

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

**AGENDA**  
Regular Meeting  
Wednesday, March 15, 2023  
4:30 PM Public Meeting

**THIS IS MEETING WILL BE HELD AT**  
**1902 Howard Road**  
**Madera, CA 93637**  
**and**

**COMMISSIONER HERNANDEZ WILL PARTICIPATE FROM THE**  
**FOLLOWING TELECONFERENCE LOCATION PURSUANT TO**  
**GOVERNMENT CODE SECTION 54953(b)(2),**  
**all action taken during this teleconferenced meeting shall be by roll**  
**call vote.**

**Hyatt Regency Washington on Capitol Hill**  
400 New Jersey Avenue, NW  
Washington, D.C. 20001 United States

**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, you may do so in two ways:

**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 the minutes from Thursday, February 15, 2023, Regular Meeting
- B. Consideration and approval of Eligibility List/s for:
  - 1. Child Nutrition Assistant I -Open/Competitive
  - 2. Registrar - High School – Open/Competitive/Promotional

**5. New Business**

- A. Discuss and approve the proposed new job class description and salary recommendation for Expanded Learning Program Manager
- B. Discuss and approve the new classified supplemental help job descriptions for the Department of Visual and Performing: Instrument Repair Assistant, Music Tutor, Music Tutor Assistant, Performance Piano Accompanist, and Visiting Artist
- C. Discuss and approve the proposed new job classification and salary recommendation for Student Event Supervisor

**6. Information and Reports**

- A. Classified Quarterly Award Presentation
- B. Director's Report
- C. Commissioner's Report

**7. Next Regular Personnel Commission Meeting**

Wednesday, April 26, 2023 at 4:30 pm  
Madera Unified School District Office – Board Room  
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 294 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:** March 15, 2023

**Agenda Item:**  
Consideration and approval of the Minutes from February 15, 2023 Regular Meeting

**Agenda Placement:**  
Consent

**Background:**  
Approval of Minutes from the February 15, 2023 Regular Meeting.

**Recommendation:**  
It is recommended that the Personnel Commission approve the Minutes from the February 15, 2023 Regular Meeting.

Attachments: February 15, 2023 Regular Meeting Minutes

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, February 15, 2023 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California, on Thursday, January 19, 2023 at 4:30 p.m.

**Roll Call**

David Hernandez, Personnel Commission Chair  
Fran Wheat, Personnel Commissioner Vice-Chair (arrived at 4:43pm)  
Philip Janzen, Personnel Commissioner

Isabel Barreras, Director Classified Human Resources  
Mary Siegl, Personnel Specialist Lead  
Alejandra Venegas-Chaves, Personnel Specialist

Joe Aiello, Assistant Superintendent of Human Resources  
Vicky Zamora, CSEA 1<sup>st</sup> Vice President

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**1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**

- Commissioner Hernandez called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.

**2. Adoption of the Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the Agenda. MOTION NO. 50-2022/23.  
Ayes: Commissioners: Janzen and Hernandez  
Noes: None  
Absent: Wheat  
Abstained: None

**3. Communications**

- Susan Hansen, LMT at Berenda Elementary School expressed her interest in hearing an update regarding the Classification Study
- Director Barreras indicated she would be providing information regarding the Study during her Director's Report.

**4. Adoption of the Consent Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the consent agenda. MOTION NO. 51 - 2022/23.  
Ayes: Commissioners: Janzen and Hernandez  
Noes: None  
Absent: Wheat  
Abstained: None

**5. New Business**

**A. Discuss and approve the revised job classification with a proposed change in title to Administrative Specialist**

- Director Barreras presented the District’s request to revise the job description title for Professional Learning Trainer to Administrative Specialist. No other changes were made other than the job classification title.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification with a change in title from Professional Learning Trainer to Administrative Specialist. MOTION NO. 52-2022/23, DOCUMENT NO. 33-2022/23

Ayes: Commissioners: Janzen and Hernandez  
Noes: None  
Absent: Wheat  
Abstained: None

**B. Discuss and approve the revised job classification with a proposed change in title to Assessment Technician**

- Director Barreras presented the District’s request revise the job description for Curriculum and Assessment Technician and change the job title to Assessment Technician.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification and title for Assessment Technician. MOTION NO. 53-2022/23, DOCUMENT NO. 34-2022/23

Ayes: Commissioners: Janzen and Hernandez  
Noes: None  
Absent: Wheat  
Abstained: None

**C. Discuss and approve the proposed new job class description and salary recommendation for Director of Athletics and Community Activities**

- Director Barreras presented the District’s request to create a new job class description for the position of Director of Athletics and Community Activities. This position will be under the general director of the Assistant Superintendent of School Leadership and will direct, plan, coordinate and lead all after school athletic programs and community activities. A salary survey compared the position with MUSD’s Director of District Athletics and recommended salary range 31(\$113, 399 - \$145,169 yearly) on the Classified Management Salary Schedule.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the new job classification for Director of Athletics and Community Activities and recommendation Classified Management Salary range 31. MOTION NO. 54-2022/23, DOCUMENT NO. 35-2022/23

Ayes: Commissioners: Janzen and Hernandez  
Noes: None  
Absent: Wheat  
Abstained: None

**D. Discuss and approve the proposed new job class description and recommended salary recommendation for Human Resource - Benefits Technician**

**D. Discuss and approve the proposed new job class description and recommended salary recommendation for Human Resource - Benefits Technician**

- Director Barreras presented the District’s request to create a new job class description for Human Resource – Benefits Technician. A salary survey was conducted for the position and Classified range 30 (\$46,103 - \$60,322 yearly) was recommended.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the new job classification Human Resource- Benefits Technician and salary survey recommendation Classified Salary range 30 ( (\$46,103 - \$60,322 yearly). MOTION NO. 55-2022/23, DOCUMENT NO. 36-2022/23

Ayes: Commissioners: Janzen and Hernandez  
Noes: None  
Absent: Wheat  
Abstained: None

**E. Discuss and approve the revised job classification with a proposed change in title to Senior Human Resource Specialist–Credentials**

- Commissioner Wheat arrived at 4:43pm and was present for the discussion of item E.
- Director Barreras presented the District’s request to revise the job description for Human Resources Specialist – Lead to Senior Human Resources Specialist – Credentials. No salary survey was conducted, as this position will be reviewed as part of the Classification and Compensation study.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised job classification Senior Human Resource Specialist – Credentials. MOTION NO. 56-2022/23, DOCUMENT NO. 37-2022/23

