Memorandum of Understanding

FOR THE 2015 "JOB STUDY"

Between the

SAN LEANDRO UNIFIED SCHOOL DISTRICT

And the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its Chapter #94

October 23, 2015

The San Leandro Unified School District (District) and the California School Employees Association *and its* Chapter #94 (CSEA) agree to modify the current job descriptions and salary range placements as described below. Except as described herein, any existing agreements between the parties shall remain in full force until the parties reach another agreement.

I. Job Study Implementation

a. CSEA's contribution: Per Article 5.1(4), CSEA "donated" .29% of its total compensation raise for 2015-2016 as a contribution to the improvement of internal equity through the job study process.

b. All additional costs associated with this agreement shall be borne by the District.

c. The parties agree to the salary placement changes listed in **Appendix A**.

   i. Any reductions in salary placement shall not affect members currently placed in such classifications.

   ii. Any new member, or any member who transfers or promotes into classifications with a reduced salary placement after ratification of this agreement shall be placed at the new salary range.

   iii. All salary increases shall be retroactive to July 1, 2015.

d. Salary schedule adjustment: Upon the implementation of this agreement there will no longer be any classifications placed on the salary schedule below range 27. Thus, ranges 21-26 shall be removed from the salary schedule. An updated salary schedule is attached as **Appendix B**.

e. Any current bargaining unit member who is placed in a new, modified, or combined classification as a result of this job study shall not be required to

take any qualifying or pre-employment examination in order to maintain their status in such classification.

II. **Reorganization of Departments**

a. Both CSEA and The District recognize the need to restructure the Business and Special Services, Student Services, and Community Wellness Departments. To further the goal of increasing efficiency through cross training and the sharing of responsibilities, the parties agree to the following reclassifications (a full list of these changes are attached as **Appendix C**):

i. Changes to the Business Department:

1. The classifications of Purchasing Clerk, Accounts Payable Technician I, and Account Technician – Food Services, shall be reclassified into the class of Accounting Technician and placed at Range 46.
2. The Accounts Payable Tech (.75 FTE) classification shall be reclassified as an Accounting Technician (1.0 FTE) and placed at range 46.
3. The Accounts Payable Technician II (0.5 FTE)/Community Services Technician (0.5 FTE) shall be reclassified as an Administrative Assistant – Department/Program (1.0 FTE) and placed at range 43.
4. The classification of Budget Technician shall become the confidential position Budget Analyst.
    a. Upon ratification, the parties shall file a request for unit modification with the Public Employment Relations Board.
5. Any reductions in salary placement shall not affect members currently placed in such classifications.
6. These salary placements shall be effective upon ratification by both parties.

ii. Changes to the Special Services, Student Services, and Community Wellness Department:

1. The classification of Staff Secretary shall be reclassified to Administrative Assistant – Department/Program and placed at range 43.
2. The classification of Student Support Services Office Manager shall be reclassified to Administrative Assistant Department/Programs and placed at range 43.
3. The classification of Attendance Clerk II shall be reclassified to Office Technician and placed at range 36. Any reductions in salary placement shall not affect members currently placed in such classifications.
4. The classification of Student Support Services and Health Services Clerk shall be reclassified to Office Technician and placed at range 36. Any reductions in salary placement shall not affect members currently placed in such classifications.
5. The classification of Student Support Services Specialist shall be reclassified to Program Coordinator and placed at range 42.
6. These salary placements shall be effective upon ratification by both parties.

III. Implementation

a. The parties agree to implement the job descriptions attached as **Appendix D**.
b. Any members reclassified into a new or combined classification shall retain their existing seniority date. Such seniority will be compiled into updated seniority lists for all classifications.
c. The changes noted herein shall be effective upon the ratification of both parties. This agreement shall remain in effect until another agreement is negotiated and ratified by the parties.

For CSEA:

Carol Alvarez 10/23/15
President
CSEA **(Date)**

10/23/15
LRR
CSEA **(Date)**

Karen Perez 10/23/15
CSEA **(Date)**

Marsha Martin 10/23/15
CSEA **(Date)**

For San Leandro Unified:

10/23/15
SLUSD **(Date)**

APPENDIX A:

CSEA JOB STUDY IMPLEMENTATION SUMMARY

CSEA Job Study Implementation Summary

Job Class - Old	Job Class - New	Salary Range - Old	Salary Range - New
Administrative Services Family			
Office Clerk 1	Office Assistant	28	32
Office Clerk 2	Office Assistant	30	32
Office Clerk Student Records	Office Assistant	32	32
Receptionist - Adult School	Office Assistant	32	32
Personnel Clerk	Human Resources Technician	37	36
Attendance Clerk I	Office Technician	35	36
Attendance/Residence Verification Clerk	Office Technician	38	36
Attendance Verification Specialist	Office Technician	36	36
Office Clerk III	Office Technician	34	36
Attendance Clerk II	Office Technician	38	36
Office Clerk IV (all)	Office Technician	36	36
Student Support Serv/Health Serv Clerk	Office Technician	36	36
Community Services Technician	Office Specialist	42	38
Education Services Secretary	Office Specialist	38	38
Staff Secretary	Office Specialist	40	38
Data Technician	Office Specialist	38	38
Adult School Registrar	Registrar	38	38
Registrar	Registrar	40	38
Student Records Secretary - Adu Edu	Administrative Secretary	36	40
Student Support Services Specialist	Administrative Secretary	40	40

Special Education Data Secretary	Administrative Secretary	40	40
Educational Services Data Secretary	Administrative Secretary	42	40
Data Technician - Adu School	Administrative Secretary	38	40
Office Manager - maintenance	Administrative Assistant - Department/Program	40	43
Student Support Services Office Manager	Administrative Assistant - Department/Program	42	43
Office Manager- Adu Edu	Administrative Assistant - School	42	43
Office Manager - Continuation High School	Administrative Assistant - School	42	43
Office Manager - Elementary	Administrative Assistant - School	42	43
Office Manager - HS	Administrative Assistant - School	44	43
Office Manager - MS	Administrative Assistant - School	42	43
Coordinator of Youth Development Programs	Program Coordinator	42	42
Financial Support Family			
Account Clerk I	Accounting Clerk	32	32
Purchasing Clerk	Purchasing Assistant	38	38
Account Technician	Accounting Technician	48	46
Accounts Payable Tech I	Accounting Technician	40	46
Account Tech - Food Services	Accounting Technician	46	46
Account Technician - Adult School	Accounting Technician	40	46
Employee Benefits Specialist	Employee Benefits Specialist	50	48
Accounts Payable Tech II	Accounting Technician	42	46
Accounting Technician	Payroll Specialist	48	48

Payroll			
Bond Accounting Technician	Accounting Specialist	48	48
Budget Technician	Budget Analyst - Confidential	51	51
Technology Support Family			
Assessment, Instructional materials and Multimedia Specialist I	Assessment, Instructional materials & Multimedia Assistant	42	38
Assessment, Instructional materials & Multimedia Specialist II	Assessment, Instructional materials & Multimedia Specialist	52	52
Computer Technician Assistant	Computer Support Assistant	38	38
Information Data Technician II	Information Data Specialist	50	50
Network Technician	Network Engineer	57	57
Instructional Support Family			
Para Educator - Computer	Para Educator - Computer	24	27
Para Educator - Elementary	Para Educator	24	27
Para Educator - Secondary	Para Educator	22	27
Para Educator - Adult School	Para Educator	22	27
Para Educator - Mild/Moderate	Para Educator - Mild/Moderate	26	30
Para Educator - Moderate/Severe	Para Educator - Moderate/Severe	35	35
Para Educator - ELD 3	Para Educator - ELD	30	28
Para Educator - ELD 2	Para Educator - ELD	28	28
Para Educator - ELD 1	Para Educator - ELD	26	28
Para Educator - Library	Library & Multimedia Technician	22 & 26	32
Parent Facilitator - Adult	Parent Facilitator	33	38

School			
Library Media Center Assistant	Library & Multimedia Specialist	36	38
Library Instructional Materials & Multimedia Specialist	Library & Multimedia Specialist	38	38
Campus Supervisor	Campus Supervisor	38	38
Choral Accompanist	Choral Accompanist	35	35
Nutritional Services Family			
Nutrition Assistant I	Nutrition Assistant	24	27
Nutrition Assistant II	Nutrition Technician	30	33
Food Service Delivery Person	Nutrition Delivery	38	38

Consolidated Positions

Account Clerk II
Account Technician - General
ASSETs Site Liaison
Buyer
Duplicating Clerk
Duplicating Services Technician
Employment Replacement Secretary
Expulsion Secretary
Health Services Clerk
Information Data Technician
IMC Clerk
IMC Technician
Library Clerk
Office Manager - Educational Services
Office Manager - Special Services
Para Educator - Computer Tech Resource
Para Educator - Graphics
Para Educator - In School Suspension
Parent Liaison
Personnel Secretary I
Personnel Technician
Signing Interpreter
Special Services Secretary
Van Driver

APPENDIX B:

SALARY SCHEDULE

DRAFT

San Leandro Unified School District
Human Resources Department

CSEA Bargaining Unit Classifications

Classification	Range	Classification	Range
Accounting Clerk	32	Nutrition Assistant	27
Accounting Specialist	48	Nutrition Delivery	38
Accounting Technician	46	Nutrition Technician	33
Administrative Assistant - Department/Program	43	Office Assistant	32
Administrative Assistant - School	43	Office Specialist	38
Administrative Secretary	40	Office Technician	36
Assess. Inst. Materials & Multimedia Assistant	38	Para Educator	27
Assess. Inst. Materials & Multimedia Specialist	52	Para Educator - Computer	27
Campus Supervisor	38	Para Educator - ELD	28
Choral Accompanist	35	Para Educator - Mild/Moderate	30
Computer Support Assistant	38	Para Educator - Moderate/Severe	35
Payroll Specialist	48	Parent Facilitators	38
Employee Benefits Specialist	48	Preschool Teacher 12 ECU	39
Human Resources Technician	36	Preschool Teacher 20 ECU	47
Information Data Specialist	50	Program Coordinator	42
Library & Multimedia Technician	32	Purchasing Assistant	38
Library & Multimedia Specialist	38	Registrar	38
Network Engineer	57		

