

# MADERA UNIFIED SCHOOL DISTRICT

## Personnel Commission Meeting AGENDA

**Regular Meeting**  
**Thursday, February 13, 2020**  
**Madera Unified School District Board Room**  
**1902 Howard Road, Madera, CA 93637**  
**5:00 PM – Open Session**

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

### **1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**

### **2. 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 prior to adoption of the agenda.

### **3. Communications**

Public Hearing for visitors who wish to speak on a subject not on 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. If you wish to address the Commission, come to the podium and state your name and city of residence.

### **4. 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 prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of 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. Approve minutes from Monday, January 27, 2020, Regular Meeting.

#### **B. Consideration and approval of Eligibility Lists for:**

1. Administrative Assistant V
2. Behavior Intervention Technician
3. Program Manager

## **5. New Business**

- A. Discuss and approve new classified job description for Paraprofessional – Speech and Language and Classified Salary Compensation Survey
- B. Discuss and approve new classified job description for Speech and Language Pathologist Assistant and Classified Salary Compensation Survey
- C. Discuss and approve revised classified job descriptions for Bus Driver and Relief Driver
- D. Discuss and approve revised classified job description for School Safety Officer
- E. Discuss and approve revised classified job description for School Safety Officer – Lead

## **6. Information and Reports**

- A. Director's Report
- B. Commissioner's Report

## **7. Next Regular Personnel Commission Meeting**

Thursday, March 19, 2020 at 5:00 pm  
Madera Unified School District Office – Boardroom  
1902 Howard Road  
Madera, California 93637

## **8. Suggested Future Agenda Items**

## **9. Adjournment**

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation to participate in the public meeting, please contact the Personnel Commission office at 559-675-4500 extension 295 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



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

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

**Meeting Date:** February 13, 2020

**Agenda Item:**

Approval of the Minutes of the Regular Meeting for January 27, 2020.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting of January 27, 2020.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for January 27, 2020.

<p style="text-align: center;"><b>Minutes Record of the MUSD Personnel Commission</b> <b>Regular Meeting held on Monday, January 27, 2020 at 5:00 PM</b></p>
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The Personnel Commission of the Madera Unified School District convened a Regular Board Meeting at the District Office Board Room, 1902 Howard Road, Madera, California on Monday, January 27, 2020 at 5:00 p.m.

**Roll Call**

Philip Janzen, Personnel Commission Chairperson  
Bruce Koch, Personnel Commission Vice – Chair -ABSENT  
Fran Wheat, Personnel Commissioner

Isabel Barreras, Director, Classified Human Resources  
Mary Siegl, Human Resources Specialist, Personnel Commission

Joetta Fleek, Board of Trustees

Other visitors were in attendance.

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**1. 5:00 PM – Call to Order of Public Meeting - Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**

- Chairperson Wheat called the meeting to order at 5:00 pm
- Commissioner Wheat led the flag salute

**2. Adoption of the Agenda**

- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the adoption of the agenda. MOTION NO. 40-2019/20.  
Ayes: Commissioners Janzen, Wheat  
Noes: None  
Absent: Koch  
Abstained: None

**3. Communications**

- No public comments were made.

**4. Adoption of the Consent Agenda**

- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the adoption of the agenda. MOTION NO.41-2019/20.  
Ayes: Commissioners Janzen, Wheat  
Noes: None  
Absent: Koch  
Abstained: None

**5. New Business**

- A. Discuss and approve revised classified job description for Test Administrator**



Director Barreras presented the revised classified job description for the Test Administrator (Supplemental Help). Changes were made to allow for recruitment in the Dual Language program.

- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the revised job description Test Administrator. MOTION NO.42-2019/20, DOCUMENT NO. 34-2019/20

Ayes: Commissioners Janzen, Wheat  
Noes: None  
Absent: Koch  
Abstained: None

**B. Discuss and approve revised classified job description for Director of Health and Wellness**

- Director Barreras presented the revised classified job description for Director of Health and Wellness. Revisions were made under the Purpose Statement, Essential Functions, and Certificates/Licenses.
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the revised job description Director of Health and Wellness. MOTION NO.43-2019/20, DOCUMENT NO. 35-2019/20

Ayes: Commissioners Janzen, Wheat  
Noes: None  
Absent: Koch  
Abstained: None

**C. Discuss and approve revised classified job description for Grounds Person III**

- Director Barreras presented the revised classified job description for Grounds Person III. Revisions were made under the Reporting Structure and Essential Functions.
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the revised job description Grounds Person III. MOTION NO.44-2019/20, DOCUMENT NO. 36-2019/20