Ayes: Commissioners: Janzen, Hernandez and Wheat  
Noes: None  
Absent: None  
Abstained: None

**F. Discuss and approve the proposed new job classification and salary Recommendation for Special Services Specialist**

- Director Barreras presented the District’s request to establish a new job class description for Special Services Specialist. The position will create a career ladder pathway with the Department of Special Services and be the second- level classification above the Special Services Technician position. A salary survey was conducted for the position and Classified range 38 (\$53,265 - \$70,073 yearly) was recommended.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new job classification Special Services Specialist and the salary recommendation of Classified range 38 (\$53,265 - \$70,073 yearly). MOTION NO. 57-2022/23, DOCUMENT NO. 38-2022/23

Ayes: Commissioners: Janzen, Hernandez and Wheat  
Noes: None  
Absent: None  
Abstained: None

**6. Informational and Reports**

worked diligently these past years on developing distinguished classified professional development programs and yearly conferences.

- Director Barreras reported the Personnel Commission office continues to keep busy with recruitments and drafting new job descriptions and salary surveys. We are trying to meet our goal of completing all job descriptions, recruiting and hiring before July 1, 2023.
- Director Barreras reported that the Consultants are still working on finalizing Phase 4 – the salary study portion of the Classification and Compensation Study. She will update the Commissioners as soon as possible.
- Director Barreras reported that the job fair held on February 2, 2023 at the Workforce Investment Center was well attended by nearly 200 participants. Some participants were able to apply on the spot. Since the job fair the Personnel Commission office has received over 100 applications for full- time, part- time and temporary positions and applications are still coming in daily. We also had a Job Fair on February 6<sup>th</sup> at the Madera Superintendents of School and we were able to pick up a few more applicants.
- The Madera Adult School has put together a tutorial class to prepare applicants to pass the MCSOS Paraprofessional test for certification. The first workshop is scheduled on February 28<sup>th</sup>. This is a great opportunity for those potential individuals wanting to work as a Paraprofessional for MUSD.
- Director Barreras reported that the 2023 Classified Conference planning is going well and she will provide more information on the workshop topics next month.
- Director Barreras has scheduled three Cohort Workshops for the Classified Employee Teacher Grant recipients. The first workshop is this Saturday, February 18, 2023 from 9am to 12pm. The other workshops will be in March and April.
- Director Barreras reported that the District has authorized an additional staff member for the Personnel Commission. A full time Administrative Assistant V is authorized to start on July 1<sup>st</sup>. She thanked Mr. Aiello for helping to advocate for this.

#### **B. Commissioner's Report**

- Commissioner Wheat reported that she had a great time at the CSPCA Conference. She learned a lot; the speakers were outstanding and it was nice to have Trustee Mendoza present as well. She was proud to represent Madera Unified.
- Commissioner Hernandez also commented on the CSPCA Conference in Long Beach from January 22-24<sup>th</sup>. He gave accolades to Director Barreras and PC staff for representing Madera Unified and receiving the Innovation Award.

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

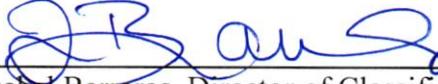
- Wednesday, March 15, 2023 at 4:30 pm  
Madera Unified School District Office - Boardroom  
1902 Howard Road  
Madera, California 93637

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

- No suggestions were made.

**9. Adjournment**

- Commissioner Hernandez adjourned the meeting at 5:01 pm.

  
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Isabel Barreras, Director of Classified HR

Date: February 16, 2023



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** March 15, 2023

**Agenda Item:**

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

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists has 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. Child Nutrition Assistant Open/Competitive
2. Registrar High School - Open/Competitive/Promotional

**Recommendation:**

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

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** March 15, 2023

**Agenda Item:**

Discuss and approve the proposed new job class description and recommended salary recommendation for Expanded Learning Program Manager

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for Expanded Learning Program Manager. This job classification is under the general direction of the Director of State and Federal Programs. The Expanded Learning Program Manager will assist the Department of State and Federal Programs in the implementation of Initiatives and projects for expanded learning across multiple schools. The incumbent will be responsible for grant funds oversight and developing/implementing strategies to ensure financial, programmatic, and operational sustainability; will further support the planning, organizing, coordinating, and implementation of the Expanded Learning Programs. The incumbent in this classification also provides leadership in the implementation of expanded learning programs in support of the State and Federal programs Department, which directly support student learning and achievement.

**Salary Survey**

A salary survey, attached, was conducted by using the following school and community college districts as an external market for comparison:

- Central USD
- Clovis USD
- Fresno USD
- Merced City SD
- Merced UHSD
- Stockton USD
- Visalia USD

Of the seven school districts surveyed, six districts had positions which were reviewed for the purpose of establishing an external salary comparison. All positions were considered good comparisons for Expanded Learning Program Manager position and were sufficient matches on which 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 vary from that of MUSD's salary schedule structure. Based on that, in comparing the calculated annual amounts to Madera's salary schedule, finds the closest match at Supervisory Salary Range 11 (\$85,065 - \$108,534 yearly).

This information and proposal have been compiled in accordance with California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9., which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

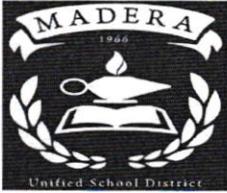
**Recommendation:**

It is recommended that the Personnel Commission approve the proposed job class description with title of Expanded Learning Program Manager and salary recommendation as listed on the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Expanded Learning Program Manager	New	SR 11 (\$85,065 - \$108,534 yearly) on the 2022/2023 Classified Supervisory Salary Schedule

Attachments:

Job Class Descriptions and Salary Survey: Expanded Learning Program Manager



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

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

<b><u>NEW PROPOSED CLASSIFICATION TITLE:</u></b> <b><u>EXPANDED LEARNING PROGRAM MANAGER</u></b>	
<b>DEPARTMENT/SITE:</b> State and Federal Programs	<b>SALARY SCHEDULE:</b> Classified Supervisory
	<b>SALARY RANGE:</b> TBD
	<b>WORK CALENDAR:</b> 261 Days
<b>REPORTS TO:</b> Director of State and Federal Programs	<b>FLSA:</b> Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of State and Federal Programs, the Expanded Learning Program Manager will assist the Department of State and Federal Programs in the implementation of Initiatives and projects for expanded learning across multiple schools. The incumbent will be responsible for grant funds oversight and developing/implementing strategies to ensure financial, programmatic, and operational sustainability; will further support the planning, organizing, coordinating, and implementation of the Expanded Learning Programs. The incumbent in this classification also provides leadership in the implementation of expanded learning programs in support of the State and Federal programs Department, which directly support student learning and achievement.