SAN LEANDRO UNIFIED SCHOOL DISTRICT

2015- 2016 CSEA SALARY SCHEDULE

DRAFT

(12 MONTH and HOURLY)

STEPS RANGE	1	Hr Rate	2	Hr Rate	3	Hr Rate	4	Hr Rate	5	Hr Rate	8YR 2.50%	Hr Rate	13YR 5%	Hr Rate	18YR 7.50%	Hr Rate	23YR 10%	Hr Rate	28YR 12.50%	Hr Rate
27	2,439.00	15.01	2,561.00	15.76	2,689.00	16.55	2,823.00	17.37	2,964.00	18.24	3,038.10	18.70	3,112.20	19.15	3,186.30	19.61	3,260.40	20.06	3,334.50	20.52
28	2,501.00	15.39	2,627.00	16.17	2,757.00	16.97	2,896.00	17.82	3,039.00	18.70	3,114.98	19.17	3,190.95	19.64	3,266.93	20.10	3,342.90	20.57	3,418.88	21.04
29	2,562.00	15.77	2,691.00	16.56	2,824.00	17.38	2,967.00	18.26	3,115.00	19.17	3,192.88	19.65	3,270.75	20.13	3,348.63	20.61	3,426.50	21.09	3,504.38	21.57
30	2,628.00	16.17	2,759.00	16.98	2,896.00	17.82	3,042.00	18.72	3,194.00	19.66	3,273.85	20.15	3,353.70	20.64	3,433.55	21.13	3,513.40	21.62	3,593.25	22.11
31	2,693.00	16.57	2,826.00	17.39	2,969.00	18.27	3,115.00	19.17	3,275.00	20.15	3,356.88	20.66	3,438.75	21.16	3,520.63	21.67	3,602.50	22.17	3,684.38	22.67
32	2,759.00	16.98	2,898.00	17.83	3,044.00	18.73	3,197.00	19.67	3,356.00	20.65	3,439.90	21.17	3,523.80	21.68	3,607.70	22.20	3,691.60	22.72	3,775.50	23.23
33	2,829.00	17.41	2,970.00	18.28	3,120.00	19.20	3,276.00	20.16	3,439.00	21.16	3,524.98	21.69	3,610.95	22.22	3,696.93	22.75	3,782.90	23.28	3,868.88	23.81
34	2,901.00	17.85	3,046.00	18.74	3,198.00	19.68	3,358.00	20.66	3,525.00	21.69	3,613.13	22.23	3,701.25	22.78	3,789.38	23.32	3,877.50	23.86	3,965.63	24.40
35	2,974.00	18.30	3,121.00	19.21	3,279.00	20.18	3,443.00	21.19	3,612.00	22.23	3,702.30	22.78	3,792.60	23.34	3,882.90	23.89	3,973.20	24.45	4,063.50	25.01
36	3,048.00	18.76	3,202.00	19.70	3,360.00	20.68	3,528.00	21.71	3,705.00	22.80	3,797.63	23.37	3,890.25	23.94	3,982.88	24.51	4,075.50	25.08	4,168.13	25.65
37	3,123.00	19.22	3,281.00	20.19	3,444.00	21.19	3,615.00	22.25	3,794.00	23.35	3,888.85	23.93	3,983.70	24.52	4,078.55	25.10	4,173.40	25.68	4,268.25	26.27
38	3,203.00	19.71	3,362.00	20.69	3,530.00	21.72	3,706.00	22.81	3,890.00	23.94	3,987.25	24.54	4,084.50	25.14	4,181.75	25.73	4,279.00	26.33	4,376.25	26.93
39	3,282.00	20.20	3,447.00	21.21	3,618.00	22.26	3,800.00	23.38	3,989.00	24.55	4,088.73	25.16	4,188.45	25.78	4,288.18	26.39	4,387.90	27.00	4,487.63	27.62
40	3,364.00	20.70	3,531.00	21.73	3,708.00	22.82	3,895.00	23.97	4,090.00	25.17	4,192.25	25.80	4,294.50	26.43	4,396.75	27.06	4,499.00	27.69	4,601.25	28.32
41	3,448.00	21.22	3,620.00	22.28	3,801.00	23.39	3,991.00	24.56	4,191.00	25.79	4,295.78	26.44	4,400.55	27.08	4,505.33	27.73	4,610.10	28.37	4,714.88	29.01
42	3,533.00	21.74	3,710.00	22.83	3,896.00	23.98	4,091.00	25.18	4,298.00	26.45	4,405.45	27.11	4,512.90	27.77	4,620.35	28.43	4,727.80	29.09	4,835.25	29.76
43	3,623.00	22.30	3,803.00	23.40	3,993.00	24.57	4,194.00	25.81	4,403.00	27.10	4,513.08	27.77	4,623.15	28.45	4,733.23	29.13	4,843.30	29.80	4,953.38	30.48
44	3,713.00	22.85	3,898.00	23.99	4,094.00	25.19	4,300.00	26.46	4,514.00	27.78	4,626.85	28.47	4,739.70	29.17	4,852.55	29.86	4,965.40	30.56	5,078.25	31.25
45	3,805.00	23.42	3,995.00	24.58	4,197.00	25.83	4,405.00	27.11	4,625.00	28.46	4,740.63	29.17	4,856.25	29.88	4,971.88	30.60	5,087.50	31.31	5,203.13	32.02
46	3,900.00	24.00	4,096.00	25.21	4,302.00	26.47	4,516.00	27.79	4,741.00	29.18	4,859.53	29.90	4,978.05	30.63	5,096.58	31.36	5,215.10	32.09	5,333.63	32.82
47	3,997.00	24.60	4,198.00	25.83	4,407.00	27.12	4,630.00	28.49	4,860.00	29.91	4,981.50	30.66	5,103.00	31.40	5,224.50	32.15	5,346.00	32.90	5,467.50	33.65
48	4,098.00	25.22	4,305.00	26.49	4,519.00	27.81	4,743.00	29.19	4,984.00	30.67	5,108.60	31.44	5,233.20	32.20	5,357.80	32.97	5,482.40	33.74	5,607.00	34.50
49	4,202.00	25.86	4,413.00	27.16	4,633.00	28.51	4,864.00	29.93	5,108.00	31.43	5,235.70	32.22	5,363.40	33.01	5,491.10	33.79	5,618.80	34.58	5,746.50	35.36
50	4,306.00	26.50	4,523.00	27.83	4,748.00	29.22	4,987.00	30.69	5,236.00	32.22	5,366.90	33.03	5,497.80	33.83	5,628.70	34.64	5,759.60	35.44	5,890.50	36.25
51	4,415.00	27.17	4,636.00	28.53	4,866.00	29.94	5,112.00	31.46	5,368.00	33.03	5,502.20	33.86	5,636.40	34.69	5,770.60	35.51	5,904.80	36.34	6,039.00	37.16
52	4,526.00	27.85	4,752.00	29.24	4,990.00	30.71	5,240.00	32.25	5,502.00	33.86	5,639.55	34.70	5,777.10	35.55	5,914.65	36.40	6,052.20	37.24	6,189.75	38.09
53	4,638.00	28.54	4,869.00	29.96	5,113.00	31.46	5,370.00	33.05	5,640.00	34.71	5,781.00	35.58	5,922.00	36.44	6,063.00	37.31	6,204.00	38.18	6,345.00	39.05
54	4,754.00	29.26	4,993.00	30.73	5,242.00	32.26	5,505.00	33.88	5,780.00	35.57	5,924.50	36.46	6,069.00	37.35	6,213.50	38.24	6,358.00	39.13	6,502.50	40.02
55	4,872.00	29.98	5,118.00	31.50	5,372.00	33.06	5,642.00	34.72	5,926.00	36.47	6,074.15	37.38	6,222.30	38.29	6,370.45	39.20	6,518.60	40.11	6,666.75	41.03
56	4,995.00	30.74	5,245.00	32.28	5,507.00	33.89	5,782.00	35.58	6,073.00	37.37	6,224.83	38.31	6,376.65	39.24	6,528.48	40.18	6,680.30	41.11	6,832.13	42.04
57	5,120.00	31.51	5,376.00	33.08	5,644.00	34.73	5,929.00	36.49	6,225.00	38.31	6,380.63	39.27	6,536.25	40.22	6,691.88	41.18	6,847.50	42.14	7,003.13	43.10

Note: Monthly rate is based on a 12 month full time employee (260 days x 7.5 hour per day /12 month * Hourly rate)

Regular working days of 260

Note: (Range 57 added) SLUSD Board of Education approved range 57 at Board Meeting on 12/4/12

2% increase effective 7-1-15

Board Approved:

APPENDIX C:

DEPARTMENT REORGANIZATION

1. BUSINESS SERVICES DEPARTMENT

2. SPECIAL SERVICES, STUDENT SERVICES, AND COMMUNITY WELLNESS

Business Services Reorganization

Job Class - Old	Job Class - New	Salary Range - Old	Salary Range - New
Accounting Technician	Accounting Technician	48	46
Accounts Payable Tech (0.75 FTE)	Accounting Technician (1.0 FTE)	40	46
Purchasing Clerk	Accounting Technician	38	46
Budget Technician	Budget Analyst - Confidential	51	51
Accounts Payable Technician II (0.5 FTE)/Community Services Technician (0.5 FTE)	Administrative Assistant - Department/Program	42/42	43
Buyer	Eliminate Position		

