

**MADERA UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1902 Howard Road, Madera, CA 93637**

**AGENDA  
Regular Meeting  
Wednesday, January 22, 2025  
4:30 PM Public Meeting  
District Board Room**

**OUR MISSION  
Highest Student Achievement  
A Safe and Orderly Learning Environment  
Financially Sound and Effective Organization**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Adoption of Agenda**

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken before adopting the agenda.

**5. Public Comment**

Public Hearing for visitors who wish to speak on a subject outside the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. The Chair will recognize speakers.

**6. Consent Agenda**

Items listed under the Consent Agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items before the Commission's vote unless a member of the Commission, staff, or public requests specific items be considered and discussed separately and removed from the Consent Agenda before adopting the agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

**A. Approval of minutes:**

1. Consideration and approval of the minutes from Monday, December 2, 2024, Regular Meeting

**B. Consideration and approval of Eligibility List/s for:**

1. Administrative Assistant III – Promotional
2. Behavior Analyst – Open Competitive
3. Behavior Intervention Technician – Open Competitive
4. Bus Driver – Open Competitive

5. Cafeteria Playground Aide - Open Competitive
6. Child Nutrition Assistant II - Promotional
7. Child Nutrition Technician - Promotional
8. Child Nutrition Technician Lead – Promotional
9. Communications Technician – Open Competitive
10. Curator of Arts & Exhibits - Open Competitive
11. Infant Toddler Care Provider – Open Competitive
12. Nutritionist - Open Competitive
13. Office Technician - Open Competitive
14. Paraprofessional Aide - Open Competitive/ Promotional
15. Paraprofessional Autism - Open Competitive/ Promotional
16. Paraprofessional Special Needs - Open Competitive
17. Parent Resource Center Assistant - Open Competitive
18. Receptionist - Open Competitive/ Promotional
19. Spanish Translator/ Interpreter - Open Competitive

C. Consideration and approval of Initial Salary Placements for:

1. E. Eledge, candidate for School Office Technician
2. E. Gutierrez, candidate for Infant Toddler Care Provider
3. J. Korte, candidate for School Bus Driver
4. N. Montemayor, candidate for Receptionist
5. K. Melendez, candidate for College and Career Specialist

**7. New Business**

- A. Discuss and approve the proposed new job class description and salary survey recommendation for the Supervisor- Expanded Learning Programs.

**8. Information and Reports**

A. Director's Report

B. Commissioner's Report

**9. Next Regular Personnel Commission Meeting**

Wednesday, February 19, 2025 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. Adjournment**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**

Consideration and approval of the meeting minutes from Monday, December 2, 2024, Regular Meeting.

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Monday, December 2, 2024, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Monday, December 2, 2024, Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Monday, December 2, 2024 at 4:30 p.m.**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California, on Monday, December 2, 2024, at 4:30 p.m.

**1. Call to Order**

- Commissioner Wheat called the meeting to order at 4:30 p.m.

**2. Pledge of Allegiance**

- Commissioner Hernandez led the flag salute.

**3. Roll Call**

- Mary Siegl, Personnel Specialist Lead, took the roll call
- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commission Vice-Chair

David Hernandez, Personnel Commissioner

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Susan Haratuneian, Director of Purchasing

Kristin Mc Kenna, Director of College and Career Readiness

There were other employees in attendance.

**4. Appointment and Swearing-in of CSEA Appointee Fran Wheat**

- Director Yeager administered the Oath of Office to the Personnel Commission CSEA Appointee Fran Wheat.

**5. Consideration of the Personnel Commission Organization:**

**2025 Personnel Commission Officers: Chairperson, Vice-Chairperson, and Secretary**

- Director Yeager stated that the Officers are rotated each year in accordance with Personnel Commission Rule 2.1.5. For 2025, Philip Janzen will be the Personnel Commission Chairperson, David Hernandez will be the Personnel Commission Vice-Chairperson, and Scott Yeager will be the Secretary.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the 2025 Personnel Commission Officers, Philip Janzen, Personnel Commission Chairperson, and David Hernandez, Personnel Commission Vice-Chairperson. MOTION NO. 21 - 2024/25

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

## **6. Communications**

### **A. Presentation of the Classified 1<sup>st</sup> Quarterly Employee Award to Raymond Fung, Print Shop Technician Lead**

- Personnel Commission Chairperson Philip Janzen presented the 1st Quarterly Employee Award to Raymond Fung, Print Shop Technician Lead, who works in the Purchasing/Print Shop Department.