**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.*

- Achieves defined objectives by implementing and maintaining services in compliance with established guidelines.
- Attends required training and meetings as requested.
- Accountable for knowing the California State and Federal regulations/guidelines related to program operations.
- Acts as an intermediary with community partners, vendors, and stakeholders.
- Assists in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies, and procedures.
- Assists the Director of State and Federal programs in developing, monitoring, and maintaining multiple budgets, coordinating with purchasing in creating MOU's service agreements and contracts with community partners and vendors.
- Assists with evaluating budgetary and financial data as assigned to ensure expenditures are in accordance with established limitations.
- Collaborates with the finance department to complete monthly budget reconciliations.
- Communicates with parents/guardians through a variety of means.

MUSD BOARD APPROVED:  
 Month da, Year  
 MOTION NO. ##-####/##  
 DOCUMENT NO. ##-####/##

- Complies with schedules, policies, regulations, orders, and directives of the Superintendent of Madera Unified School District.
- Consults with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Manages all Expanded Learning Programs operations ensuring grant compliance with state and federal laws/regulations, including employee time and effort.
- Participate in all necessary systems to support the after-school program activities including recordkeeping, data collection, and maintaining assessment results.
- Provides professional development to afterschool program staff to ensure district and grant compliance and foster exemplary practice.
- Plans, organizes, coordinates, and implements the operations and activities of assigned Expanded Learning Programs.
- Prepares, maintains and submits accurate records, reports, files, and documentation as assigned or required.
- Prepares and delivers instructional materials throughout the District.
- Communicates with parents/guardians through a variety of means.
- Researches monitors and writes federal, local, and state grants in accordance to District policies and regulations.
- Supervises and evaluates the performance of all assigned personnel.
- Supports the instructional process with specific responsibilities for managing assigned programs and services.
- Supports the planning, organizing and implementing of the operations and activities of assigned programs, functions, or instructional areas to enhance the educational effectiveness, and efficiency of the Madera Unified School District.
- Supports the work of Expanded Learning program partners and personnel.
- Trains and provides work direction and guidance to assigned personnel; assigns duties and reviews work to ensure accuracy and completeness.
- Works collaboratively and maintain effective working relations with other in the course of work in assigned area.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

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

*(At time of application)*

### **Knowledge of:**

- State and Federal laws, regulations, and codes applicable to Expanded Learning
- Group leadership and facilitation skills
- District organization, operations, policies, and procedures
- Leadership skill in facilitating group processes
- Oral and written communication skills
- Maintaining and inventorying supplies for afterschool 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 in difficult situations and create solutions to promote compromise
- Think outside the box and develop new methods or solutions inspiring 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 situation
- 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, school, 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 department staff members; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource 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 time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

A Bachelor's Degree from an accredited college or university with a major in Education, Liberal Studies, Business Administration; or a closely related field.

**EXPERIENCE REQUIRED:**

Three (3) years of experience in working in Expanded Learning Programs, supervising, evaluating programs, and employees; with at least two (2) years of experience in budget analysis.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver’s License.

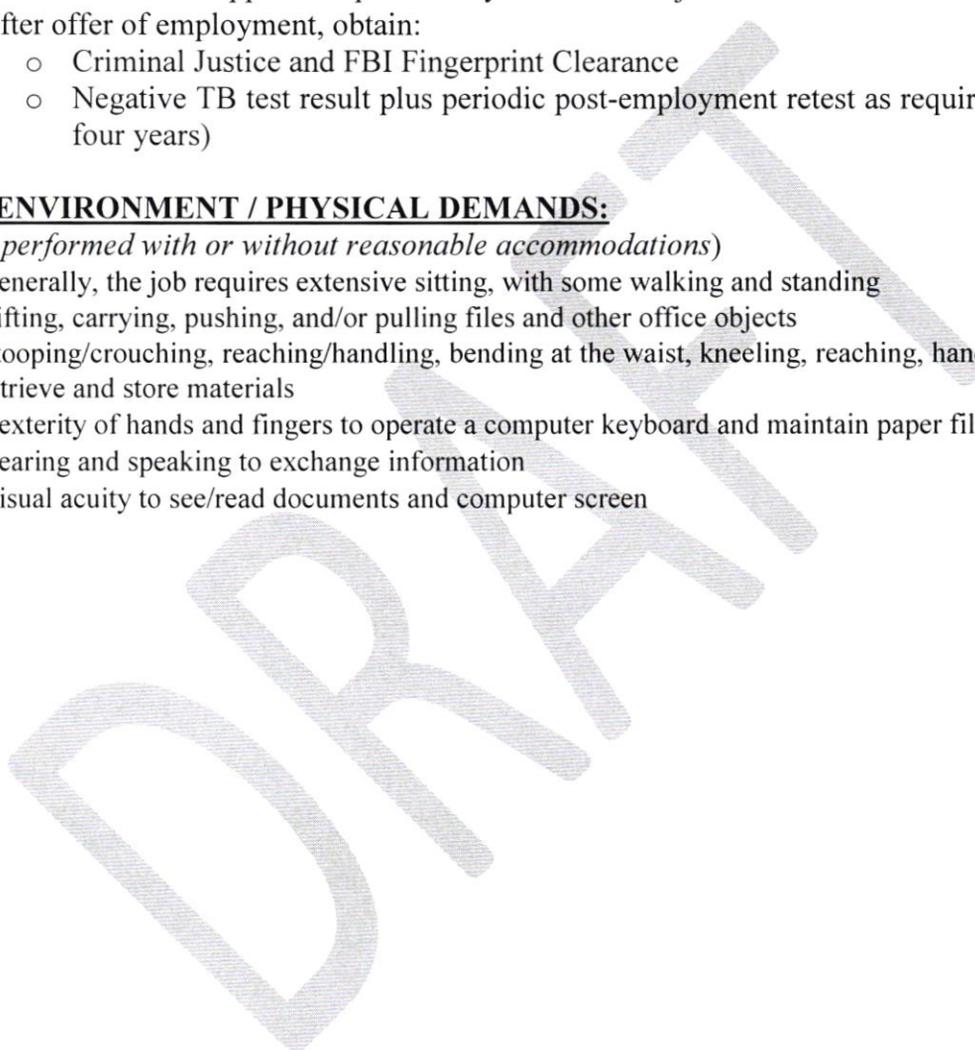
**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After 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 EXPANDED LEARNING PROGRAM MANAGER  
Madera Unified School District**