Special Services, Student Services and Community Wellness Reorganization

Job Class - Old	Job Class - New	Salary Range - Old	Salary Range - New
Staff Secretary	Administrative Assistant - Department/Program	40	43
Student Support Services Office Manager	Administrative Assistant - Department/Program	42	43
Attendance Clerk II	Office Technician	38	36
Student Support Services and Health Services Clerk	Office Technician	38	36
Student Support Services Specialist	Program Coordinator	40	42

APPENDIX D:

JOB DESCRIPTIONS

JOB DESCRIPTION
San Leandro Unified School District

Office Assistant

Purpose Statement

The job of Office Assistant is done for the purpose/s of providing clerical support to assigned school site or district personnel; providing clerical and secretarial support of staff; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Principal or Assigned Administrator

Essential Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional) depending on assignment for the purpose of meeting immediate health care needs within established guidelines.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, student records, etc.) for the purpose of disseminating information to appropriate parties.
- Distributes materials (e.g. mail, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Establishes and maintains cooperatie and effective working relationships with students, parents, administrative officials, and other agencies.
- Maintains a wide variety of manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Prepares standardized documents (e.g. form letters and memos, calendars, bulletins, etc.) for the purpose of communicating information to other parties.

Other Functions

- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; maintaining confidentiality; speak, read and write fluently in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; 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.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing: Pass district's qualifying assessment

Pre-Employment Training Required

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	32

JOB DESCRIPTION
San Leandro Unified School District

Human Resources Technician

Purpose Statement

The job of Human Resources Technician is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information for screening and processing substitute applicants; assuring the efficient operation of the substitute employment management system; maintaining substitute records; and providing training and orientation.

This job reports to Assistant Superintendent of Human Resources

Essential Functions

- Assists with the posting of positions, screening of applicants, processing of applicant information, and coordination of hiring employees for various positions (e.g. coaches, substitutes, etc...).
- Coordinates and maintains the District's substitute calling system including monitoring early morning absence-filling functions for the purpose of ensuring that positions are filled and classes are covered.
- Dispatches substitutes for the purpose of providing coverage at school sites and for emergency requests for substitutes.
- Enrolls new substitutes (e.g. payroll, background checks, etc.) for the purpose of providing information regarding district policies, automated computer system and processing timecards.
- Maintains automated substitute calling systems (e.g. enters and updates data, etc.) for the purpose of ensuring accuracy of information.
- Maintains a variety of records/files (e.g. new substitute records, substitutes performance, budget numbers, etc.) for the purpose of providing an up-to-date reference and/or complying with all established guidelines.
- Participates in meetings, workshops and seminars, as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. substitute payroll, documents information from sites regarding substitute/s, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Reconciles substitute payroll information (e.g. rate of pay, shifts, account code, etc.) for the purpose of ensuring accuracy of payroll records.
- Responds to inquires for the purpose of providing customer service and information to substitutes and staff.
- Supports credentialing process (e.g. determining eligibility, registration, recording and notification, credential expiration, etc.) for the purpose of complying with all mandated requirements.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office methods and practices; read, interpret and apply rules, laws, and procedures; and pertinent software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, 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 defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating effectively with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	36

JOB DESCRIPTION
San Leandro Unified School District

Office Technician

Purpose Statement

The job of Office Technician is done for the purpose/s of providing clerical support to assigned school site or district personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Principal or Assigned Adminstrator

Essential Functions

- Compiles data from a wide variety of sources (e.g. student information, screening results, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events (e.g. meetings, events, conferences, workshops, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Distributes materials (e.g. folders, mail, student records, staff communication, etc.) for the purpose of ensuring delivery to addressee.
- Establishes and maintains cooperatie and effective working relationships with students, parents, administrative officials, and other agencies.
- Maintains a wide variety of manual and electronic documents files and records (e.g. letters, forms, reports, student database, school website, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors a variety of activities on behalf of department for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Prepares a wide variety of documents and reports (e.g. attendance, enrollments, services received, correspondence, event programs, letters to parents, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to questions from a wide variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.

- Conducts home visits for school attendance, behavior or child welfare requests depending on assignment for the purpose of assessing situations, providing information regarding school policies, and/or providing referrals.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; maintaining confidentiality; speak, read and write fluently in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; 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 jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam Certificates

Pre-Employment Training Required

Continuing Educ./Training Clearances

Criminal Justice Fingerprint/Background Clearance
TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	36

JOB DESCRIPTION
San Leandro Unified School District

Office Specialist

Purpose Statement

The job of Office Specialist is done for the purpose/s of providing a variety of secretarial support to assigned administrator and department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to Assigned Administrator

Essential Functions

- Answers incoming calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests for information.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, facility scheduling/rentals for all district facilities, trainings, student transportation, arrangements for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Maintains a variety of manual and electronic documents files and records (e.g. work orders, time sheets, expense reimbursement requests, budgets, student information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, reports, audit reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, rental payments, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address school operations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; codes/laws/rules/regulations/policies; and English grammar, spelling and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and performing responsible and difficult clerical tasks with speed and efficiency.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; 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.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status

Board Approval Date

Salary Range

JOB DESCRIPTION
San Leandro Unified School District

Registrar

Purpose Statement

The job of Registrar is done for the purpose/s of registering of students at a school site or adult school and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; and providing general clerical support, information and/or direction as assigned.

This job reports to Principal

Essential Functions

- Compiles data from a wide variety of sources (e.g. student information, time sheets, evaluations, suspensions, expulsions, homework requests, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies for the purpose of assisting in addressing student course requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g. financial information, grades, transcripts, student information, test scores, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, annual reports, surveys, periodic reports, etc.) for the purpose of communicating information to other parties and/or agencies.
- Processes a variety of documents and materials (e.g. transcripts, job verification, financial information, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Verifies student related data (e.g. grades, information, etc.) for the purpose of ensuring the accuracy of the student records.

Other Functions

- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; master schedule building; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; working with frequent interruptions; setting priorities; working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	38

JOB DESCRIPTION

San Leandro Unified School District

Administrative Secretary

Purpose Statement

The job of Administrative Secretary is done for the purpose/s of managing the student information database systems; providing instruction and advice to system users; analyzing problems and issues related to the Student Information System and related software; coordinating usage among all system users; and producing a wide variety of statistical reports.

This job reports to Assigned Administrator

Essential Functions

- Coordinates a variety of projects, functions and/or program components (e.g. meetings, home visits, site trainings, transportation passes, district grants, homeless/after school programs, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Designs reports and/or database applications (e.g. CALPADS, Aeries, assessment, etc.) for the purpose of meeting state reporting requirements customized to mandated specifications.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Identifies issues related to the state and local student information systems for the purpose of resolving and correcting user problems.
- Inputs data manually and by file upload into state and local student information system (e.g. student record updates, demographics, program information, etc.) for the purpose of ensuring accuracy of data.
- Maintains a wide variety of complex manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in meetings and workshops for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Performs general clerical functions (e.g. creating requisitions, scanning, schedule meetings, copying, faxing, data entry, filing, etc.) for the purpose of supporting department operations.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, district personnel, parents, students, vendors, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Responds to requests for a variety of report options (e.g. demographic and program information, assessment information/results, attendance, enrollment, etc.) for the purpose of disseminating information to appropriate parties.
- Serves as a district liaison for the purpose of providing and/or gathering information and fostering positive relationships.

Other Functions

- Maintains an inventory of supplies and equipment for the purpose of ensuring availability of required items.

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; manage complex clerical work; and running complex queries.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies of current office software/hardware required to satisfactorily perform the functions of the job; business telephone etiquette; codes/laws/rules/regulations/policies; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; multitasking; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualification exam

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	November 10, 2015	40

JOB DESCRIPTION

San Leandro Unified School District

Administrative Assistant - Department/Program

Purpose Statement

The job of Administrative Assistant - Department/Program is done for the purpose/s of supporting the educational process with specific responsibilities for providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Assigned Administrator

Essential Functions

- Compiles data from a wide variety of sources (e.g. student expulsions, truancies, time sheets, calendars, expenditures/budget, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, use of district facilities, in-service events, event coverage, community service, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Greets individuals entering the building as assigned (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, staff attendance, invoices, purchase orders, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, budget balances, service request status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office as assigned for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, purchase orders, requisitions, invoices, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, purchase orders, budget transfers, invoices, payables, reimbursements, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies, materials and services for the purpose of maintaining availability of required items.

- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, district personnel, parents, students, vendors, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; common office machines; and concepts of grammar and punctuation; and office methods and practices; codes/laws/rules/regulations/policies; business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions; depending on assignment maybe required to translate/interpret in a second language.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other

work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	43

JOB DESCRIPTION

San Leandro Unified School District

Administrative Assistant – School

Purpose Statement

The job of Administrative Assistant - School is done for the purpose/s of supporting the educational process with specific responsibilities for providing complex and confidential secretarial and administrative support to the school principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities. This position maybe assigned to an elementary, middle, high, adult or continuation school.