Ayes: Commissioners Janzen, Wheat  
Noes: None  
Absent: Koch  
Abstained: None

**D. Discuss and approve revised classified job descriptions for the Transportation Department – Bus Driver, Bus Driver Trainer/Dispatcher, Relief Bus Driver and Transportation Router**

- Director Barreras presented minor revisions to the job descriptions in the areas of Education, Certificates/Licenses and Continuing Education/Training.
- It was moved by Commissioner Janzen and seconded by Vice-Chair Wheat to approve the revised job descriptions Bus Driver, Bus Driver Trainer/Dispatcher,

Relief Bus Driver and Transportation Router. MOTION NO.45-2019/20,  
DOCUMENT NO. (37-40)-2019/20

Ayes: Commissioners Janzen, Wheat  
Noes: None  
Absent: Koch  
Abstained: None

## 6. Information and Reports

### A. Director's Report

- Director Barreras thanked Commissioner Wheat for attending the MUSD Classified conference. The conference committee worked diligently and with lots of collaboration and commitment, the conference was a huge success. ABC 30 news did a short highlight of the conference. The conference attendees provided feedback on conference evaluation forms and were very satisfied with the overall conference program. They did ask for more workshops for next year.
- Staff has been busy with recruitments; we have had quite a bit of vacancies with the new opening of Matilda Torres and MADTECH concurrent middle school
- The CSPCA conference is coming up in February.
- Commissioner Wheat will be attending the Merit Academy 2020.
- The NEOGOV Presentation will be moved to the March meeting so Commissioner Koch can attend.

### B. Commissioner's Report

No reports were presented.

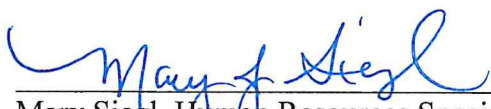
## 7. Next Regular Personnel Commission Meeting

Thursday, March 19, 2020 at 5:00 PM  
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

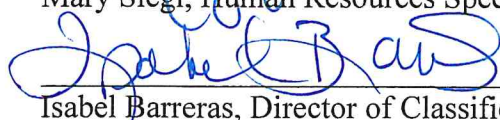
## 8. Suggested Future Agenda Items

## 9. Adjournment

Vice- Chair Wheat adjourned the Public Session at 5:18 PM.

  
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Mary Siegl, Human Resources Specialist

Date: February 04, 2020

  
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Isabel Barreras, Director of Classified HR

Date: February 04, 2020



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

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

**Meeting Date:** February 13, 2020

**Agenda Item:**

Consideration and Approval of Eligibility Lists for: Administrative Assistant V, Behavior Intervention Technician and Program Manager.

**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 remove a list, it can be done.

1. Administrative Assistant V, 2-13-20
2. Behavior Intervention Technician, 2-13-20
3. Program Manager, 2-13-20

**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:** February 13, 2020

**Agenda Item:**

Discuss and approve new classified job description for Paraprofessional - Speech and Language and Classified Salary Compensation Survey.

**Agenda Placement:**

Action

**Background:**

District Administration has presented the Personnel Commission with new duties for a classified position with the title of Paraprofessional - Speech and Language. This new job description is under the Special Services Department and will work under general supervision of a licensed Speech and Language Pathologist (SLP) and/or a credentialed classroom teacher. The Paraprofessional - Speech and Language will provide support to the instructional program within an assigned program setting with specific responsibility of assisting in the supervision, care and instruction of students who have been identified with a speech and language disorder as well as any other disabilities in a clinical setting, a general education classroom setting or in a self-contained classroom setting; assisting in implementing plans designed to develop pre-language and language skills, oral motor control for speech production, vocalization and use of assistive technology devices for communication; monitoring student behavior during non-instructional time and providing information to appropriate school personnel.

A Classified Salary Compensation Survey was conducted using the following school districts and county offices of education: Fresno County Superintendent of Schools, Fresno Unified School District, Madera County Superintendents of Schools, and McKinleyville Union School District. A comparison survey of the education, work experience, licenses and other requirements for this position was conducted and included.

This was done in accordance with the Personnel Commission Rules 3.2.2 thru 3.2.5.5; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

It is recommended that the Personnel Commission approve the new classified job description of Paraprofessional - Speech and Language and Classified Salary Recommendation of (\$30,524.00 - \$37,730.16 monthly) and/or (\$14.55 - \$18.07 hourly).



NEW

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Paraprofessional – Speech and Language

**Classification:** Classified

**Department/Site:** Special Services

**Salary Schedule:** Classified

**Reports to:** Administrator/Designee

**Salary Range:**

**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision of the licensed Speech and Language Pathologist (SLP) and/or credentialed classroom teacher. The Paraprofessional - Speech and Language will provide support to the instructional program within an assigned program setting with specific responsibility of assisting in the supervision, care and instruction of students who have been identified with a speech and language disorder as well as any other disabilities in a clinical setting, a general education classroom setting or in a self-contained classroom setting; assisting in implementing plans designed to develop pre-language and language skills, oral motor control for speech production, vocalization and use of assistive technology devices for communication; monitoring student behavior during non-instructional time and providing information to appropriate school personnel.