<b>DISTRICT</b>	<b>JOB TITLE</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>LICENSES / CERTIFICATES</b>	<b>STEP 1</b>	<b>MAX STEP</b>
<b>Madera USD</b> (K-12) <i>21,148</i>	<b>Expanded Learning Program Manager</b>	Bachelor's degree from an accredited college or university with a major in Education, Liberal Studies, Business Administration or a closely related field	Three (3) years of experience in working in expanded learning programs, supervising and evaluating programs and employees. Three years of experience in budget analysis	Valid California Driver's license	<b>STBD</b>	<b>STBD</b>
<b>Central USD</b> (K-12) <i>15,841</i>	<b>Campus Connection Manager</b>	BA degree from an accredited college or university with major course work in education or a related field required	Any combination of education and experience which in the District's discretion is equivalent to:  BA degree from an accredited college or university with major course work in education or a related field required Four years of increasingly responsible experience in administrative, supervisory or management position involving planning and preparation of child care programs	Valid California Driver's license	<b>\$69,019</b> Mgt Schedule	<b>\$83,892</b>
<b>Clovis USD</b> (K-12) <i>43,654</i>	<b>After School Education and Safety (ASES) Program Supervisor</b>	Hold a B.A. degree from an accredited college or university with an emphasis in education; three semester units or equivalent quarter units in administration or staff relations and two units of adult supervision	Additional experience may substitute for higher education	Valid California Driver's license	<b>\$64,415</b> Classified Mgt Grade 120	<b>\$78,237</b>
<b>Fresno USD</b> (K-12) <i>73,381</i>	<b>Coordinator I, Extended Learning</b>	Bachelor's degree	Three (3) years increasingly responsible supervisory and/or management or related experience in area of specialty, experience in pupil personnel	Valid California driver's license	<b>\$84,859</b> Mgt Range E20	<b>\$103,147</b>

**Salary Comparison Survey for EXPANDED LEARNING PROGRAM MANAGER  
Madera Unified School District**

			services and teaching experience preferred.				
<b>Merced City School District</b> (K-8) 11,400	<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. Bilingual English/Spanish or English/Hmong competency is preferred	Requires a valid California Driver's license, minimum amount of liability insurance required by law, and DMV H-6 printout.  First Aid and CPR Certification	<b>\$71,542</b> Conf. Mgt.		<b>\$105,693</b>

<b>Sanger USD</b> (K-12) 11,360	<b>NO SIMILAR CLASS TO REVIEW</b>						
<b>Stockton USD</b> (K-12) 36,190	<b>AFTER SCHOOL PROGRAM COORDINATOR</b>	Bachelor's Degree from an accredited college or university	Minimum of three (3) years of ASP coordinator/or site facilitator experience	Possession of valid California driver's license required. Possession of a valid First Aid Certificate is required within six months from the date of hire	<b>\$87,173</b> Mgt Tier 5 Range 3		<b>\$105,959</b>

**Salary Comparison Survey for EXPANDED LEARNING PROGRAM MANAGER  
Madera Unified School District**

<b>Visalia USD</b> (K-12) 28,884	<b>COORDINATOR, EXPANDED LEARNING</b>	Bachelor's degree in education, business or related field. Experience may be substituted for education on a two-for-one-basis	At least five (5) years of increasingly responsible experience in the administration of student, school and learning programs with at least three years of experience in management and supervision	Hold and maintain a valid California Driver License at all times while employed in this classification	<b>\$121,086</b> Mgt Division V		<b>\$136,813</b>
				<b>AVERAGE</b>	<b>\$83,015</b>		<b>\$102,290</b>
				<b>MEDIAN</b>	<b>\$78,201</b>		<b>\$104,420</b>



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** March 15, 2023

**Agenda Item:**

Discuss and approve the new classified supplemental help job descriptions for the Department of Visual and Performing Arts: Instrument Repair Assistant, Music Tutor, Music Tutor Assistant, Performance Piano Accompanist, and Visiting Artist

**Agenda Placement:**

Action

**Background:**

Administration has presented the Personnel Commission with new duties for classified non-contracted supplemental-help job descriptions that are under the Department of Visual and Performing Arts. The proposed titles are the following:

- Music Tutor
- Music Tutor Assistant
- Instrument Repair Assistant
- Performance Piano Accompanist
- Visiting Artist

These positions will be under the general direction of the Performing Arts Teacher and overseen by the Director of Visual and Performing Arts (VAPA). The incumbents in these positions will assist the Music Teacher and students by providing technical and instructional support to students and student crews to support performing arts, events, and community performances. The incumbents in this classification provide the school community with support in providing a quality arts program and enrichment that directly supports student learning and achievement. These positions are non-contracted (seasonal) during the school year.

This was done in accordance to Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

**Recommendation:**

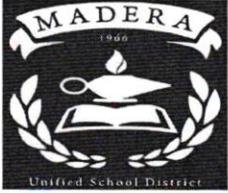
It is recommended that the Personnel Commission approve the new classified job description for non-contracted Supplemental Help job descriptions with the recommended hourly rates:



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

<b>Class Description</b>	<b>New or Revised</b>	<b>Supplemental-Help Hourly Rate</b>
Instrument Repair Assistant	New	\$Minimum per hour
Music Tutor	New	\$25.00 per hour
Music Tutor Assistant	New	\$Minimum per hour
Performance Piano Accompanist	New	\$50.00 per hour
Visiting Artist	New	\$30.00 per hour

**Attachment:** Job Descriptions (Supplemental Help) - Instrument Repair Assistant, Music Tutor, Music Tutor Assistant, Performance Piano Accompanist, and Visiting Artist



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

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
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 DATED: Mo/Da/Year