## **7. Adoption of Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 22 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

## **8. Public Comment**

- No comments were made.

## **9. Consent Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 23 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

## **10. New Business**

### **A. Discuss and approve the Professional Services Agreement for Boucher Law, PC, for the Fiscal Year 2024 -2025.**

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the Professional Services Agreement for Boucher Law, PC, for the 2024 -2025 Fiscal Year. MOTION NO. 24 -2024/25, DOC. NO. 23-2024/25

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

### **B. Consideration and Adoption of the 2025 Personnel Commission Regular Meeting Calendar**

- The Director of Classified Personnel presented the proposed Personnel Commission meeting calendar for 2025.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the 2024 Personnel Commission Meeting Calendar. MOTION NO. 25 - 2024/25, DOC. NO. 24-2024/25

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

**11. Information and Reports**

**A. Director's Report**

- Director Yeager reported that the Commission staff remains busy recruiting to fill this year's open and new vacancies.
- Director Yeager, Commissioner Wheat, and Commissioner Hernandez attended the California School Personnel Commissioners Association – Northern California Annual conference on October 26 -October 29<sup>th</sup>.
- Director Yeager stated that he would work with CSEA and send out information to employees regarding the annual Paraeducators Conference.
- The Classified Professional Development Committee held its first meeting to start planning for next year's conference. The conference date has been set for Monday, June 9, 2025.
- Director Yeager, Commissioner Hernandez, and former PC Director Isabel Barreras will attend the CSBA Golden Bell Awards presentation on Thursday, December 5, 2024. The District has received notification that the Madera Unified School District Classified Professional Development Program has been selected as an official 2024 Golden Bell Award winner.
- Norma Orozco was hired as the new Personnel Technician for the Personnel Commission office. Norma will be present at the next Personnel Commission meeting to meet the Commissioners.

**B. Commissioner's Report**

- Commissioner Wheat said she enjoyed attending the California School Personnel Commissioners Association – Northern California Annual Conference. It was fun, exciting, and also informative. She is looking forward to attending the next conference in March if possible.

**12. Next Regular Personnel Commission Meeting**

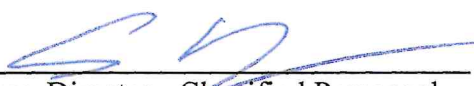
- Wednesday, January 22, 2025 at 4:30 p.m.  
Madera Unified School District Office - Board Room  
1902 Howard Road  
Madera, California 93637

**13. Suggested Future Agenda Items**

- None were suggested.

**14. Adjournment**

- Commission Chair Janzen adjourned the regular meeting at 4:46 p.m.

  
\_\_\_\_\_  
Scott Yeager, Director - Classified Personnel

Date: December 13, 2024



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open Competitive and Promotional job opportunities

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists have been placed on the agenda as a Consent Item. If, for some reason, any Commissioner would like to pull a list for further discussion, it can be done.

1. Administrative Assistant III – Promotional
2. Behavior Analyst – Open Competitive
3. Behavior Intervention Technician – Open Competitive
4. Bus Driver – Open Competitive
5. Cafeteria Playground Aide - Open Competitive
6. Child Nutrition Assistant II - Promotional
7. Child Nutrition Technician - Promotional
8. Child Nutrition Technician Lead – Promotional
9. Communications Technician – Open Competitive
10. Curator of Arts & Exhibits - Open Competitive
11. Infant Toddler Care Provider - Open Competitive
12. Nutritionist - Open Competitive
13. Office Technician - Open Competitive
14. Paraprofessional Aide - Open Competitive/ Promotional
15. Paraprofessional Autism - Open Competitive/ Promotional
16. Paraprofessional Special Needs - Open Competitive
17. Parent Resource Center Assistant - Open Competitive
18. Receptionist - Open Competitive/ Promotional
19. Spanish Translator/ Interpreter - Open Competitive

**Recommendation:**

It is recommended that the Personnel Commission approve the Eligibility Lists as presented.