This job reports to Principal

Essential Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional) depending on assignment for the purpose of providing emergency and necessary care in compliance with established guidelines.
- Compiles data from a wide variety of sources (e.g. student information, time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, graduations, special events, education field trips, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, student records, staff attendance records, list of volunteers, calendars, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees school website/s and homepage/s (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, notices, bulletins, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, accident reports, Emergency Binders, SARB packets, PPAFs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information on administrative procedures (e.g. department/program policies, submission procedures, issues keys, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, service requests, requisitions, reimbursements, budget transfers, purchase orders, leave forms, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, teacher observations, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Secures substitutes for the purpose of maintaining adequate staffing.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Procures supplies and materials for the purpose of maintaining availability of required items.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping and record keeping; bilingual preferred depending on assignment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines; codes/laws/rules/regulations/policies; recordkeeping and record retention practices; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the

functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and diffusing argumentative behavior.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

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

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Pre-Employment Training Required

Certificates

Continuing Educ./Training

CPR Certificate Renewal

First Aid Certificate Renewal

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	43

JOB DESCRIPTION

San Leandro Unified School District

Program Coordinator

Purpose Statement

The job of (New)Program Coordinator is done for the purpose/s of coordinating an assigned program and related activities; providing information to others; maintaining an effective collaborative relationships; serving as a liaison to schools, agencies and/or families; and implementing and maintaining services within established guidelines and standards.

This job reports to Assigned Administrator

Essential Functions

- Assists with the planning and coordination of programs and related activities for the purpose of implementing the activities, programs and/or projects meeting District program guidelines.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates a variety of activities (e.g. program components, support needs, recruiting, applicant information gathering, etc.) for the purpose of delivering services in compliance with established guidelines.
- Establishes strong internal marketing of programs to internal stakeholders for the purpose of meeting the ongoing needs of the program.
- Facilitates activities related to program for the purpose of identifying appropriate actions, supporting other staff, and serving as a District liaison.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors program/services (e.g. facility use, grant objectives, attendance, etc.) for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Responds to inquiries related to the program/activities for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supports programming and community events for the purpose of ensuring alignment and compliance with grant objectives and service requirements.

Other Functions

- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent

software applications; planning and managing projects; and preparing and maintaining accurate records; bilingual preferred; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; district policies and procedures;.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; personnel automobile for job-related travel maybe required.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; 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 jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience — Job related experience is required.

Education — Targeted, job related education with study in job-related area.

Equivalency — Bachelor's Degree Preferred.

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	42

JOB DESCRIPTION
San Leandro Unified School District

Accounting Clerk

Purpose Statement

The job of Accounting Clerk is done for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling of fiscal information and maintenance of related statistical records; generating periodic reports; performing general clerical duties; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Principal or Director.

Essential Functions

- Assists administrator and other assigned personnel (e.g. manages online sales on school website, provides cash banks and tickets for events, etc.) for the purpose of supporting them in the overall site operations.
- Collects financial information related to work assignments (e.g. catering invoices, fundraiser, stipends, purchase orders, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains financial information, files and records (e.g. class/club donations, lunch bills, lunch monies, catering bills, lost books bills, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of reports, documents and other written and electronic materials (e.g. inventory records, monthly account activity to sponsors, invoices, 1099's, audit documentation, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. cash/check into weekly deposits, check requests, bill collections, free and reduced meal applications, student account receipts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data (e.g. monthly bank statements, employee lunch bills, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff, administration, students, parents, and vendors regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; office application software; recordkeeping and record retention practices.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information; working as part of a team; working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	32

JOB DESCRIPTION
San Leandro Unified School District

Purchasing Assistant

Purpose Statement

The job of Purchasing Clerk is done for the purpose/s of providing support to the purchasing process and assigned department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information and inventories.

This job reports to Assistant Superintendent - Business Services or Director.

Essential Functions

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Collects reference data from a variety of sources (e.g. local and state codes, board policies, vendor sources, etc.) for the purpose of reviewing compliance with district policies and procedures.
- Informs other staff and vendors regarding procedural requirements (e.g. ordering and purchasing procedures, available funds, etc.) for the purpose of facilitating the purchasing process with established practices.
- Maintains purchasing documents, files and records (e.g. Requests for Proposal, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Prepares written materials and electronic purchasing information (e.g. lists, control logs, reports, requisitions, employee reimbursements, pending orders, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial data and documents (e.g. bids, incoming purchase requisitions, purchase orders, mail, etc.) for the purpose of updating and distributing information and/or acquiring resources to support purchasing operation in compliance with established guidelines.
- Responds to inquiries of staff and administration regarding purchasing procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliations, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; office management procedures; concepts of grammar and punctuation; and purchasing procedures, practices, methods, and terminology.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; maintaining confidentiality; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the jobs 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. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Must pass district's qualifying exam Certificates

Pre Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	November 10, 2015	38

JOB DESCRIPTION
San Leandro Unified School District

Accounting Technician

Purpose Statement

The job of Accounting Technician is done for the purpose/s of providing support to department activities with specific responsibility for the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Director of Business Services

Essential Functions

- Assembles, tabulates, compares, reconciles and verifies mathematical accuracy of financial or statistical data for the purpose of gathering information for state/federal audits and reimbursement claims, documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Compiles a variety of financial information related to work assignments (e.g. quarterly taxes and reports, procedures, statistical reports, child support payments, etc.) for the purpose of providing required documentation and/or processing information following procedures recommended by the California School Accounting Manual.
- Initiates accounting journal entries (e.g. record and reclass expenses, deposits, inter-fund transfers, budget accounting entries and transfers, accruals, etc.) for the purpose of adhering to established procedures in preparation for Director approval.
- Maintains a variety of financial information, files and records (e.g. purchase orders and entries, invoices, shipment verification, expense reports, accounting journal entries, audit inquiries, cash receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Posts cash receipts and disbursements and year-end accrual transactions for the purpose of ensuring compliance with established accounting practices.
- Processes a variety of financial information (e.g. program reports, year end reconciliation, accounts payable, research projects, checks and cash for deposits to various accounts, transmittals of child support payments and quarterly taxes, etc.) for the purpose of monitoring account balances, updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles all district bank accounts, oversees the ASB bank accounts, and implements a variety of internal control and reporting procedures for the purpose of maintaining accurate budget and account balances, and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a variety of sources (e.g. office managers, administrators, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

- Assists with the development of budgets (e.g. position control reconciliation, year-end closing analysis, calculations regarding salaries and benefits, etc.) for the purpose of meeting budget delopment timelines.
- Schedules, indexes and files invoices, financial and subsidiary records and reports for the purpose of complying with established accounting procedures.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and computer skills; business telephone etiquette; office application software; recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency Three years of increasingly responsible experience in a capacity involving general accounting through financial statements preparation. AA degree with emphasis on business Qualifying experience may be substituted on a year for year basis for the desirable college courses.

Required Testing Must pass district's qualifying exam Certificates

Pre Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	46

Employee Benefits Specialist

Purpose Statement

The job of Employee Benefits Specialist is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for assisting with all aspects of employee benefits and benefit information; resolving insurance benefit, retirement, reporting and reconciliation problems; providing information to new, current and retired employees, providers and/or administrators; and ensuring employee proof of coverage and accurate billing.

This job reports to Assistant Superintendent or Director

Essential Functions

- Assists personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Assists in administering employee benefit and worker's compensation programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, filing claims, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintains a variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of benefit information for the purpose of completing enrollment/changes within program guidelines.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, STRS, PERS, health benefits, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Researches discrepancies between employee, payroll, benefit provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Resolves conflicts with benefit providers for the purpose of verifying eligibility, conveying information and processing claims.
- Supports assigned administrators (e.g. sick leave reconciliation, preparing special reports, etc.) for the purpose of providing information from which to make operational decisions.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to the job functions; concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Must pass district's qualifying exam Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	48

JOB DESCRIPTION
San Leandro Unified School District

Payroll Specialist

Purpose Statement

The job of Payroll Specialist is done for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; preparing complex financial and statistical reports and statements; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to Assistant Superintendent or Director of Business Services.

Essential Functions

- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, 125 Plan deductions, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
- Computes payroll distributions by budget classification for the purpose of assisting in computing payroll costs for budget purposes.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring the accurate payroll processing.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Inputs and reviews a variety of payroll related data (e.g. payroll set-up for all new employees, 403B and 457 changes and additions, changes to insurances, 125 Plan deductions, union dues, time sheets for extra duty hours, etc.) for the purpose of ensuring accuracy in processing monthly employee payroll.
- Interprets laws, rules and regulations governing District payroll for employees of the District for the purpose of informing other staff and/or outside parties regarding procedural requirements for the processing of transactions.
- Maintains a wide variety of payroll information (e.g. maternity and disability leaves, STRS reports, attendance records, PERS payback, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of payroll related documents and reports (e.g. invoices for overpayment, retirement plan transfers, payroll register, stop payments, W-2 controls, worker's compensation checks, sub-deduct notices, monthly PERS or STRS reports, employee quarterly vacation liability reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes and verifies a wide variety of payroll documents and materials (e.g. time sheets, withholding information, TSA payments, employee contributions, paychecks, requests for direct deposit, payroll reports, all payroll changes, etc...) for the purpose of disseminating information to appropriate parties and balancing payroll reports before transmittal of monthly payroll.
- Reconciles final pay for employees due to a variety of reasons (e.g. early termination, sick leave adjustments, pay out vacation earned in compliance with the bargaining unit contracts, etc.) for the

purpose of ensuring accurate payment information and complying with contract provisions and/or established policies.

- Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches and resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, time sheets, earned leave, STRS inquiries, PERS inquiries, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to a wide variety of inquiries (e.g. wage levies and garnishments, savings, contributions, direct deposits, requests from mortgage lenders, subpoenas, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Validates and distributes monthly paychecks and annual W-2s for the purpose of providing documents in a timely manner.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; and operating standard office equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; State Education Codes and other applicable laws; and recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience	Job related experience with increasing levels of responsibility is required.
Education	High school diploma or equivalent.
Equivalency	Equivalent to completion of the twelfth grade, including or supplemented by courses in bookkeeping. Additional qualifying experience may be substituted on a year for year basis for the desirable college courses.

Required Testing

Must pass district's qualifying exam

Pre-Employment Training Required

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	48

JOB DESCRIPTION

San Leandro Unified School District

Accounting Specialist

Purpose Statement

The job of Accounting Specialist is done for the purpose/s of providing support to department activities with specific responsibility for the maintenance of financial accounting records including supporting documentation for journals, cash receipts, invoicing and related work as required; and supports the Director of Business Services in the compilation, analysis and review financial reports.

This job reports to Assistant Superintendent or Director of Business Services.

Essential Functions

- Analyzes financial information (e.g. new purchase order transmittals for available funds, warrant transmittals for accuracy on billing and signature approvals, etc.) for the purpose of identifying potential budget variances, compiling statistical information, and conforming to established financial practices and regulatory requirements.
- Assigns all new transactions users with login and password access for the purpose of ensuring access to needed information and appropriate software.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Calculates and transfers salary expenses for all Bond projects quarterly or as needed for the purpose of ensuring budget limits have not been exceeded.
- Communicates with Colbi , software for the Accountability system, for the purpose of resolving software issues, obtaining and inputting software updates in the AA system.
- Compiles a wide variety of financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Coordinates warrants, warrant transmittals, and invoices for the purpose of delivering services in compliance with established guidelines.
- Inputs and reviews a variety of related data (e.g. new purchase orders numbers, warrant numbers, interest entries, retention payments, etc.) for the purpose of ensuring accuracy in Accountability system.
- Maintains a wide variety of financial information, files and records (e.g. Bond purchase orders and payments, detailed spreadsheets for salary expenses, journal entries, cash receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or compliance to contract language and funding issues.
- Prepares a wide variety of written materials and electronic financial information (e.g. general accounting journals, cash receipts and disbursement, year-end accrual transactions, reports for auditors/COC meetings as needed, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Processes a wide variety of financial information (e.g. invoices for payment, purchase order transmittals, check stop notices, retention payments, transfers of salary expense, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices recommended by the California School Accounting Manual.
- Reconciles a wide variety of financial data (e.g. Accountability System and ESCAPE reports, budget summary reports, Victory Funds, US Bank account, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Assists with budget development for the purpose of ensuring that procedures, policies and budget development is in compliance with established guidelines.
- Supports the Director of Business Services for the purpose of assisting with compiling, analyzing and reviewing financial reports.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; and operating standard office equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; State Education Codes and other applicable laws; and recordkeeping and record retention practices.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or

crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience	Job related experience with increasing levels of responsibility is required.
Education	High school diploma or equivalent.
Equivalency	Equivalent to completion of the twelfth grade, college level principals of accounting courses required. AA degree with emphasis on business. Evidence of practical experience and/or post secondary courses in IBM or Macintosh computer required. Additional qualifying experience may be substituted on a year for year basis for the desirable college courses.

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	48

JOB DESCRIPTION
San Leandro Unified School District

Budget Analyst

Purpose Statement

The job of Budget Analyst is done for the purpose/s of providing support to department activities with specific responsibility for assisting in the formulation, analysis and execution of assigned district budgets; identifying budget variances and recommending appropriate actions to comply with fiscal requirements and budget guidelines; analyzing costs of programs and services; providing analytical information related to attendance accounting and record keeping; and serving as a resource to District personnel in the area of budgetary policies and procedures.

This job reports to Director of Business Services

Essential Functions

- Advises administrative staff and school personnel the implications of funding alternatives, proposed program adjustments, and revenue options for the purpose of providing assistance to all levels of management in the resolution of budget variances, and other financial issues.
- Analyzes financial information related to services (e.g. budget reports, expenditures, variances, projections, etc.) for the purpose of identifying budget variances, compiling statistical information, identifying long-term budgetary goals, and/or conforming to established guidelines.
- Assists staff with technical budgeting issues (e.g. analysis of activities in support of feasibility and prioritization of special projects, preparing interim reports, etc.) for the purpose of preparing the information and data required for developing budgets, controlling expenditures and/or preparing budget revisions.
- Calculates cost allocations and projections for a variety of supplies, textbooks, personnel, etc. for the purpose of determining the financial resources sufficient for program or school site needs.
- Compiles statistical and budget data (e.g. position control accuracy, Average Daily Attendance, negotiated salary increases, SACS account codes chart, etc.) for the purpose of developing budget recommendations; providing summaries; and/or ensuring compliance with established regulatory guidelines.
- Conducts meetings and workshops for new employees and administrative staff at the District Office and school sites for the purpose of providing technical assistance and collaborating in the budget development process and fund accounting.
- Coordinates the preparation of budget transfers, amendments, position control, files, etc. for the purpose of ensuring accuracy of data for decision making and/or complying with regulatory requirements.
- Develops special and regular financial reports (e.g. Special Education multi-year comparative reports, Average Daily Attendance on enrollment data, CDE SACS interim and adopted reports, etc.) for the purpose of summarizing budget and financial data for management and school official use in their decision-making processes.
- Maintains manual and electronic files, documents and records (e.g. MYP, reports, account charts, requests for expenditures, account structure, current and historical budget data, financial records, etc.) for the purpose of providing up-to-date reference and audit trail.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

- Prepares budgets, including working with program administrators in developing and maintaining that program budget for the purpose of providing budgetary information to administration, board members and a variety of public organization in compliance with established regulatory guidelines.
- Prepares a wide variety of written materials and electronic financial and budget information (e.g. budget variance and activity reports, financial statements, attendance reports, state mandated reports, budget extensions, procedures, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes budget-related documents (e.g. journal entries, account transfers, encumbrances, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Serves as a resource to District personnel in the area of budgetary policies and procedures for the purpose of resolving issues, providing support, guidance and mentoring on detailed instructing for budget numbers, funding sources and proper procedures and policies for expenditures of funds.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; financial analyses and/or budget analyses; electronic spreadsheets and worked processing; principles and objectives of budget preparation; and management evaluation and analysis.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience	Job related experience with increasing levels of responsibility is required.
Education	High school diploma or equivalent.
Equivalency	Equivalent to completion of the twelfth grade. AA degree with emphasis in business or equivalent. Evidence of practical experience and/or post- secondary courses in computers required. Additional qualifying experience may be substituted on a year for year basis for the desirable college courses.

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	51

JOB DESCRIPTION
San Leandro Unified School District

Assessment, Instructional Materials and Multimedia Assistant

Purpose Statement

The job of Assessment, Instructional Materials and Multimedia Assistant is done for the purpose/s of providing support to the instructional process with specific responsibilities for ordering, processing, issuing and inventorying instructional supplies, materials and equipment; preparing orders for delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; and maintaining an organized layout and safe work environment.

This job reports to Director of Technology Assessment Research & Evaluation.

Essential Functions

- Assists other personnel (e.g. Specialist, etc.) for the purpose of supporting them in the completion of their work activities.
- Cleans storeroom for the purpose of maintaining a safe and orderly work area.
- Conducts inventories for the purpose of verifying stock and identifying losses.
- Distributes materials and equipment for the purpose of ensuring delivery to assigned locations and/or individuals.
- Maintains manual and electronic files and records (e.g. loss, expenditures, schedules, calendars, requisitions, inventories, etc.) for the purpose of documenting activities and providing reliable resource information.
- Orders equipment and supplies, as requested for the purpose of maintaining inventory and ensuring availability of required items.
- Participates in meetings, workshops and/or trainings (e.g. technology integration trainings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of written materials (e.g. purchase orders, requisitions, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes the district's audiovisual equipment, audiovisual materials, computers and other technologies (e.g. logging into master files; bar coding, producing required reports, asset tags, etc.) for the purpose of ensuring assets are properly accounted for and available for District users.
- Processes report requests (e.g. order status, completed deliveries, current inventory, etc.) for the purpose of disseminating information to requesting parties.
- Receives items (e.g. hardware, software, textbooks, media equipment, etc.) for the purpose of verifying specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Troubleshoots minor software and hardware issues (e.g. Chromebooks, etc.) for the purpose of resolving problems and/or referring on to Help Desk technicians.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in storeroom/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; 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 jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing Must pass district's qualifying exam

Pre-Employment Training Required

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	38

JOB DESCRIPTION
San Leandro Unified School District

Assessment, Instructional Materials and Multimedia Specialist

Purpose Statement

The job of Assessment, Instructional Materials and Multimedia Specialist II is done for the purpose/s of supporting the instructional process with specific responsibilities for the coordination and distribution of State and District testing materials; assisting in the development of instructional materials, training courses and web-based learning courses; supporting staff in successfully integrating technology within in the schools; implementing and maintaining services within established guidelines and standards; and providing information to others.