**NEW PROPOSED CLASSIFICATION TITLE: MUSIC TUTOR**

<b>DEPARTMENT/SITE:</b> Arts Education/Site Assigned	<b>SALARY SCHEDULE:</b> Supplemental-Help <b>SALARY RANGE:</b> \$25.00 Per Hour <b>WORK CALENDAR:</b> Non-Contracted
<b>REPORTS TO:</b> Music Teacher	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Music Teacher and their Supervisor, the Music Tutor supports music instruction during the school day and after school at assigned school sites and facilities. The Music Tutor provides instrumental or vocal coaching to individuals and groups of students, as directed by the music teacher and their supervisor. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

**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 the facilitation of student assessment.
- Coordinates, oversees, integrates, and may participate in the operation of production equipment during rehearsal and productions.
- Leads sectional rehearsals when assigned.
- Models instrumental technique by playing their own instrument or vocal technique by singing.
- Prepares for tutoring by learning repertoire prior to rehearsals.
- Provides feedback to students that improves their musical ability.
- Recommends activities and repertoire to student musicians for continued independent study.
- Participates in the development of operating goals and objectives for the assigned program; recommends, implements, and administers methods and procedures to enhance operations.
- Provides creative and operational oversight, guidance, and training to student crew members in basic rehearsal and performance practices, techniques, and work standards.
- Recommends activities and repertoire to student musicians for continued independent study.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- Works with teachers and other Arts Education team members to meet production timelines and budgets.

Music Tutor  
 Updated: New  
 Previous update:

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- 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 time of application)*

**Knowledge of:**

- At least a college-level ability on their instrument
- Music instruction practices for individuals, small groups, and ensembles
- Music performance expectations, etiquette
- Music theory as it applies to the assigned discipline
- Methods and problems of musical performance, especially for the assigned instrument or discipline

**Skills and Abilities to:**

- Manage small groups of young and mature students
- Provide tutoring at multiple sites, for multiple directors of multiple ensemble types in one or more instruments
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

**RESPONSIBILITY:**

Responsibilities include: working under 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.

**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

- High School Diploma or Equivalent.

**EXPERIENCE REQUIRED:**

- With at least two (2) years of post-secondary music participation, ensemble participation, or professional musicianship; One (1) year of supervisory experience is preferable; **OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**CERTIFICATIONS AND TESTING REQUIRED:**

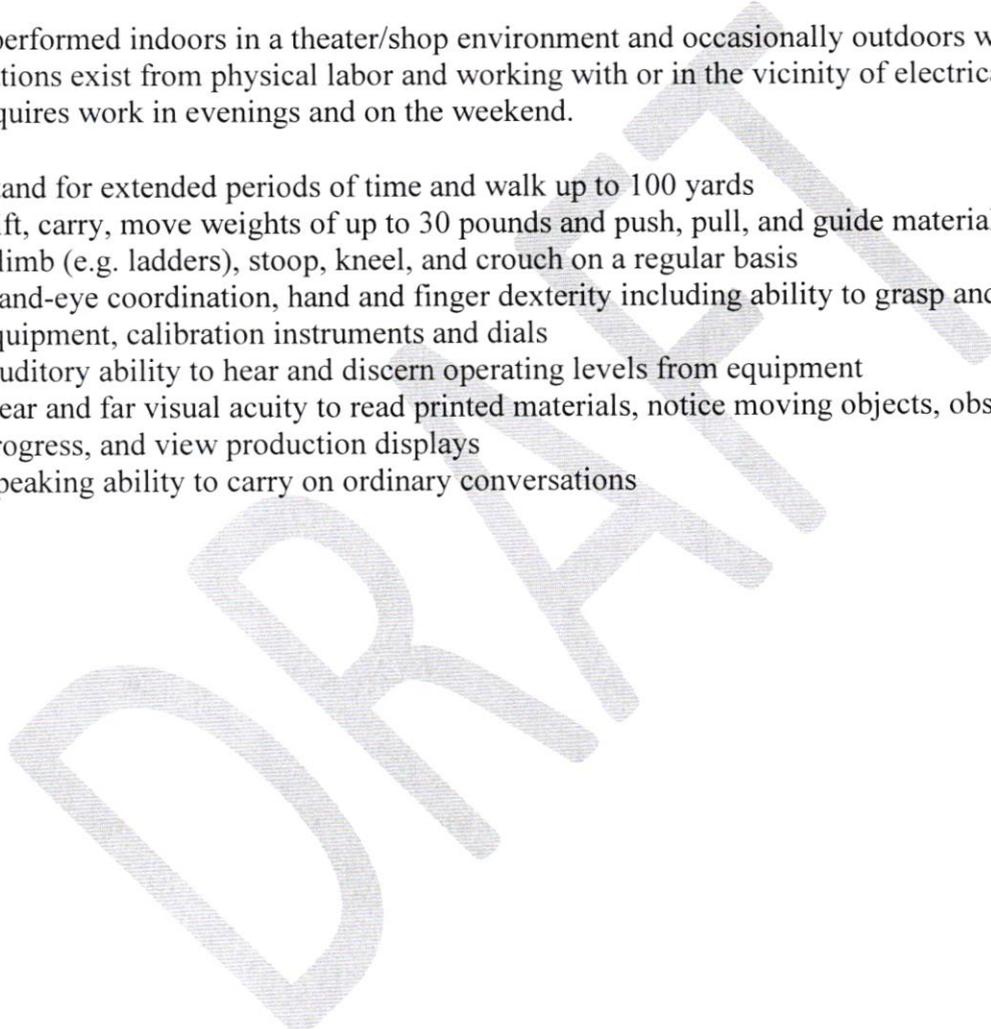
- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

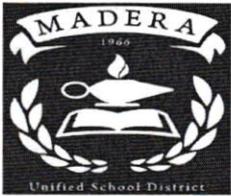
**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

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

Work is performed indoors in a theater/shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 30 pounds and push, pull, and guide materials over 50 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations





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

MADERA UNIFIED SCHOOL DISTRICT  
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 DATED Mo/Da/Year

**NEW PROPOSED CLASSIFICATION TITLE: MUSIC TUTOR ASSISTANT**

<b>DEPARTMENT/SITE:</b> Arts Education/Site Assigned  <b>REPORTS TO:</b> Music Teacher	<b>SALARY SCHEDULE:</b> Supplemental-Help <b>SALARY RANGE:</b> Minimum Per Hour <b>WORK CALENDAR:</b> Non-Contracted  <b>FLSA:</b> Non-Exempt
-------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

**PURPOSE STATEMENT:**

Under the direct supervision of the Music Teacher or Music Tutor, the Music Tutor Assistant supports music instruction outside of the school day, or during the school day when authorized by the Director of Arts Education, at assigned school sites and facilities, particularly with elementary-aged students. The Music Tutor Assistant provides instrumental or vocal coaching to individuals and groups of students, as directed by the music teacher and their supervisor. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

**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 the facilitation of student assessment.
- Coordinates, oversees, integrates, and may participate in the operation of production equipment during rehearsal and productions.
- Follows the direction of the Teacher or Music Tutor.
- Leads sectional rehearsals when assigned.
- May serve as crew member for assigned performances.
- Models instrumental technique by playing their own instrument or vocal technique by singing.
- Prepares for tutoring by learning repertoire prior to rehearsals.
- Provides instrumental or vocal tutoring and coaching to students in groups and as individuals.
- Provides feedback to students that improves their musical ability.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- Works with teachers and other Arts Education team members to meet production timelines and budgets.
- 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.