### ESSENTIAL FUNCTIONS

- Provides direct treatment assistance to students under the supervision of the credential Speech and Language Pathologist (SLP) and/or credentialed classroom teacher.
- Follows and implements documented treatment plans or protocols developed by the supervising Speech and Language Pathologist, the Speech and Language Assistant, or by the classroom teacher. Follows Individualized Education Programs through daily or weekly instructional plans.
- Documents students' performance (e.g. tallying data for the Speech and Language Pathologist and/or classroom teacher to utilize in; preparing charts, records, and graphs) including progress toward meeting established objectives, and reports this information to the appropriate supervisor.
- Provides instruction in the use of augmentative and alternative communication devices. Perform checks and maintenance of equipment and assist in organizing classroom activities, such as displaying educational materials and arranging furniture to facilitate instructional requirements.
- Implements behavior management programs for students as designed by certified staff, observe and report significant student behavior, behavioral patterns, and/or other data to the appropriate supervisor; assist in maintaining appropriate behavior in and out of the classroom.
- Assists with clerical duties, such as preparing materials and scheduling activities, as directed by the appropriate supervisor. Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling and laminating as needed.
- Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides under the supervision of the appropriate supervisor, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implementing IEP plans, and ensuring students success in school.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.



## **OTHER FUNCTIONS**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Speech and language disorders
- Correct English word enunciation and pronunciation, usage, spelling, grammar, punctuation, and vocabulary
- Normal speech, language and hearing development
- Oral communication, including basic linguistics
- Written communication skills
- Methods of collecting and organizing data and information
- Learning patterns in children
- Student behavior management techniques and strategies
- Learning difficulties of children with special needs
- Basic math skills
- Routine office procedures and record keeping
- Standard software applications
- Interpersonal skills using tact, patience, and courtesy

### **Skills and Abilities to:**

- Adhere to safety practices
- Operate standard office equipment including using pertinent software applications
- Prepare and maintain accurate records
- Provide effective implementation of therapy objectives
- Interact and communicate effectively with children and adults from different socioeconomic backgrounds
- Deal effectively with the behavior of students
- React with flexibility and sensitivity to changing situations and needs
- Organize and prioritize work
- Effectively carry out written and oral instructions
- Maintain cooperative working relationships with parents, staff and the public
- Maintain confidentiality of sensitive and privileged information
- Operate a computer and use standard software applications
- Oral bilingual proficiency in a second language as determined by the administration may be required

## **RESPONSIBILITY**

Responsibilities include working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others. Utilization of some resources from other work units may be required to perform the job's functions.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard-free environment.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

One year of experience in working with children with language disorders.

### **Education:**

High School Diploma or Equivalent and Completion of forty-eight units from a nationally accredited college or university, or A.A degree or higher: or passage of a local assessment test.

Supplemented by college-level courses in linguistics, speech, psychology, teaching methods, sociology, English and other related areas is preferred.

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed

### **Clearances/Certificates/Licenses**

- Valid CDL
- CPR/First Aid Certification
- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (B)

**Paraprofessional Speech and Language  
Salary Compensation Survey**

Districts	SALARY		Hourly *
	(Low to High)		
Fresno County Superintendent of Schools	\$30,442.16	\$36,978.48	\$14.27 - \$17.71
Fresno Unified School District	\$35,892.72	\$43,806.24	\$17.19 - \$20.98
Madera County Superintendent of Schools	\$27,707.76	\$33,679.44	\$13.27 - \$16.13
McKinleyville Union School District	\$28,125.36	\$36,456.48	\$13.47 - \$17.46
Total Combined:	\$122,168.00	\$150,920.64	\$58.20 - \$72.28
Total Districts (4)	4	4	4
Average of total combined divided by the total Districts:	\$30,542.00	\$37,730.16	\$14.55 - \$18.07