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for E. Eledge, candidate for School Office Technician

**Agenda Placement:**

Consent

**Background:**

The District has presented the Personnel Commission with a request for an initial salary placement for the School Office Technician candidate (E. Eledge). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 17, Step 7 (\$23.65 hourly rate) of the classified salary schedule.

The candidate has an extensive work history and experience in clerical and administrative assistant positions within the Madera Unified School District. Her work experience includes (3) three years working as an Administrative Assistant II, (7) seven years working as an Office Technician, (5) five years working as a Clerk II, and (8) eight years of experience working as a Clerk I. This experience far exceeds the minimum qualification of six months of experience in an office environment.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1, which states that additional qualifying experience beyond that required for entry into the class is limited to no more than one step for each additional two years of qualifying and related experience.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the School Office Technician candidate (E. Eledge) at Range 17, Step 7 (\$23.65 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**

Discuss and approve the Initial Salary Placement for E. Gutierrez, candidate for Infant Toddler Care Provider

**Agenda Placement:**

Action

**Background:**

The Director of the Preschool has presented the Personnel Commission with a request for an initial salary placement for the Infant Toddler Care Provider (E. Gutierrez). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 11, Step 6 (\$20.27 hourly rate) of the classified salary schedule.

The candidate brings over 5 years of work experience working with students in a school or youth organization and two of the five years working as a Preschool Teacher. This far exceeds the minimum requirements of one (1) year of work experience in a school or youth organization; one (1) year of experience in working with pre-school-aged children is preferred. The candidate also has a bachelor's degree in Early Childhood Development, which exceeds the minimum qualifications of a High School diploma or equivalent, and a minimum of 6 units in the field of Child Development/Early Childhood Education (three of the six units must be in an infant toddler course). This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1 for initial salary placement based on additional qualifying experience and PC Rule 8.2.1.3: difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class and PC Rule 8. 2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

**Recommendation:**

The Personnel Commission is recommended to approve the Initial Salary Placement for (E. Gutierrez), a candidate for Infant Toddler Care Provider at Range 11, Step 6 (\$20.27 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**  
Consideration and approval of Initial Salary Placement for J. Korte, candidate for School Bus Driver

**Agenda Placement:**  
Consent

**Background:**  
The Director of Transportation has presented the Personnel Commission with a request for an initial salary placement for the Bus Driver candidate (J. Korte). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

The candidate has ten years of experience working as a school bus driver for Madera County Superintendent of Schools. The candidate's work experience far exceeds the minimum qualification of being fully certified as a School Bus Driver and possessing a safe driving record that complies with the restrictions set forth by the California Vehicle Code. MUSD is excited to continue attracting highly qualified candidates for this position.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1 for initial salary placement based on additional qualifying experience and PC Rule 8.2.1.3: difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

**Recommendation:**  
The Personnel Commission recommends approval of the Initial Salary Placement for the School Bus Driver candidate (J. Korte) at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**  
Consideration and approval of Initial Salary Placement for N. Montemayor, candidate for Receptionist

**Agenda Placement:**  
Consent

**Background:**  
The District has presented the Personnel Commission with a request for an initial salary placement for the Receptionist candidate (N. Montemayor). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 14, Step 7 (\$22.39 hourly rate) of the classified salary schedule.

The candidate has an extensive work history and experience working in positions requiring excellent communication skills. Her work experience includes (5) five years working as a Customer Service Manager at Walmart, (3) three years working as a Property Manager, (1) one year working as an Office Assistant, and (4) four years working as a Paraprofessional Aide. This experience far exceeds the minimum qualification of six months of experience in an office environment.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1, which states that additional qualifying experience beyond that required for entry into the class is limited to no more than one step for each additional two years of qualifying and related experience.