This job reports to Director of Technology Assessment Research & Evaluation

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Essential Functions

- Assists in the design and development of training courses and online instructional materials for the purpose of facilitating learning.
- Assists teachers and administrators with a variety of educational support (e.g. identifying resource materials, computer application strategies, integration of technology in the classroom, etc.) for the purpose of ensuring student success and achieving district objectives.
- Collaborates with District personnel (e.g. Educational Services, etc.) for the purpose of creating and maintaining web-based courses and other learning resources.
- Conducts meetings, workshops, trainings, and seminars (e.g. assessment trainings, proper use and management of digital programs, digital citizenship, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates activities related to assigned State and District assessment and testing programs (e.g. testing schedules, delivery and retrieval of materials, technical assistance, etc.) for the purpose of completing activities and/or directing services in a timely manner.
- Designs and creates computer based, multi-media layout, graphics, animation and content for the purpose of of using designs in presentations, multi-media programs websites and other non-print delivery media.
- Maintains a variety of manual and electronic files and/or records (e.g. materials inventory, invoices, affidavits of agreement, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages educational databases related to personalized learning software (e.g. Accelerated Reader, Imagine Learning, etc.) for the purpose of achieving organizational objectives.
- Manages District website's content and design (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Orders materials and resources (e.g. textbooks, instructional materials, consumables, etc.) for the purpose of ensuring the availability of items.
- Prepares a variety of written materials (e.g. materials for professional development trainings, invoices, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Processes testing materials before, during and after testing (e.g. inventorying, packaging, distributing, tracking, etc.) for the purpose of ensuring the security of the test and testing materials in accordance with established administrative guidelines and/or legal requirements.
- Responds to inquiries (e.g. staff, administration, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; classifying data and/or information; and conducting meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; application software including relational databases; codes/laws/rules/regulations/policies; current generation operating systems; methods of instruction and training; and web design.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; and communicating technical information to non-technical audiences.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 jobs functions require the following physical demands: significant 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 40% sitting, 40% walking, and 20% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing Must pass district's qualifying exam

Pre-Employment Training Required

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	52

JOB DESCRIPTION

San Leandro Unified School District

Computer Support Assistant

Purpose Statement

The job of Computer Support Assistant is done for the purpose/s of supporting the educational process with specific responsibilities for maintaining computer and network equipment in a safe and functional operating condition; providing technical and operational support to end-users; resolving immediate operational and/or safety concerns; and perform data access protection processes.

This job reports to Chief Technology Officer

Essential Functions

- Confers with other grade level or special area instructional staff as may be appropriate regarding instructional techniques, organization practices, etc. for the purpose of providing guidance, mentoring and/or computer support.
- Enforces security and procedural policies and practices for the purpose of conforming to established protocols and ensuring network integrity.
- Installs computer hardware, peripherals, and network equipment and application software for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Maintains technology equipment and lab areas (e.g. run diagnostic programs according to established time lines, troubleshoot computers and peripherals, submit work requests when repairs are needed, assure the labs' care and security, perform deep freezes, etc.) for the purpose of ensuring equipment and lab areas are in safe proper working condition.
- Oversees student usage of computer and programs for the purpose of providing direction and guidance with appropriate behavior/computer use.
- Prepares labs and carts for daily operations (e.g. installing software,setting up/turning on equipment, etc.) for the purpose of ensuring the availability of equipment/materials for scheduled labs.
- Prepares and maintains manual and electronic documents, files and records (e.g. inventory of lab equipment and materials, troubleshooting log, work requests, schedules, etc.) for the purpose of documenting activities, conveying information and/or ensuring compliance with established guidelines.
- Provides technical and operational support to the teachers and classes for the purpose of presenting and/or reinforcing learning concepts in support of site and district-wide technology goals.
- Serves as a resource to students and staff for the purpose of providing support and guidance as requested based on their technology knowledge and experience in support of student learning.
- Troubleshoots malfunctions of network hardware and/or software applications (e.g. peripherals, printers, smartboards, chrome books, etc.) for the purpose of resolving operational issues and restoring services or directing request to more skilled staff.
- Upgrades computers, peripherals, network equipment and software applications as needed for the purpose of meeting the computer processing needs of the users.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and utilizing pertinent software applications; diagnosing equipment malfunctions.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of computer electronics and technology; current generation operating systems and network protocols; school safety and security practices.

ABILITY is required to schedule activities; gather and/or collate data; and consider a variety of factors when using 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 processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing effective working relationships; communicating with diverse groups; being attentive to detail; working under time constraints; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing: Must pass district's qualifying assessment

Pre-Employment Training Required

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background

Clearance
TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	38

JOB DESCRIPTION
San Leandro Unified School District

Information Data Specialist

Purpose Statement

The job of Information Data Specialist is done for the purpose/s of analyzing departmental and individual requirements for database solutions; developing, implementing and maintaining applications; documenting system components and user instructions; producing a wide variety of statistical reports; and serving as a technical advisor to staff and other district personnel.

This job reports to Assistant Director of Technology Assessment, Research & Evaluation and Human Resources

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Essential Functions

- Analyzes applications, systems and user requirements (e.g. data sources, input requirements, reporting capabilities, workflow, etc.) for the purpose of creating and enhancing user requested specialized programs and systems.
- Collaborates with a variety of internal and external parties (e.g. users, state and/or federal agencies, Data Management Team, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates all database activities (e.g. cataloging, file locking, access rights, updates, roll overs for upcoming school year, repairs of corrupted databases, loading all state testing results into District database and pushes data to sites, etc.) for the purpose of monitoring compliance with district policies and security procedures.
- Creates and schedules a variety of standardized and customized reports on a scheduled or ad hoc basis (e.g. CALPADS, OARS, SBAC, CALTIDES, CAHSEE failed test reports, SARC graduation database, pre-IDs, early warning system for student dropouts, free and reduced meal program, special education levels, etc.) for the purpose of producing state and district mandated reports and distribution to appropriate parties in an efficient and timely manner.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Designs a variety of databases and support processes (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, tech standards, monitoring utilities, tuning methods, etc.) for the purpose of ensuring the stability and performance of production databases and providing end users with access to accurate stored data
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- Develops functional and system/software specifications from information gathered at user meetings and/or interviews with internal and non-district staff for the purpose of documenting/interpreting user requests, identifying data sources and creating working plan.
- Develops and implements new software and applications, systems and system components (e.g. monitoring project plans and schedules, developing program code and user interfaces, documenting applications, parent on-line registration, student course requests, SBAC, etc.., etc.) for the purpose of addressing organizational needs and providing operational capabilities to users.

- Inputs data into student information system and ancillary programs (e.g. SBAC, ILLUMINATE, ARIES, etc.) for the purpose of ensuring availability and accuracy of data in compliance with established guidelines and mandated requirements.
- Maintains existing systems (e.g. add or update requested changes, enhancements, data source changes, creating code, adding additional functionality, etc.) for the purpose of providing production support in ensuring the ongoing availability of information needed to meet mandated requirements.
- Oversees assigned projects and/or program components (e.g. on-line registration portals, CALPADs, bar code scanning for fixed assets, data analysis for early warning system for student drop-out, homeless population counts, review of student demographic data for errors, assessment data integration, etc.) for the purpose of ensuring the security and reliable operations of district database.
- Participates in and/or facilitates meetings and workshops (e.g. group training, one-on-one training, vendor contacts for troubleshooting software, state data system trainings, etc.) for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Prepares a wide variety of complex materials (e.g. instructions, notices,pre-ID files for all state assessments, technical standards, security policies, training materials, state/local and federal reports, summary reports from data queries, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff (e.g. new applications, upgrades, updates, report production, file printouts, labels, query functions, data exports, etc.) for the purpose of ensuring proper and efficient use of system, providing information and/or advice regarding active or planned projects.
- Tests and/or monitors the testing of developed application software for the purpose of ensuring that product matches defined requirements and expected functionality.
- Troubleshoots application software and malfunctions of database systems for the purpose of isolating bugs, resolving operational issues and restoring services.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: relational databases, record structures, media input and output devices; and current generation and legacy application programming methodology including object based design, operating systems, protocols, and programming languages, process and data modeling techniques; database theory; and project management.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities; working with frequent interruptions; and applying logical processes and analytical skills.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing Must pass district's qualifying assessment

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	50

JOB DESCRIPTION
San Leandro Unified School District

Network Engineer

Purpose Statement

The job of Network Engineer is done for the purpose/s of designing, configuring, installing, monitoring, maintaining, and repairing network systems, subsystems and servers; ensuring data and network security; managing email, unified messaging systems and VoIP telephone systems; resolving network protocol and data communications operational issues; and providing network and administrative technical support to district and site staff.

This job reports to Chief Technology Officer

Essential Functions

- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VoIP, security, antivirus, spyware, etc.) for the purpose of performing confidential email and Internet access audits and ensuring availability of services to authorized users.
- Creates and maintains a district wide disaster recovery and enterprise backup and fault tolerance system (e.g. installation and upgrading of all backup software, firewall and content filtering from virus/spyware/malware and other electronic intrusions, hardware and software testing, physical back-up to multiple locations, etc.) for the purpose of ensuring efficient operations and availability of services to authorized users.
- Designs computer networks (e.g. Internet, intranet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient operating systems.
- Establishes network users, user environment, directories and security for networks being installed (e.g. user accounts, email accounts, advanced system login scripts, workstation policies, user interface controls, file/folder access permissions, etc.) for the purpose of ensuring availability of services to authorized users.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, telephone systems, network security hardware and software installations and/or upgrades, RFPs, system designs, Intenet, Intranet, web mail, FTP servers, network capacity planning, etc.) for the purpose of achieving organizational objectives and delivering services in compliance with established guidelines.
- Monitors and maintains all software applications as related to District network and telecommunications operations (e.g. Exchange, Aeries, Cisco Call-Manager, Cisco Unity, DNS, print and file servers, IP addressing, service packs, server operating systems, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Participates in a variety of planning and development activities, including district wide committees (e.g. network capacity planning, design of new and expanded network technology, etc.) for the purpose of ensuring mission critical systems are maintained and providing expertise in identifying appropriate methodologies for development efforts.
- Plans, installs and maintains network hardware within the District's WAN and LAN, telephones and security systems (e.g. servers, cabling, switches, routers, desktop and laptop computers, chrome

books, network protocol peripherals and associated hardware, brocade switches, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.