**NOTE:** Based on 8 hours per day, 261 days per year, 12 months per year

\*Hourly Rates



## Paraprofessional Speech and Language Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly
Fresno County Superintendents of Schools	Speech Instructional Assistant	High School Diploma, General Education Degree (GED) or State High School Proficiency Certificate. Completion of 48 semester units or an Associate Degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment. Bachelor's Degree in Communicative Disorders or Speech	Sufficient training and/or experience to demonstrate the knowledge and abilities listed above.	Valid First Aid and CPR with the first year of employment with the County Superintendent	30,422.16	36,978.48	14.57 - 17.71
Fresno Unified School District	Paraeducator - Speech	Any combination equivalent to graduation from high school, 48 college units or NCLB (No Child Left Behind) compliant with 2 years of a college credit program in Communicative Disorders; and some experience working with students with speech disorders.		First Aid Certificate; certificate of completion of CPR Training & valid CA DL	35,892.72	43,806.24	17.19 - 20.98
Madera County Superintendent of Schools	Instructional Assistant - Speech	Any combination equivalent to: graduation from high school, preferably supplemented by college-level courses in linguistics, speech, psychology, teaching methods, sociology, English, and other related areas.		Possession of a valid CA Class C Driver's license	27,707.76	33,679.44	13.27 - 16.13
McKinleyville Union School District	Speech/Language Paraprofessional	Associate of Arts Degree or higher or successful completion of NCLB Paraprofessional Certification prior to first day of employment required. Training in Language Arts/Reading is desirable. Supervision or leadership in youth activities.		First Aid and CPR certification desired	28,125.36	36,456.48	13.47 - 17.46





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

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

**Meeting Date:** February 13, 2020

**Agenda Item:**

Discuss and approve new classified job description for Speech and Language Pathologist Assistant and Classified Salary Compensation Survey.

**Agenda Placement:**

Action

**Background:**

District Administration has presented the Personnel Commission with new duties for a classified position with the title of Speech and Language Pathologist Assistant. This new job description is under the Special Services Department and will work under general supervision of a licensed Speech and Language Pathologist (SLP) and/or a credentialed classroom teacher. The Speech and Language Pathologist Assistant will be conducting various tasks/treatment interventions to assist students with speech and language and/or communicative disorders. This individual will participate and collaborate as a member of an education team by assisting in providing students' speech and language therapy services: in accordance with the Americans with Disabilities Act (ADA) and with the Individualized with Education Act (IDEA).

A Classified Salary Compensation Survey was conducted using the following school districts and county offices of education: Fresno County Superintendent of Schools, Fresno Unified School District, Madera County Superintendents of Schools, and Merced County Office of Education. A comparison survey of the education, work experience, licenses and other requirements for this position was conducted and included.

This was done in accordance with the Personnel Commission Rules 3.2.2 thru 3.2.5.5; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

It is recommended that the Personnel Commission approve the new classified job description of Speech and Language Pathologist Assistant and Classified Salary Recommendation of (\$51,891.25 - \$65,863.00 monthly) and/or (\$24.85 - \$31.54 hourly).



**NEW**

## **MADERA UNIFIED SCHOOL DISTRICT**

## **JOB DESCRIPTION**

<b>Position:</b>	Speech and Language Pathologist Assistant	<b>Classification:</b>	Classified
<b>Department/Site:</b>	Special Services	<b>Salary Schedule:</b>	Classified
<b>Reports to:</b>	Administrator/Designee	<b>Salary Range:</b>	
		<b>FLSA:</b>	Non-exempt

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### **PURPOSE STATEMENT**

Under general supervision of a licensed Speech and Language Pathologist (SLP) and/or credentialed classroom teacher. The Speech and Language Pathologist Assistant will be conducting various tasks/treatment interventions to assist students with speech and language and/or communicative disorders. Participates and collaborates as a member of an education team by assisting in providing students' speech and language therapy services: in accordance with the Americans with Disabilities Act (ADA) and with the Individualized with Education Act (IDEA).

### **ESSENTIAL FUNCTIONS**

- Provides direct speech and language therapy to students and follows documented treatment plans.
- Assists the Speech and Language Pathologist (SLP) during assessment of students including, but not limited to, assisting with formal documentation, preparing materials, and performing clerical duties for the supervising SLP based on American Speech-Language-Hearing Association (ASHA), State, and District regulations.
- Assists in facilitating meetings/communication between therapists, site staff, parents, etc. for the purpose of developing plans and/or providing information regarding student progress and goals.
- Instructs individual students for the purpose of implementing goals for remediation of speech and language deficits.
- Assists instructional personnel in the implementation of the Individual Education Plans (IEP's).
- Maintains and prepares a wide variety of manual and electronic materials (e.g. charts, logs, records and/or reports) for the purpose of documenting activities, providing written reference, conveying information; and/or complying with mandated.
- Maintains augmentative communication devices and equipment for the purpose of ensuring availability of required tools.
- Participates in parent/teacher meetings, in-service trainings for the purpose of receiving or conveying information related to job responsibilities.
- Provides service in a variety of settings including but not limited to, therapeutic setting, general education classroom and/or self-contained classroom.