**Recommendation:**  
The Personnel Commission recommends approval of the Initial Salary Placement for the Receptionist candidate (N. Montemayor) at Range 14, Step 7 (\$22.39 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for K. Melendez, candidate for College and Career Specialist

**Agenda Placement:**

Consent

**Background:**

Principal Sabrina Rodriguez has presented the Personnel Commission with a request for an initial salary placement for the College and Career Specialist candidate (K. Melendez). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 19, Step 4 (\$21.39 hourly rate) of the classified salary schedule.

The candidate has three years of experience working as a Case Manager at Central Valley Opportunity Center, which exceeds the minimum qualification of two years of experience working in a business or career development setting, including technology expertise and at least six (6) months working with students or teenagers. The candidate also has a Bachelor's Degree in Psychology, which exceeds the minimum education requirement of an Associate's degree with significant coursework in psychology, sociology, social work, or business. We are thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1 for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.2 additional education at the college level is limited to no more than one step for each two years of education related to the position, but beyond the educational requirements established for entry into the class and PC Rule 8.2.1.3 difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the Career and College Specialist candidate (K. Melendez) at Range 19, Step 4 (\$21.39 hourly rate) of the classified salary schedule.

**No attachment:**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** January 22, 2025

**Agenda Item:**

Discuss and approve the proposed new job class description and salary survey recommendation for Supervisor – Expanded Learning Programs.

**Agenda Placement:**

Action

**Background:**

District Administration has requested the creation of a new job classification title of Supervisor – Expanded Learning Programs. This job is under the general direction of the Director of Expanded Learning Programs. The Supervisor – Expanded Learning Programs leads the planning, organization, and execution of the Expanded Learning programs within the Madera Unified School District. This position ensures that programs align with the district's goals for student achievement and development, providing high-quality, enriching experiences for students beyond the regular school day during the After School Program, Winter Intersession, Summer Enrichment, and assigned Expanded Learning programs.

**Salary Survey**

A salary survey, attached, was conducted by using the following school districts and county offices of Education as an external market for comparison:

Butte County Office of Education	Central USD
Clovis USD	Fresno County Superintendent of Schools
Fresno USD	Lancaster School District
Merced County Office of Education	Merced City School District
Santa Ana USD	Saugus USD
Westminster School District	

Fourteen organizations were surveyed, and eleven districts had positions reviewed to establish an external salary comparison. All positions were considered good comparisons for the Supervisor- Expanded Learning Programs and were sufficient matches to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when the number of steps of comparison districts varies from that of MUSD's salary schedule structure. Based on that, in comparing the calculated annual amounts to Madera's salary schedule, the closest match is Supervisory Salary Range 9 (\$34.96 -\$44.51 hourly rate).



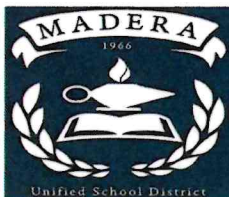
## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. which states that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

### **Recommendation:**

The Personnel Commission is recommended to approve the proposed job class description with the title of Supervisor – Expanded Learning Programs and salary recommendation as listed in the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Supervisor – Expanded Learning Programs	New	SR 9 (\$34.96- \$44.51 hourly rate) on the 2024/2025 Classified Supervisory Salary Schedule



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT  
DATED:

**NEW PROPOSED CLASSIFICATION TITLE:**  
**SUPERVISOR – EXPANDED LEARNING PROGRAMS**

**DEPARTMENT/SITE:** Expanded Learning  
Programs/ John Wells Youth Center

**REPORTS TO:** Director of Expanded Learning  
Programs

**SALARY SCHEDULE:** Classified Supervisory  
**SALARY RANGE:** 9  
**WORK CALENDAR:** 261 Days

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the direction of the Director of Expanded Learning Programs, the Supervisor - Expanded Learning Programs leads the planning, organization, and execution of the Expanded Learning programs within the Madera Unified School District. This position ensures that programs align with the district's goals for student achievement and development, providing high-quality, enriching experiences for students beyond the regular school day during the After School Program, Winter Intersession, Summer Enrichment, and assigned Expanded Learning programs. The Supervisor - Expanded Learning Programs ensures full compliance with District, State, and Federal laws, policies, and regulations while fostering strong partnerships with community providers and encouraging active parent involvement. This position provides ongoing monitoring, assessment, and evaluation of program effectiveness, making adjustments as needed to maximize student success. The Supervisor - Expanded Learning Programs collaborates closely with site coordinators, school staff, district departments, and community partners to develop programs that support academic achievement, social-emotional learning, and student engagement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in developing and managing program budgets, ensuring resources are allocated effectively.
- Attends and participates in assigned meetings, committees, conferences, in-services, and special events.
- Collaborates with staff and community partners to ensure timely promotion of programs while responding to inquiries and feedback from parents and the public through social media channels.
- Collects and analyzes program data to evaluate effectiveness, track student progress, and identify areas for improvement.
- Conducts regular site visits to monitor program quality and provide feedback to staff.
- Coordinates and directs employee assignments and reviews work to ensure compliance with established plans, strategies, standards, requirements, and procedures as needed.

- Creates engaging website and social media content, including announcements, updates, and event highlights, to increase awareness and participation.
- Designs and implements after-school and Expanded Learning programs that align with district goals, state guidelines, and student needs.
- Develops schedules, curriculum, and activities that provide academic support, enrichment opportunities, and social-emotional learning.
- Ensures compliance with grant requirements and provides documentation for funding purposes; prepares MUSD, federal, and state reports as assigned and required.
- Ensures that programs meet or exceed quality standards and are aligned with the California Department of Education's Expanded Learning Quality Standards.
- Maintains and manages social media accounts to promote Expanded Learning Programs across various platforms.
- Maintains open lines of communication with parents, providing program updates and schedules and addressing concerns.
- Monitors expenditures and ensures compliance with district and grant regulations.
- Prepares reports for district administrators and external stakeholders on program outcomes, attendance, and student performance.
- Provides training and professional development opportunities for staff to enhance their ability to deliver high-quality instruction and support to students.
- Serves as a liaison between district administrators, school sites, and external partners to ensure effective communication and collaboration and as a technical resource concerning assigned programs, functions, or instructional areas.
- Supervises and supports Expanded Learning site coordinators, instructional aides, and program staff, ensuring proper implementation of program goals.
- Works closely with site coordinators, school staff, parents, and community organizations to promote student participation and engagement.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At the time of application)*

### **Knowledge of:**

- State and Federal laws, regulations, and codes applicable to Expanded Learning
- Working as an Expanded Learning/After School program site lead or program facilitator.
- Group leadership and facilitation skills
- District organization, operations, policies, and procedures
- Leadership skills in facilitating group processes
- Oral and written communication skills
- Maintaining and inventorying supplies for After School and expanded learning programs.
- Social, emotional, and educational issues related to children, adolescents, and various ethnic and cultural group
- Strong and effective oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Analytical and problem-solving abilities
- Assessment and evaluation instruments, their appropriate implementation, and the ability to interpret and present data from a variety of sources

**Skills and Abilities to:**

- Operates a variety of office equipment, including but not limited to a computer, and assigned software applications and systems
- Organize work projects; establish priorities and timelines for project management and report preparation
- Communicate, understand, and follow both oral and written directions
- Interpret, comprehend, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines
- Work independently with little direction and many interruptions
- Maintains a safe work environment
- Demonstrate loyalty and high ethical standards
- Negotiate skillfully under challenging situations and create solutions to promote compromise
- Think outside the box and develop new methods or solutions to inspire others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Contribute to planning for future needs of the District in Expanded Learning education areas
- Contribute to the successful fulfillment of the District's Mission and Vision
- Work cooperatively and collaboratively with others
- Learn and appropriately apply District policies and procedures
- Maintain appropriate confidentiality about the status of students, staff, schools, and district activities
- Integrate technology (i.e., Google Docs, Excel, Presentation, etc.) with students, teachers, parents, and community members

**RESPONSIBILITY:**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing Expanded Learning staff members; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

Associate's degree from an accredited college or university or completing at least 60 applicable semester- units of coursework from an accredited college or university.