- Prepares written materials (e.g. procedures, system level documentation, reports, memos, inventory, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches and analyzes technical issues and trends for the purpose of recommending procedures and/or purchases as needed in the short and long-range plans for the District.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems and vendor supported systems (e.g. servers, hubs, routers, network protocols, leased circuits, asynchronous communications lines, network phone system, network appliances, workstations and related peripherals, virtual server environments, enterprise anti-virus software, brocade switches, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records; diagnosing equipment malfunctions; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; data security, project management, processes and methodology.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical

audiences; and working nonstandard hours; adapting to changing work priorities; maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant 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 40% sitting, 30% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience	Job related experience within a specialized field is required.
Education	Bachelors degree in job-related area.
Equivalency	Bachelor's degree in Computer Science and/or extensive equivalent training and experience.

Required Testing: Must pass district's qualifying exam

Pre-Employment Training Required

Certificates

Continuing Educ./Training

BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

Maintains Certificates and/or Licenses

Clearances

Valid CA State Driver's License & Evidence of Insurability

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	57

JOB DESCRIPTION

San Leandro Unified School District

Para Educator - Computer

Purpose Statement

The job of Para Educator - Computer is done for the purpose/s of supporting the instructional process with specific responsibilities for maintaining operations of a computer lab; complementing classroom instruction with software applications and computer technology; instructing students in the use of computers and/or other forms of technology; assessing the effectiveness of instruction; and providing recommendations regarding potential software application purchases.

This job reports to Principal

Essential Functions

- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.
- Coordinates students, teachers and technical support personnel for the purpose of maintaining computer lab operations.
- Installs computer software applications for the purpose of providing instructional materials.
- Instructs students and teachers for the purpose of complementing classroom instruction with a variety of software applications and the use of computer technology.
- Maintains computer hardware and software applications for the purpose of ensuring availability of instructional materials.
- Prepares documentation (e.g. progress reports, requisitions, instructions, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides feedback of student performance to teachers and students for the purpose of assessing the effectiveness of instruction.
- Recommends computer hardware and software acquisitions for the purpose of ensuring availability of instructional materials.
- Researches software applications for the purpose of providing recommendations regarding potential applications appropriate for student level.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in profession; operating standard office equipment; performing standard clerical procedures; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent computer hardware and software applications; age appropriate activities/behaviors; assessment instruments and techniques; grammar, spelling and punctuation; and methods of instruction and training.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; attention to detail; implementing established curriculum; meeting deadlines and schedules; and working under time constraints; communicating with diverse groups; and dealing with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; 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 jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

NCLB Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	27

JOB DESCRIPTION
San Leandro Unified School District

Para Educator

Purpose Statement

The job of Para Educator is done for the purpose/s of providing support to the instructional program within assigned classroom/s with specific responsibility for providing additional instructional and/or tutorial help to individuals and/or small groups of students; and providing clerical support to teacher/s and staff.

This job reports to Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment, work area, and manual and electronic files and records (e.g. DIBEL scores, etc.) for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Reports observations and incidents relating to specific students (e.g. accidents, student conflicts, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, student conflicts, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience — Job related experience is desired.

Education — High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

NCLB Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
	November 10, 2015	27

Non Exempt

JOB DESCRIPTION

San Leandro Unified School District

Para Educator - Moderate to Severe

Purpose Statement

The job of Para Educator - Moderate to Severe is done for the purpose/s of directly assisting special education students including, but not limited to emotionally disturbed, severely disabled, autistic, behavioral bilingual and full inclusion under general supervision from certificated personnel; providing support and general supervision of students in various instructional settings including general education, pre-K 12, and adult; and assisting with the instructional and physical needs of students.

This job reports to Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers medical assistance as instructed by a health care professional (e.g. all aspects of toileting, cleaning of students, diapering, gastronomy, tube/button feeding, urinal/colostomy and ileostomy bags, catheterization, medication, wound dressing, tracheotomy suctioning and care, nasal and oral suctioning, etc.) for the purpose of meeting immediate physical needs.
- Assists medically fragile or physically disabled students with self-feeding, hygiene, grooming and dressing skills for the purpose of maintaining students' personal hygiene.
- Assumes responsibility for the classroom under the supervision of authorized certificated personnel for the purpose of assisting in maintaining established classroom management routines and policies.
- Attends meetings and trainings as appropriate (e.g. first aid, CPR, CPI, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, parents and other members of the instructional team (e.g. teachers, counselors, therapists, nurse, IEP meeting participants, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Encourages and assists students in the development and maintenance of appropriate social behaviors through the use of positive reinforcement techniques, implementation of behavior plans and behavior support techniques for the purpose of maintaining a safe and positive learning environment.
- Implements, under the supervision of assigned teacher, behavioral plans for students persistently demonstrating such behaviors as hitting, biting, scratching and running with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning/behavioral concepts.
- Models conversation, manners, clean up activities, listening, job skills, and everyday interactions for the purpose of demonstrating appropriate academic and social behaviors in a culturally sensitive manner.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs a variety of clerical activities related to daily classroom routines, student assessment and grading, IEP meetings and special education programs (e.g. copying, filing, recordkeeping tasks,

laminating, operating office machinery, etc.) for the purpose of supporting assigned staff and maintaing accurate recordkeeping and confidentiality of student records in accordance with legal requirements and policies.

- Places, adjusts and/or moves student in adaptive equipment (e.g. wheelchairs, splints, braces, body jackets, sideliners, adapted physical education equipment, toilets, walkers, mobile standers, locomotive devices, etc.) for the purpose of assisting with student positioning as needed, for ambulatory and non-ambulatory students.
- Provides instruction to students in a variety of individual and group activities under the supervision of assigned teacher (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of implementing instructional plan developed for each student or group.
- Transports and/or escorts students as needed to various assigned activities (e.g. on and off buses, field trips, libraries, museums, parks, shopping, markets, etc.) for the purpose of providing needed transportation and/or developing maximum independence and self-esteem.
- Reports observations and incidents relating to specific students (e.g. accidents, student conflicts, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, student conflicts, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; 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.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

CPR/First Aid Certificate

NCLB Certificate

Continuing Educ./Training

CPR Certificate Renewal

First Aid Certificate Renewal

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	35

JOB DESCRIPTION

San Leandro Unified School District

Para Educator - Mild-Moderate

Purpose Statement

The job of Para Educator - Mild-Moderate is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for improving students success in basic academics (reading, language and/or math); relieving teachers of clerical tasks; assisting students by modeling the skills necessary to perform assignments.

This job reports to the Principal or designee.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework assignments, make-up work, etc. for the purpose of assisting in the achievement of any differential standards developed for each student to meet competency requirements.
- Assists in the preparation of IEP meetings (e.g. calling parents for appointments, contacting all persons required for the meeting, reserving room for the meeting, obtaining supporting documentation, etc.) for the purpose of providing support to instructional staff and complying with legal and/or administrative requirements.
- Assumes responsibility for the classroom under the supervision of authorized certificated personnel for the purpose of assisting in maintaining established discipline, classroom management routines and policies.
- Attends meetings and in-service presentations (e.g. first aid, CPR, CPI, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, parents and/other members of the instructional team (e.g. nurse, counselor, therapists, IEP meeting participants, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Evaluates students during the course of the school day for the purpose of supporting students in their work in both academic and non-academic areas.
- Implements instructional programs and lesson plans, under the supervision of assigned teacher, (e.g. reading, math, language, comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Maintains manual and electronic files and records (e.g. copying pertinent information from Cum folder, student work folders, new reports, assessment scores, grade book, attendance records, progress records, etc.) for the purpose of providing written reference and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Prepares a variety of materials (e.g. copying materials, classroom supplies and equipment, bulletin boards, display areas, etc.) for the purpose of assisting teachers in the implementation of curriculum.
- Provides instruction to students in a variety of individual and group activities, under the supervision of assigned teacher, (e.g. reading, spelling, self esteem, behavioral skills, daily living skills, etc.) for

the purpose of implementing goals for remediation of student deficiencies and ensuring student's success in academic and non-academic areas.

- Reports observations and incidents relating to specific students (e.g. accidents, student conflicts, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, student conflicts, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
-

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practiced; operating standard office equipment including computers and pertinent software applications; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; age appropriate activities; health and safety standards; stages of child development.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; 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.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

NCLB Certification

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	30

JOB DESCRIPTION

San Leandro Unified School District

Para Educator – ELD

Purpose Statement

The job of Para Educator - ELD is done for the purpose/s of providing support to the instructional program within assigned classroom/s with specific responsibility for assisting in the assessment of students' English language acquisition from their native language; traveling to other sites to administering tests; working with individual and/or small groups of students;occasionally performing classroom clerical tasks and as related to serving as a resource to other school personnel requiring assistance with non-English speaking persons.

This job reports to Principal or designee

Essential Functions

- Administers local and state level tests, homework assignments, make-up work, etc. to referred students (e.g. assessing proficiency in English skills, etc.) for the purpose of supporting teachers in the classroom.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Helps the ELD coach to evaluate test scores for the purpose of providing information to other staff to determine appropriate student placement and/or referral.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Monitors individual and/or groups of students occasionally on field trips or California High School Exit Exam for the purpose of providing a safe and positive learning environment.
- Prepares documentation of test results for the purpose of conveying information in accordance with established guidelines.
- Prepares instructional materials for the purpose of assisting the classroom teacher and supporting student learning.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, inappropriate social behavior, etc.) for the purpose of maintaining students personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Scores student placement exams at the beginning of school year for the purpose of providing preliminary results to site staff and/or secretary.
- Translates verbal and written communication(s) for the purpose of assisting students, teachers and parents in communicating.
- Tutors students for the purpose of providing support to enhancing students' academic success.