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

*(At time of application)*

### **Knowledge of:**

- High School-Advanced level of proficiency in the selected instrument or voice
- Music instruction practices for individuals, small groups, and ensembles
- Music performance expectations, etiquette
- Methods and problems of musical performance, especially for the assigned instrument or discipline

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

- Manage small groups of young students
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

### **RESPONSIBILITY:**

Responsibilities include: working under direct supervision using industry 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.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

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

#### **EDUCATION REQUIRED:**

- High School Diploma or Equivalent.

#### **EXPERIENCE REQUIRED:**

- With at least two (2) years of secondary music participation; and one (1) year of ensemble leadership experience is preferable, but not required.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

#### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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)

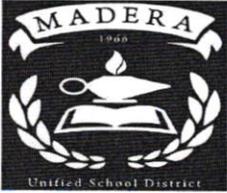
**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

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

Work is performed indoors in a theater/shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 30 pounds and push, pull, and guide materials over 50 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations

DRAFT



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

MADERA UNIFIED SCHOOL DISTRICT  
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<b><u>NEW PROPOSED CLASSIFICATION TITLE: INSTRUMENT REPAIR ASSISTANT</u></b>	
<b>DEPARTMENT/SITE:</b> Arts Education/Site Assigned  <b>REPORTS TO:</b> Instrument Repair Specialist/Music Teacher	<b>SALARY SCHEDULE:</b> Supplemental-Help <b>SALARY RANGE:</b> Minimum Per Hour <b>WORK CALENDAR:</b> Non-Contracted  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the direct supervision of the Instrument Repair Specialist or Music Teacher, the Instrument Repair Assistant cleans, sanitizes, and performs routine maintenance and distribution of brass, wind, string, and percussion instruments for student musicians; assists (with significant guidance) with the evaluation, repair, and setup of instruments, and performs related work as required. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

**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.*

- Assist with significant guidance, repairs brass, wind, stringed, and percussion instruments to working condition.
- May participate in, or provide services for, production areas beyond Instrument Repair, including the operation of production equipment during productions.
- Organizes instrument orders for delivery.
- Sanitizes instruments after use so they can be distributed to new students.
- Works within the parameters of the inventory management system to keep track of assets.
- Works with supervisors and peers to coordinate to support rehearsals and performances.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- Tools and techniques to repair various instruments
- Personal musicianship

Instrument Repair Assistant  
 Updated: New  
 Previous update:

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- Methods and problems of production, especially instrument maintenance
- Principles and practices in brass, woodwind, string, and percussion musical instrument repair
- Operation of a variety of hand and power tools
- Chemicals used in cleaning instruments
- Safety practices and procedures

**Skills and Abilities to:**

- Support the performances by multiple programs throughout the school year
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends when required

**RESPONSIBILITY:**

Responsibilities include: working under direct supervision using industry 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.

**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

- High School Diploma or Equivalent.

**EXPERIENCE REQUIRED:**

- With at least two (2) years of secondary music and ensemble participation.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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:**

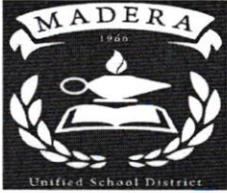
*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 50 pounds and push, pull, and guide materials over 50 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis

- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations

DRAFT



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

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
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<b><u>NEW PROPOSED CLASSIFICATION TITLE: PERFORMANCE PIANO ACCOMPANIST</u></b>	
<b>DEPARTMENT/SITE:</b> Arts Education/Site Assigned	<b>SALARY SCHEDULE:</b> Supplemental-Help <b>SALARY RANGE:</b> \$50 Per Hour <b>WORK CALENDAR:</b> Non-Contracted
<b>REPORTS TO:</b> Music Teacher/Assigned Supervisor	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the general direction of the Music Teacher and their Supervisor, the Performance Piano Accompanist provides support to the instructional program with specific responsibilities for providing accompaniment for festival or concert rehearsals and performances. The incumbents in this classification provide the school community with specialized musical instructional support which directly supports student learning and achievement.

**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.*

- Accompanies choral groups during rehearsals, at concerts, special events, competitions, and music recitals.
- Analyzes assigned music prior to rehearsal and performances (e.g., correct tempos, challenging transitions, dynamics) to ensure efficient use of rehearsal time.
- Exhibits professional and stage etiquette to serve as a model of professionalism at musical productions.
- Prepares and maintains binders of current music accompaniment for each designated work site.
- Prepares for piano accompaniment outside of rehearsal time; comes prepared to rehearsals to accompany musical selections
- Provides piano accompaniment for choirs, vocal performances, soloists, and other musical productions; sight reads accompaniments in rehearsals, improvises and transposes music to other keys to fit the vocal range of individual students.
- Rehearses with large choral groups, vocal sections, and soloists; plays full and sectional accompaniment; provides high-level musical instruction assistance in diction, rhythms, and memorization of parts.
- Responds to inquiries and requests for information from students, faculty, and staff regarding concerts, recitals, or other events.

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- Travels and participates in out-of-town music performance events, and competitions; assists teachers with student supervision while traveling to performances and competitions.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- Advanced piano skills and working knowledge of the methods and techniques of piano accompaniment
- Musical concepts and procedures in providing accompaniment for rehearsals
- Established audition standards, voice ranges, musical theory and notation, and key transpositions.
- General purposes and goals of public education
- Basic recordkeeping techniques
- Safety practices and procedures

**Skills and Abilities to:**

- Play piano proficiently and sight-read music
- Provide piano accompaniment to large groups of choral singers, vocal sections and soloists
- Follow the choir teacher's tempo and dynamics
- Travel and participate in out-of-town music performance events, and competitions
- Assist in planning and prioritizing learning activities to support the educational needs of students
- Use English in both written and verbal form, use correct grammar, punctuation and spelling
- Display interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; 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 have some impact on the organization's services

**JOB QUALIFICATIONS / REQUIREMENTS:**

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

Performance Piano Accompanist  
 Updated: New  
 Previous update:

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**EDUCATION REQUIRED:**

- High School Diploma or Equivalent.