### **OTHER FUNCTIONS**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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

#### **Knowledge of:**

- Speech and Language Pathology

- Special Education Information System (SEIS) including assisting with the preparation and printing of the Individualized Education Program paperwork
- Effective student management techniques
- Equipment, materials and procedures
- Normal speech language and hearing development
- Language disorders and rehabilitation
- Articulation disorders and rehabilitation
- Acquired disorders and rehabilitation
- Learning patterns in children
- Student behavior management techniques and strategies
- Learning difficulties of children with special needs
- Correct English word enunciation and pronunciation, usage, grammar, spelling, punctuation, vocabulary
- Written communication skills
- Basic math skills
- Routine office procedures and record keeping
- Standard software applications

**Skills and Abilities to:**

- Work and communicate with students at all academic levels.
- Adhere to safety practices
- Operate standard office equipment including using pertinent software applications
- Maintain accurate records
- Interact and communication effectively with children and adults from different cultural and socioeconomic backgrounds
- Deal effectively with children and adults from different cultural and socioeconomic backgrounds
- Deal effectively with the behavior of students
- React with flexibility and sensitivity to changing situation and needs
- Organize and prioritize work
- Effectively carry out written and oral instructions
- Establish and maintains cooperation and effective working relationships with staff, parents and the public
- Operate a computer and use standard software applications
- Oral bilingual proficiency in a second language as determined by the administration may be required

**RESPONSIBILITY**

Responsibilities include working under the direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard-free environment.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

One year of experience working with children with language disorders.

*One year of clinical work experience may be substituted for up to 6 months of work experience.*

### **Education:**

High School Diploma or Equivalent and an Associate of Arts Degree in Speech and Language Pathology or Communication Disorders and/or graduation from a Speech and Language Pathology Assistant Certificate Program.

*A Bachelor's Degree in Speech and Language Pathology or Communicative Disorders may be substituted for the required Associate of Arts Degree in Speech and Language Pathology or Communication Disorders.*

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed

### **Clearances/Certificates/Licenses**

- CPR/First Aid
- Current registration as a Speech and Language Pathology Assistant (SLPA) issued by the California Speech-Language Pathology and Audiology Board
- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (B)

# Speech Language Pathologist Assistant

## Salary Compensation Survey

Districts	SALARY		Hourly *
	(Low to High)		
Fresno County Superintendent of Schools	\$53,700.00	\$65,280.00	\$25.72 - \$31.26
Fresno Unified School District	\$53,327.52	\$64,999.44	\$25.54 - \$31.13
Madera County Superintendent of Schools	\$47,334.96	\$60,426.72	\$22.67 - \$28.94
Merced County Office of Education	\$53,202.24	\$72,745.92	\$25.48 - \$34.84
Total Combined:	\$207,564.72	\$263,452.08	\$99.41 - \$126.17
Total Districts (4)	4	4	4
Average of total combined divided by the total Districts:	\$51,891.25	\$65,863.00	\$24.85 - \$31.54

**NOTE:** Based on 8 hours per day, 261 days per year, 12 months per year

\*Hourly Rates



## Speech Language Pathologist Assistant Comparison Survey

District	Title	Education/Experience Combined	Experience	Licenses and other Requirements	Begin Salary	Ending Salary	Hourly
Fresno County Superintendent of Schools	Speech Language Pathology Assistant	High School Diploma or equivalency. Associate's Degree in Speech Language Pathology Assistant Program from an accredited institution or Bachelor's degree in Communicative Disorders or Speech Language Pathology.	Sufficient training and experience to demonstrate the knowledge and abilities listed above. Speech Language Pathology Assistant experience in an educational or clinical setting is preferred.	Registered as a Speech Language Pathology Assistant in the state of California. Valid CPR, First Aid, Non-Violent Crisis Prevention Intervention Certificate issued by an authorized agency within 1 year of the date of hire.	53,700.00	65,280.00	25.72 - 31.26
Fresno USD	Speech Language Pathologist Assistant	Associate of Arts Degree in an accredited Speech Language Pathology Assistant (SLPA) Program or a Bachelor's Degree in Speech Language Pathology or Communicative Disorders Program.	Successful completion of a minimum of 100 hours supervised field work experience or its clinical experience equivalent and demonstration of competency in the skills required of SLPA.	Current registration as a Speech Language Pathology Assistant (SLPA) issued by the California Speech Language Pathology and Audiology Board.	53,327.52	64,999.44	25.54 - 31.13
Madera County Superintendent of Schools	Speech/Language Pathologist Assistant	Any combination equivalent to: graduation from a high school and Associate Degree in and/or graduation from a Speech/Language Pathology Assistant Program or Bachelor's Degree in Speech/Language Pathology or Communicative Disorders.		Current registration with the State of California Department of Consumer Affairs Board of Speech/Language Pathology and Audiology at the time of appointment and must maintain current registration throughout employment in this classification.	47,334.96	60,426.72	22.67 - 28.94
Merced County Office of Education	Speech Language Pathology Associate	Bachelor's Degree in Speech and language Pathology or Communicative Disorders.	1 year of experience working with children. 1 year of clinical experience is preferred.	Must have a valid license as a Speech Language Pathology Assistant from the Department of Consumer Affairs Speech Language Pathology & Audiology & Hearing Aid Dispensers Board.	53,202.24	72,745.92	25.48 - 34.84





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

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

**Meeting Date:** February 13, 2020

**Agenda Item:**

Consideration and approval of the revised classified job descriptions of Bus Driver and Relief Bus Driver.