Other Functions

- Assists the ELD coach and counselors performing general clerical functions (e.g. scheduling, copying, data entry, filing, etc.) for the purpose of supporting the instructional program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: translating written documents; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and applying assessment instruments.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities; and methods of instruction and training.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency; establishing and maintaining effective working relationships; and maintaining confidentiality.

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. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, 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 under conditions with some exposure to risk of injury and/or illness.

Experience — Job related experience is required.

Education — Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

NCLB Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	November 10, 2015	28

Library & Multimedia Technician

Purpose Statement

The job of Library & Multimedia Technician is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting the Librarian; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks; documenting losses and monitoring procedures; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource.

This job reports to District Library & Multimedia Coordinator or designee

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Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Collects lost library and textbook fines for the purpose of completing transactions and/or securing funds.
- Maintains materials inventory (e.g. library books, textbooks, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Processes new student library cards; notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for loses.
- Processes library books, textbooks, periodicals, software and related media materials (e.g. logging into master files; bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Reconciles student data with registration office for the purpose of ensuring the proper number of textbooks are ordered.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

Other Functions

- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; preparing and maintaining accurate records; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent 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 and in a clean atmosphere.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	32

JOB DESCRIPTION
San Leandro Unified School District

Parent Facilitator

Purpose Statement

The job of Parent Facilitator is done for the purpose/s of providing support to the instructional program with specific responsibilities assisting families, teachers and administrators in supporting student achievement and community engagement; for providing information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; serving as the primary link between families and school staff; and fostering an ongoing partnership between the home and school.

This job reports to Assistant Director or designee.

Essential Functions

- Assists with facilitation of parent workshops (e.g. prepare materials and rooms, collect sign-in sheets and evaluations, clean up rooms after workshops, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed, and documenting or providing reliable information.
- Attends meetings (e.g. district trainings, site staff meetings, site events, etc.) for the purpose of conveying an/or gathering information required to perform job functions.
- Collects and maintains a variety of confidential and non-confidential manual and electronic lists and clerical records (e.g. parent workshop sign-in sheets, evaluations and other data related to parent workshops, family communication logs, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail.
- Communicates with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Confers with site counselors, teachers, parents, and site administration for the purpose of communicating regularly and assisting in evaluating student progress and/or implementing student objectives.
- Coordinates with community leaders, county services and organizations for the purpose of building resources and expanding family program capabilities.
- Supports at risk students for the purpose of providing referrals to ensure student progress and ongoing involvement of family members in the educational process.
- Leads school wide parent engagement efforts (e.g. responding to emails/calls, contributing to site parent communication efforts such as the newsletters and website page, assisting with facilitation of workshops, recruiting parents for workshops, supporting staff trainings on engagement strategies, etc.) for the purpose of decreasing parental isolation and developing parent involvement with their child's academic learning and social-emotional development.
- Monitors students while providing classroom support for the purpose of providing a safe and positive learning environment.
- Presents parent tutorial training as assigned and supervised by a teacher or principal for the purpose of providing information and guidance to families.
- Provides multilingual support at all parent engagement events and activities for the purpose of supporting student academic learning and socio-emotional development.

- Refers students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the need of students and families are met.
- Supports computer literacy and instructional programs for the purpose of implementing the goals, objectives and school site priorities.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.
- Works collaboratively with staff for the purpose of designing protocols and procedures for engaging parents in student support.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; and concepts of grammar and punctuation; age appropriate activities; age appropriate activities/behaviors; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 55% sitting, 20% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Valid CA State Driver's License & Evidence of Insurability

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	38

JOB DESCRIPTION

San Leandro Unified School District

Library & Multimedia Specialist

Purpose Statement

The job of Library & Multimedia Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting the Library & Multimedia Coordinator or assigned certificated staff; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks; documenting losses and monitoring procedures; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource as assigned.

This job reports to District Library & Multimedia Coordinator or designee

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Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Collects lost library and textbook fines for the purpose of completing transactions and/or securing funds.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Evaluates media equipment (e.g. computers, etc.) for the purpose of making repairs, providing technical support, diagnosing malfunctions and/or recommending acquisitions.
- Maintains materials inventory (e.g. library books, textbooks, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Makes repairs for the purpose of ensuring the availability of books and library materials.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes library books, textbooks, periodicals, software and related media materials (e.g. logging into master files; bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.

- Processes new student library cards; notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for lost items.
- Purchases library books, textbooks and other materials for the purpose of maintaining availability of required items and ensuring auditing compliance (e.g. William's audit).
- Reconciles student data with registration office for the purpose of ensuring the proper number of textbooks are ordered.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

Other Functions

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; preparing and maintaining accurate records; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	November 10, 2015	38

JOB DESCRIPTION
San Leandro Unified School District

Campus Supervisor

Purpose Statement

The job of Campus Supervisor is done for the purpose/s of providing support to the instructional process with specific responsibilities for the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; implementing the principles and practices of Restorative Justice; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

This job reports to Principal or designee.

Essential Functions

- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary for determining action, and/or providing documentation.
- Attends in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Collaborates with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang 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.
- Escorts students, assigned personnel and/or visitors for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Maintains a variety of files and records (e.g. schedules, investigations, guidelines, suspensions, 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 with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Opens site for daily operations (e.g. opening gates, unlocking doors, etc.) for the purpose of ensuring facilities are accessible and operational.
- Participates in lock down drills for the purpose of practicing responsibilities in the event of a real incident.
- Prepares a variety of documents (e.g. incident reports, activity logs, memos, letters, procedures, detention slips, Saturday School lists, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides traffic and parking control (e.g. putting out cones, etc.) for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, emergencies, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: record keeping; codes/laws/rules/regulations/policies; school safety and security practices; and methods of investigation.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; defuse threatening situations; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 75% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

CPI Training

CPR Certificate Renewal

First Aid Certificate Renewal

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	38

JOB DESCRIPTION
San Leandro Unified School District

Choral Accompanist

Purpose Statement

The job of Choral Accompanist is done for the purpose/s of providing support to the instructional program with specific responsibilities for providing accompaniment for rehearsals and performances; assisting with classroom clerical tasks; and serving as an instructional resource for students and teachers in the area of fine arts.

Essential Functions

- Analyzes assigned music prior to rehearsal and performances (e.g. correct tempos, challenging transitions, dynamics, etc.) for the purpose of ensuring efficient use of rehearsal time and performance schedules.
- Assists the teacher in supervising student activities for the purpose of ensuring efficient use of class time and maintaining a positive learning environment.
- Assists the Choral Instructor for the purpose of training students in the art of accompaniment.
- Exhibits professional and stage etiquette for the purpose of serving as a model of professionalism at musical productions.
- Rehearses with choral groups for the purpose of playing full and sectional accompaniment.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: piano playing; sight reading music; and working with large groups, solo vocal instrumentals and choral singers.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: established audition standards; voice ranges; and key transpositions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; hearing mistakes in music performances; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the jobs 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 under conditions with some exposure to risk of injury and/or illness.

Experience — Job related experience is required.

Education — Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	35

JOB DESCRIPTION

San Leandro Unified School District

Nutrition Assistant

Purpose Statement

The job of Nutrition Assistant is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to Nutrition Services Manager or deisgnee.

Essential Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Prepares food and beverage items (e.g. hot food, sandwiches, beverages, pre-packed meals for transport, fruits, vegetables, salad bar, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires

following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Must pass pre-employment test

Certificates

Continuing Educ./Training

ServSafe Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		27

JOB DESCRIPTION
San Leandro Unified School District

Nutrition Technician

Purpose Statement

The job of Nutrition Technician is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job is distinguished from similar jobs by the following characteristics: Nutrition Technician differs from Nutrition Assistant in the greater quantity of food prepared and amount of student contact, job responsibilities, and independence exercised in completing assignments.

This job reports to Nutrition Services Manager or designee

Essential Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Maintains and prepares electronic and manual records for the purpose of completing reports, records and other required documents.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Prepares food and beverage items (e.g. hot food, sandwiches, beverages, pre-packed meals for transport, fruits, vegetables, salad bar, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies

required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; health standards and hazards; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; planning and meeting deadlines; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Federal/State/County required certification (e.g. ServSafe Certificate)

Continuing Educ./Training

Maintaining mandatory certifications

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	33

JOB DESCRIPTION

San Leandro Unified School District

Nutrition Delivery

Purpose Statement

The job of Nutrition Delivery Person is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for transporting food, supplies, and/or equipment to designated sites while maintaining vehicle in a sanitary and safe operating condition.

This job reports to the Director of Nutrition Services or designee

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Essential Functions

- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Maintains manual and electronic files and records (e.g. temperature logs, delivery logs, routes, mileage, fuel, oil, etc.) for the purpose of providing written support and/or conveying information.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- Performs job duties of other nutrition service personnel for the purpose of ensuring the effective and efficient delivery of services.
- Responds to inquiries of site and central kitchen staff for the purpose of providing information and/or direction regarding status of deliveries, etc.
- Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites.
- Unloads and stores food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating job related equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use; principals of Safety and Sanitation (HAACP) regulations; basic vehicle maintenance; and daily accounting procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to

identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing priorities; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent 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 under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience — Job related experience is desired.

Education — High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Required Federal/State/County certification (e.g. ServSafe Certificate)

Continuing Educ./Training

Maintaining mandatory certifications

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	November 10, 2015	38