**EXPERIENCE REQUIRED:**

- Professional-level piano musicianship with experience collaborating with other musicians; and College-level training in piano and music theory is desirable.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**CERTIFICATIONS AND TESTING REQUIRED:**

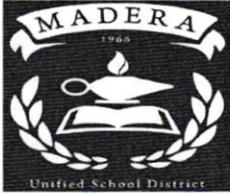
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

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

Work is performed indoors in a theater/shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Requires work in evenings and on the weekend.

- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 25 lbs.
- Physical abilities include fine finger dexterity, stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, reaching, handling or crouching to assist students and to retrieve and store materials
- Dexterity of hands and fingers to operate a piano and/or keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read music accompaniment and documents



**CLASSIFIED**  
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 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
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<b><u>NEW PROPOSED CLASSIFICATION TITLE: VISITING ARTIST</u></b>	
<p><b>DEPARTMENT/SITE:</b> Educational Services / Site as assigned</p> <p><b>REPORTS TO:</b> Director of Visual and Performing Arts and/or Expanded Learning Program Coordinator</p>	<p><b>SALARY SCHEDULE:</b> Supplemental-Help</p> <p><b>SALARY RANGE:</b> \$30 Per Hour</p> <p><b>WORK CALENDAR:</b> Non-Contracted</p> <p><b>FLSA:</b> Non-Exempt</p>

**PURPOSE STATEMENT:**  
 Under the supervision of the Educational Services Department, the Director of Visual and Performing Arts, or the Expanded Learning Program Coordinator; the Visiting Artist provides instruction outside of the school day, or during the school day when authorized by the Director of Arts Education, at the assigned school sites and facilities, particularly with elementary-aged students. The Visiting Artist leads and facilitates various arts projects and provides lessons in their area of expertise. The incumbents in this classification provide the school community with support in providing a quality arts program and enrichment that directly supports student learning and achievement.

**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.*

- Adapts artistic techniques and processes to the level appropriate for learners.
- Creates and submits lesson plans.
- Creates and ensures a welcoming and safe environment for all students.
- Facilitates and leads various art, music, theater, dance, or media arts projects.
- Follows the direction of the designated supervisor.
- Maintains a clean and organized instructional environment.
- Models artistic techniques specific to their discipline of expertise.
- Participates in professional development when recommended.
- Provides feedback to students that improves their skills and abilities.
- Responsible for ordering and managing supplies and materials.

Visiting Artist  
 Updated: New  
 Previous update:

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- Teaches lessons in a classroom setting and other instructional environments.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- General purposes and goals of public education
- Safety practices and procedures
- Reading and writing and communication skills

**Skills and Abilities to:**

- Assist in planning and prioritizing learning activities to support the educational needs of students
- Use English in both written and verbal form, use correct grammar, punctuation and spelling
- Display interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Learn the District Organization, operations, policies, objectives and goals
- Understand and carry out oral and written instructions
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, and policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public
- Work with a diverse group or individuals

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; 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 have some impact on the organization's services

**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

- High School Diploma or equivalent and one (1) year of arts education experience is preferable, but not required.

**EXPERIENCE REQUIRED:**

- At least two (2) years of experience in art or related fields.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver’s License

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After 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)*

Work is performed indoors in a theater/classroom instructional environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 30 pounds and push, pull, and guide materials over 50 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** March 15, 2023

**Agenda Item:**

Discuss and approve the proposed new job class description and recommended salary recommendation for Student Events Supervisor

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for Student Events Supervisor. This job classification is under the general direction of the Director of Visual and Performing Arts. The Student Events Supervisor supports the learning of student artists by creating and facilitating opportunities for authentic, public exhibitions of student work in the areas of Dance, Media Arts, Music, Theatre, and Visual Art. The incumbent coordinates district-sponsored off-campus learning experiences, manages the district (virtual) box office, and host special events in the District and community facilities; and is especially adept at coordinating complicated logistics between various departments of the District, Municipality, and Community Partners/Organizations. The incumbent in this classification provides the school community with support in providing a quality arts program that directly supports student learning and achievement.

**Salary Survey**

A salary survey, attached, was conducted by using the following school districts, community colleges, and cities an external market for comparison:

- Central USD
- Clovis USD
- Fresno USD
- Merced City SD
- City of Sacramento
- Mt. San Antonio College
- Sanger USD
- Stockton USD

Of the eight external market comparisons, three positions which were reviewed for the purpose of establishing an external salary comparison. All three positions were considered good comparisons for the Student Events Supervisor's position and were sufficient matches on which to base a salary recommendation on the peer market comparison. This job classification is specialized and difficult to find exact matches with other school districts.

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 vary from that of MUSD's salary schedule structure. Based on that, in comparing the calculated annual amounts to the salaries of Madera's salary schedule, finds the closest match at Supervisory Salary Range 9 (\$70,199 - \$89,366 yearly).

This information and proposal have been compiled in accordance with California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9., which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

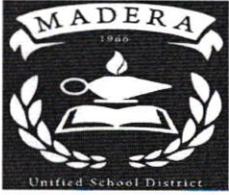
**Recommendation:**

It is recommended that the Personnel Commission approve the proposed job class description with title of Student Events Supervisor and salary recommendation as listed on the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Student Events Supervisor	New	SR 9 (\$70,199 - \$89,366 yearly) on the 2022/2023 Classified Supervisory Salary Schedule

Attachments:

Job Class Descriptions and Salary Survey: Student Events Supervisor



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

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

<b><u>NEW PROPOSED CLASSIFICATION TITLE:</u></b> <b><u>STUDENT EVENTS SUPERVISOR</u></b>	
<b>Department/Site:</b> Visual and Performing Arts  <b>Reports to:</b> Director of Visual and Performing Arts	<b>Salary Schedule:</b> Classified Supervisory <b>Salary Range:</b> TBD <b>Work Year:</b> 261 Days  <b>FLSA:</b> Exempt

**PURPOSE STATEMENT:**  
 Under the general direction of the Director of Visual and Performing Arts, the Student Events Supervisor supports the learning of student artists by creating and facilitating opportunities for authentic, public exhibitions of student work in the areas of Dance, Media Arts, Music, Theatre, and Visual Art. The incumbent coordinates district-sponsored off-campus learning experiences, manages the district (virtual) box office, and host special events in the District and community facilities; and is especially adept at coordinating complicated logistics between various departments of the District, Municipality, and Community Partners/Organizations. The incumbent in this classification provides the school community with support in providing a quality arts program that directly supports student learning and achievement.