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward one minor change to the job descriptions of Bus Driver and Relief Bus Driver. The minor change is highlighted in red under the area of Experience. The 6 months of experience is no longer required because the completion of a school bus driver training course as required by law is sufficient.

This was done in accordance with Personnel Commission Rules 3.2.3. Class Specification and changes to the minimum qualifications.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description of Bus Driver and Relief Bus Driver.

## REVISED

### MADERA UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

**Position:** Bus Driver  
**Department/Site:** Transportation  
**Reports to:** Director of Transportation

**Classification:** Classified  
**Schedule:** Classified  
**Salary Range:**  
**FLSA:** Non - exempt

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#### **PURPOSE STATEMENT**

The job of Bus Driver was established for the purpose/s of providing support for the educational process with specific responsibilities for transporting students over scheduled regular and/or special needs bus routes and/or to/from special excursions; ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

#### **ESSENTIAL FUNCTIONS**

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Attends unit meetings, in-service training and workshops for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicles.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school buses for the purpose of transporting passengers primarily over scheduled routes to and from in a safe and timely manner.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, fuel, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

#### **OTHER FUNCTIONS**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. The Relief Bus Driver will be excluded from all trip rotation lists.

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

##### **Knowledge of:**

- Basic math, including calculations using fractions, percents, and/or ratios; job conditions
- Write documents following prescribed formats, and/or present information to others

- Emergency evacuation techniques
- Area streets and locations
- Basic vehicle maintenance
- Health standards and hazards
- Pertinent codes, policies, regulations and/or laws
- Safe driving practices and procedures
- Utilization of wheelchairs, tie downs, child safety seats, lifts etc. (by assignment)

#### **Skills and Abilities to:**

- Adhere to safety practices
- Administer first aid
- Analyze situations to define issues and draw conclusions
- Apply pertinent codes, policies, regulations and/or laws
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Schedule activities, meetings, and/or events, gather and/or collate data; and use job-related equipment
- Flexibility is required to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups
- Work with similar types of data; and utilize job-related equipment
- Problem solve to identify issues and create action plans
- Problem solve with data requires independent interpretation of guidelines; and problem solve with equipment is moderate
- Be attentive to detail
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Exercise sound judgment
- Maintain an understanding of the special needs of students and their parents
- Maintaining confidentiality
- Work with constant distractions

#### **RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

#### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

#### **MINIMUM QUALIFICATIONS**

##### **Experience:**

~~Six months experience, and~~ Completion of a school bus driver training course as required by law.

**Education:**

High School diploma or equivalent.

**Required Testing:**

- Pre-employment Proficiency Test
- Pre-employment Physical exam

**Continuing Education/Training**

- Maintain as needed

**Certificates/Licenses**

- Valid California School Bus Driver Certificate
- Valid California Commercial Drivers License with P and S endorsements
- First Aid Certificate or passage of California Highway Patrol (CHP) First Aid Test
- Medical Examiner's Certificate

**Clearances**

- FBI/ DOJ Background Clearance
- TB Clearance
- Physical Demands (F)



**MADERA UNIFIED SCHOOL DISTRICT**

**JOB DESCRIPTION**

**Position:** Relief Bus Driver

**Classification:** Classified

**Department/Site:** Transportation

**Schedule:** Classified

**Reports to:** Director of Transportation

**Salary Range:**

**FLSA:** Non - exempt

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**PURPOSE STATEMENT**

The job of Relief Bus Driver was established for the purpose of providing support for the educational process with responsibilities specific to transporting students primarily over scheduled routes for home to school transportation, ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses. *The primary difference between this position and the Bus Driver classification is that the Relief Bus Driver does not have a regularly assigned route.*

**ESSENTIAL FUNCTIONS**

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Attends unit meetings, in-service training and workshops for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school buses for the purpose of transporting passengers primarily over scheduled routes to and from in a safe and timely manner.
- Monitors students and other passengers during transit for ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, fuel, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Responds to inquiries from students, parents, and/or staff for providing the necessary information regarding transportation services.

