Fund/TIP	Perm	Agriculture	SMHS	2014/15	V, 15	1.0
	Ch Fund/TIP	Perm	Science	PVHS	2014/15	V, 14	1.0
	Extra Pay	Perm	Intramural Stipend	RHS	2014/15	2548.06	~~~
	Extra Pay	Perm	Co-Dept Head Intl Lang	PVHS	2014/15	2086.77	~~~
	Extra Pay	Perm	Co-10th Grade Class Advisor	PVHS	2014/15	439.32	~~~
	Extra Pay	Prob 1	Class Advisor 11th	RHS	2014/15	2196.60	~~~
	Extra Pay	Perm	Co-10th Grade Class Advisor	PVHS	2014/15	439.32	~~~
	Extra Pay	Perm	Co-Dept Chair Intl Lang	PVHS	2014/15	2086.77	~~~
COACHING PERSONNEL ACTIONS							
Assignment	Name	Action	Site	Effective	District	ASB	
N/A							

AGREEMENT

Between

The California School Employees Association and its Central Coast Chapter #455

And the

Santa Maria Joint Union High School District

August 18, 2014

This Agreement is entered into this 18th day of August 2014, by and between the Santa Maria Joint Union High School District ("District") and the California School Employees Association and its Central Coast Chapter #455 ("CSEA") to address the impact and effects of the layoffs of five (5) Guidance Technician positions and one (1) School Support Secretary position in the 2014-2015 fiscal year. A layoff is defined in Article 20.2.1 of the Collective Bargaining Agreement.

The Parties agree as follows:

1. The District shall adhere to all applicable statutes regarding transfer of bargaining unit work, use of volunteers, reemployment, and contracting out of duties customarily performed by bargaining unit members;
2. Affected unit members shall be offered the first opportunity to fill any temporary, short term, and limited term assignments that they are qualified to perform that become available. Substitute assignments shall be offered and filled via the provisions in Article 20.7.2, Effect of Layoffs.
3. If called back to work as a Guidance Technician or School Support Secretary, the affected unit member shall be paid at the current rate of pay for the position(s) (including step and longevity) for all hours worked.
4. Concerns regarding workload caused by this layoff shall first be addressed between the parties to find a mutually agreeable resolution. Should that not occur, CSEA reserves the right to pursue negotiations on workload concerns raised by this layoff.
5. Disputes regarding this Agreement shall be resolved via the Collective Bargaining Agreement grievance procedures for issues that are not statutory violations. Statutory violation may be resolved through the Public Employment Relations Board (PERB) and/or litigation, as appropriate.

This Agreement shall become final upon ratification by the membership of the California School Employees Association and its Central Coast Chapter #455 pursuant to CSEA Internal Policy 610 and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE DISTRICT:

ZSR
Uplanda Ottis
Brenda Holtz
Russ & Thompson
Jr

FOR CSEA:

Krista A Ballard
Danni Barron
Christa Maly
Thompson
g. & Sule

MIGRANT EDUCATION RECRUITER-STATISTICIAN

BASIC FUNCTION:

Under the direction of the Director of Multilingual and Migrant Education Services, or management designee, identify, recruit, and deliver services to qualified students, families in the District, and Out of School Youth (OSY) for Migrant Education services; coordinate data with the Regional Migrant Office and district technology staff; prepare and maintain required data on all Migrant students; and perform various support functions for the program.

REPRESENTATIVE DUTIES:

- Identify, recruit, enroll, withdraw and update status of migrant families, students and OSY in District data base, regional records, MSIN, MSIX, and other sources; provide information for student records transfer as needed.
- Maintain recruitment and eligibility records in accordance with laws and regulations.
- Analyze data and local information to determine student eligibility and needs. Coordinate academic and support services to meet those needs.
- Visit family homes, work sites, or other locations to interview parents/guardians to determine student eligibility; and monitor continued student eligibility, including OSY.
- Act as a liaison between school sites, districts, migrant families, OSY families and Regional Office including technical support and training for staff and participating districts.
- Help coordinate speakers for parent, student, or staff workshops and the Migrant Parent Advisory Committee (MPAC) meetings; help coordinate and attend MPAC meetings to include agendas, invitations, minutes, and record of attendance and materials.
- Conduct peer coaching sessions with district MEP staff; present at staff workshops, meetings, and trainings; and provide information for student records transfer.
- Collect and input data for each qualified student; maintain statistical records; organize data into appropriate reports and formats.
- Gather, input and generate lists of GPA and test results.
- Review and validate the eligibility of migrant and OSY students identified by other school personnel.
- Attend a variety of meetings as assigned.
- Operate a computer and other office equipment.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Cultural characteristics of migrant and bilingual families.
- Correct oral and written usage of English and a designated second language.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.

ABILITY TO:

- Type 50 wpm net; original certificate dated within 6 months is acceptable.
- Prepare and maintain records.
- Translate and interpret English and a designated second language.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Understand and follow oral and written instructions.
- Operate a computer with proficiency using office software and other equipment.

EDUCATION AND EXPERIENCE:

- Graduation from high school and three years of increasingly responsible technical clerical experience, including at least one year working with the public. College level coursework in education, sociology, or equivalent discipline is preferred.
- Must be fluent in English and another designated language, demonstrated by writing, reading, and speaking.
- An Associate's degree in a child development or sociology field is desirable and may substitute for experience.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard and other devices.
- Lifting and carrying materials and equipment to set up information booths.
- Sitting for extended periods of time.

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license and insurance coverage.

WORKING CONDITIONS—ENVIRONMENT:

- Office, school, and community environment.
- Driving a vehicle to conduct work.
- Evening and weekend meetings may be required.

8/18/14
SMJUHSD
Range 22