**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.*

- Attends production meetings for events and collaborates with production team members.
- Collects and monitors assigned student activities and project accounting, billing, and budgeting records, and documentation; completes and transfers related reports and forms to appropriate MUSD divisions or departments.
- Coordinates the implementation of event plans, including; identifying and securing event locations and venues; negotiates contracts with vendors; and coordinates staffing from various departments.
- Coordinates and participates in publicizing student events and programs; prepares and distributes press releases and media kits; sends announcements and informational packets to community organizations, communicate with staff to provide additional information; updates the related web pages.
- Designs and creates a variety of specialized project materials such as notices, announcements, invitations, brochures, flyers, certificates, and community service units utilizing freehand techniques or computerized graphics software.
- Develops event plans, handbooks, and standard operating procedures in collaboration with

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administration and staff.

- Develops and communicates rules, event structures, and handbooks for events.
- Ensures the District is aligned with state competition rules and guidelines, where applicable.
- Projects and prepares budgets for events in accordance to the District budget's guidelines.
- Prepares and distributes a variety of event materials such as informational packets, invitations to schools and the community, student applications, faculty requests in support of student events and clubs, and instructions for competitions and events in support of community service projects; order event supplies as needed.
- Purchases materials needed for events; researches and purchases new equipment for events and venues as needed.
- Works in collaboration with other appropriate staff as well as school site staff; plans a master schedule for events and communicates and shares event dates with service users, MUSD staff, and the general public as appropriate.
- Supervises and schedules non-contracted staff, including students as needed.
- Works directly with coaches, teachers, school and district administrators, and their representatives to register and prepare for events.
- Works flexible hours including evenings and weekends, when required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

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

*(At time of application)*

#### **Knowledge of:**

- Visual and performing arts events (productions, presentations, festivals, etc.)
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of productions, especially logistics
- Operation of a computer and assigned software
- Principles and practices of supervision and training

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

- Apply federal, state and District policies and regulations
- Prepare and maintain accurate records
- Provide leadership
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Ensure the production of multiple events and programs throughout the school year
- Manage the planning of multiple projects simultaneously
- Apply independent judgment and discretion in coordination with limited facilities
- Organize and coordinate District-wide events
- Prioritize and complete multiple tasks in a timely manner, meeting schedules and time lines
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Teach and instruct others and evaluate the performance of assigned staff
- Works with a diverse groups or individuals
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

**RESPONSIBILITY:**

Responsibilities include: working under direct supervision using industry 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.

**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

Bachelor's degree from a nationally accredited college or university in Theatre Arts, Marketing, Event Planning, Public Relations; or a related field of study.

**EXPERIENCE REQUIRED:**

Two (2) years of responsible experience in planning and supervising a variety of events in a large recreational, entertainment or similar public use facility or grounds.

**OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After 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)
  - Pre-employment physical exam through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

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

Work is performed indoors and outdoors in an office environment, in performance venues, and in non-performance venues (such as gymnasiums). Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 25 pounds and push, pull, and guide materials over 25 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations

**Salary Comparison Survey for STUDENT EVENTS SUPERVISOR  
Madera Unified School District**

<b>DISTRICT</b>	<b>JOB TITLE</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>LICENSES / CERTIFICA TES</b>	<b>STEP 1 (annual)</b>		<b>MAX STEP (annual)</b>
<b>Madera USD</b> (K-12) 21,148	<b>STUDENT EVENTS SUPERVISOR.</b>	Bachelor's degree in Theatre Arts, Marketing, Event Planning, Public Relations or a related field.	Two (2) years of responsible experience in planning and supervising a variety of events in a large recreational, entertainment or similar public use facility or grounds	Valid California Driver's license	<b>\$TBD</b>		<b>\$TBD</b>
<b>Central USD</b> (K-12) 15,841	<b>NO SIMILAR CLASS TO REVIEW</b>						
<b>Clovis USD</b> (K-12) 43,654	<b>NO SIMILAR CLASS TO REVIEW</b>						
<b>Fresno USD</b> (K-12) 73,381	<b>NO SIMILAR CLASS TO REVIEW</b>						
<b>The King's Academy</b> <b>Sunnyvale,</b> <b>CA</b> <b>(Private school)</b> <b>(6-12)</b> 1,000	<b>EVENTS COORDINATOR</b>	Bachelor's degree in Marketing, Public Relations or Event Planning preferred	Minimum of two (2) years in event planning		\$54,643		\$84,501
<b>Merced City School District</b> (K-8) 11,400	<b>NO SIMILAR CLASS TO REVIEW</b>						

**Salary Comparison Survey for STUDENT EVENTS SUPERVISOR  
Madera Unified School District**

<p><b>Mt. San Antonio College Walnut, CA 61,962</b></p>	<p><b>COORDINATOR, EVENTS</b></p>	<p>Equivalent to an Associate's degree from a regionally accredited college and</p>	<p>Three (3) years full –time equivalent years related experience in the events industry. Additional full-time equivalent years of experience can be substitute for the required education on a year for year basis up to two (2) years</p>	<p>Valid California Driver's license</p>	<p>\$66,012 Salary range A-95</p>		<p>\$84,252</p>
<p><b>Pittsburg USD</b></p>	<p><b>CREATIVE ARTS BUILDING THEATER SUPERVISOR</b></p>	<p>High school diploma or equivalent</p>	<p>College training or experience in theater arts with emphasis in technical theater. Experience should cover a wide range of duties with increasing responsibilities</p>	<p>Valid California Driver's license</p>	<p>\$101,527 Supv Range 25</p>		<p>\$114,839</p>
				<p><b>AVERAGE MEDIAN</b></p>	<p><b>\$74,060 \$66,012</b></p>		<p><b>\$94,531 \$84,252</b></p>