**OTHER FUNCTIONS**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit. The Relief Bus Driver will be excluded from all trip rotation lists.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Basic math, including calculations using fractions, percents, and/or ratios; job conditions



- Write documents following prescribed formats, and/or present information to others
- Emergency evacuation techniques
- Area streets and locations
- Basic vehicle maintenance
- Health standards and hazards
- Pertinent codes, policies, regulations and/or laws
- Safe driving practices and procedures
- Two way radio communication
- Utilization of wheelchairs, tie downs, child safety seats, lifts etc. (by assignment)

#### **Skills and Abilities to:**

- Adhere to safety practices
- Administer first aid
- Analyze situations to define issues and draw conclusions
- Apply pertinent codes, policies, regulations and/or laws
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Schedule activities, meetings, and/or events, gather and/or collate data; and use job-related equipment
- Flexibility is required to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups
- Work with similar types of data; and utilize job-related equipment
- Problem solve to identify issues and create action plans
- Problem solve with data requires independent interpretation of guidelines; and problem solve with equipment is moderate
- Be attentive to detail
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Exercise sound judgment
- Maintain an understanding of the special needs of students and their parents
- Maintaining confidentiality
- Work with constant distractions

#### **RESPONSIBILITY**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

#### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment. Relief Bus Drivers are exposed to fumes, chemicals, outdoor conditions and vibration.

#### **MINIMUM QUALIFICATIONS**

**Experience:**

~~Six months experience,~~ and Completion of a school bus driver training course as required by law.

**Education:**

High School diploma or equivalent.

**Required Testing:**

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

**Continuing Education/Training**

- Maintain as needed

**Certificates/Licenses**

- Valid California School Bus Driver Certificate
- Valid California Commercial Driver's License with P and S Endorsements
- Medical Examiner's Certificate
- First Aid Certificate or passage of California Highway Patrol (CHP) First Aid Test

**Clearances**

- FBI/ DOJ Background Clearance
- TB Clearance
- Commercial Medical Examination Card
- Physical Demands (F)



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

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

**Meeting Date:** February 13, 2020

**Agenda Item:**

Consideration and approval of the revised classified job description for School Safety Officer.

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward some revisions to the job description for the School Safety Officer. The changes to the job description are in the areas of Essential Functions, Education, Certificates and Licenses. These changes will bring the job description up to date. In addition, these changes will facilitate the recruitment process by attracting a larger pool of qualified applicants.

This was done in accordance with Personnel Commission Rules 3.2.3. and 3.2.3.4, Class Specification and changes to duties performed.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description of School Safety Officer as presented.



REVISED

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

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** School Safety Officer  
**Department/Site:** Security Services  
**Reports to:** Site Administrator or Designee

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:**  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

The job of School Safety Officer was established for the purpose/s of providing support to the instructional process with specific responsibilities for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquires; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

### ESSENTIAL FUNCTIONS

- Collaborates with community agencies (e.g. law enforcement, courts, mental health, etc.) for the purpose of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Conducts and monitors fire drills, lock downs and other emergency procedure drills for the purpose of complying with established guidelines.
- Escorts students, school personnel and/or visitors for the purpose of providing direction, ensuring safety and providing site security.
- Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Monitors student behavior during and between assigned periods and at student events (e.g. lunch room, classrooms, detention, dances, home games, 'time outs,' etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Participates in unit meetings, in-service training, workshops, hearings, etc. (e.g. court hearings, expulsion hearings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing visibility, maintaining security and deterring criminal activities.
- Prepares written materials (e.g. incident reports, referrals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or city police for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.

- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from students and parents regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.
- Transports students (e.g. juvenile hall, etc.) for the purpose of ensuring the individual's arrival to specific destination.
- Builds positive student relationships and assists students with conflict resolutions and strategies.
- Accompanies and assists Administration on Home visits
- Conducts student home verifications.
- Mentors students regarding behavior and attendance issues and provides positive support.

### **OTHER FUNCTIONS**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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

#### **Knowledge of:**

- Basic Math
- Health standards and hazards
- Safety practices and procedures

#### **Skills and Abilities to:**

- Adhere to safety practices
- Operate standard office equipment including software
- Prepare and maintain accurate records
- Speak clearly
- Analyze situations to define issues and draw conclusions
- Schedule activities
- Gather and/or collate data
- Use basic job-related equipment
- Work with others in a wide variety of circumstances
- Work with data utilizing specific, defined processes
- Operate equipment using standardized methods
- Work with a diversity of individuals and/or groups
- Work with a variety of job-related equipment
- Analyze issues and create action plans
- Problem solve with data which frequently requires independent interpretation of guidelines
- Adapt to changing work priorities
- Communicate with diverse groups
- Maintain confidentiality
- Work as part of a team
- Set priorities
- Work with frequent and sustained interruptions

- Understand written procedures
- Write routine documents
- Work with frequent and sustained interruptions

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision 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 may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Two years of experience working with youth and adults in an organized setting as an employee with a focus on law enforcement or security work.