**EXPERIENCE REQUIRED:**

Three (03) years of experience with increasing responsibility working in Expanded Learning or after-school programs, site/district educational programs, youth recreational programs, or equivalent.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to travel among District sites to provide

services.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen

## Salary Comparison Survey for Supervisor – Expanded Learning Programs Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
Madera USD (K-12) 21,148	Supervisor – Expanded Learning Programs	Associate's degree from an accredited college or university or completing at least 60 applicable semester- units of coursework from an accredited college or university.	Three (03) years of experience with increasing responsibility working in Expanded Learning or after-school programs, site/district educational programs, youth recreational programs, or equivalent.	Valid, current California Driver's License to travel among District sites to provide services.	\$34.96/hour Classified Supervisor Range 9	\$44.51/hour
Butte County Office of Education	Site Coordinator-Expanded Learning Program	Two years (48 completed units) of college-level course work in recreation, psychology, health, or other related fields; Associate's degree or higher approved comprehensive Local Assessment Test (CODESP); or passage of another district-approved NCLB Local Assessment Test. Bachelor's Degree preferred	Two years experience in developing and implementing youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.	None listed.	\$24.93/hour Classified Management Range 9	\$31.79/hour
Central USD (K-12) 15,841	Campus Connection Manager	A bachelor's degree from an accredited college or university with major coursework in	Four (4) years of increasingly responsible experience in administrative supervisory or management positions involving planning and preparation of child care programs.	Valid California Driver's license	\$35.37/hour Classified Management	\$42.99/hour

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		education or a related field is required.				
<b>Clovis USD (K-12) 43,654</b>	<b>Child Development Programs Supervisor</b>	Bachelor's degree from an accredited college or university with an emphasis in education or related field (preferred).	At least three (3) years of experience demonstrating leadership qualities, preferably at a school site, working with school-age students and adults. Additional experience may substitute for higher education,	Valid California Driver's license	\$32.58/hour Classified Management Range 27	\$39.56/hour
<b>Fresno County Superintendent of Schools (K-12) 200,000</b>	<b>Area Supervisor – Expanded Learning Program</b>	High School Diploma or Equivalent. A bachelor's degree is preferred.	Three (3) years working within an educational setting with increasingly responsible student services experience. Supervisory experience preferred.	Valid California Driver's license	\$46.81/hour Supervisory Range 158	\$51.61/hour
<b>Fresno USD (K-12) 73,387</b>	<b>Coordinator I, Extended Learning</b>	Bachelor's degree or equivalency	Three (3) years of increasingly responsible supervisory and/or management or related experience in pupil personnel services and teaching experience preferred	Valid California Driver's license	\$45.42/hour Classified Management E20	\$55.21/hour
<b>Lancaster School District (PK – 8) 14,001</b>	<b>Expanded Learning Opportunities Program Supervisor</b>	An associate's degree in a related field is preferred	Three (3) years of responsible secretarial and/or supervisory experience involving contact with the public. School District experience and bilingual (Spanish/English) preferred.	None listed	\$36.62/hour Supervisory	\$44.52/hour
<b>Merced County Office of Education (K-12) 1,706</b>	<b>Expanded Learning Program Supervisor</b>	Bachelor's Degree in Liberal Studies, Psychology, Communications, Organizational Leadership, or related field	Over two (2) years of increasingly responsible experience working with school-age children in an organized setting, including one (1) year in a leadership capacity.	None listed	\$41.75/hour Classified Management Range 4	\$46.99/hour
<b>Merced City School District (K-12) 11,400</b>	<b>Supervisor, Expanded Learning Opportunities Program</b>	Bachelor's Degree in Liberal Studies or education-related field	Over two (2) years of increasingly responsible experience working with school-age children in an organized setting, including one (1) year in a leadership capacity.	Valid California Driver's license. First Aid CPR certification	\$41.23/hour Classified Management	\$60.91/hour

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