### **Education:**

High school diploma or equivalent. **SB 1626 certificate must be completed within 12 months from the date of hire.**

### **Required Testing:**

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

### **Continuing Education/Training**

- SB 1626 Certificate
- Mandated and Annual Training

### **Certificates/Licenses**

- ~~Pepper spray certification~~
- ~~Arrest/Control Techniques (ACT),~~
- First Aid & CPR Certification.
- Valid CDL
- ~~SB 1626 Certificate~~

### **Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (E)





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

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

**Meeting Date:** February 13, 2020

**Agenda Item:**

Consideration and approval of the revised classified job description for School Safety Officer Lead

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward some revisions to the job description for the School Safety Officer Lead. The changes to the job description are in the areas of Reporting Structure, Essential Functions, Education, Certificates and Licenses. These changes will bring the job description up to date. In addition, these changes will facilitate the recruitment process by attracting a larger pool of qualified applicants.

This was done in accordance with Personnel Commission Rules 3.2.3. and 3.2.3.4, Class Specification and changes to duties performed.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised classified job description School Safety Officer Lead as presented.

REVISED

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

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position:</b>	School Safety Officer Lead	<b>Classification:</b>	Classified
<b>Department/Site:</b>	Security Services	<b>Salary Schedule:</b>	Classified
<b>Reports to:</b>	Director of Student Services or Designee	<b>Salary Range:</b>	
	Safety and Security Manager or Site Administrator	<b>FLSA:</b>	Non-exempt

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### PURPOSE STATEMENT

The job of School Safety Officer Lead was established for the purpose of assisting school personnel with student control as needed to ensure school safety and lead other campus security activities at the secondary level.

### ESSENTIAL FUNCTIONS

- Coordinate, as directed, the supervision of students while coming onto, moving around, parking and leaving both on-campus and off-campus school activities.
- Direct safety officer response to incidents as instructed, necessary or when no longer appropriate for contact officer to be primary.
- Work with students and staff to provide information and support.
- Review reports for correct grammar and content, as directed.
- Review and maintain records as needed for program management and legal compliance, as directed.
- Work with school administration, while following the chain of command to manage the activities of the school in a way that maximizes school safety.
- Lead school safety officers on large and/or major incidents or as directed
- Compile site and/or security documents and statistics for presentations to Supervisor, as directed.
- ~~May be required to act as OIC (Officer in Charge) in absence of Safety Officer Supervisor.~~
- Collaborate with Administration regarding any changes in policy and/or required trainings for Safety Officers.
- Builds positive student relationships and assists students with conflict resolutions and strategies.
- Accompanies and assists Administration on Home visits
- Conducts student home verifications.
- Mentors students regarding behavior and attendance issues and provides positive support.

### OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Conflict resolution techniques appropriate to deter situations from escalating.
- Law related to minors and educational settings
- Current community activities (ex: gangs, agency programs, services, etc.)
- Justice system as it relates to students or criminal/civil activity in the school environment.

**Skills and Abilities to:**

- Work with sensitivity with various ethnic, cultural, gender, age and beliefs of students and teachers.
- Maintain an even temperament and emotional control at all times.
- Evaluate any situation for potential security issues.
- Maintain appropriate confidentiality about the status of students, staff, and school.
- Work with students in a way that builds trust and esteem by remembering student's names, communicating expectations clearly, and acknowledging unique differences.
- Understand, implement, and give oral and written instructions in English.
- Contribute to successful fulfillment of the District Mission.
- Conduct responsibilities of the position based on information and instructions provided in English.
- Learn and appropriately apply District policies and procedures and other regulations related to the position.
- Learn and apply current technology to assigned duties.

**RESPONSIBILITY**

Responsibilities include working under limited supervision 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 may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; significant lifting, carrying, pushing, and/ or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/ or illness.

**MINIMUM QUALIFICATIONS****Experience:**

Two years of experience as a MUSD School Safety Officer

**Education:**

High school diploma or equivalent. Security and/or law enforcement training courses desired. 832 P.C. Arrest and Control, Interview and Interrogation.

**Required Testing:**

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

**Continuing Education/Training**

- SB 1626 Certificate
- Mandated and Annual Training

**Certificates/Licenses**

- Valid California Driver's License
- ~~Pepper spray certification~~
- ~~Arrest and Control or 832 P.C.~~



- MUSD's District Driver's Authorization
- CPR/First Aid certificate

**Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (E)