

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713

REGULAR MEETING AGENDA

Regular Meeting
June 15, 2023

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of June 1, 2023 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Communications and Public Information Director – Recruitment Extended 5-6
2. **RATIFY** job announcement bulletin for Cyber Security Manager 7-8
3. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island 11
5. **RATIFY** job announcement bulletin for Nutrition Services Payroll Technician 12-13
6. **RATIFY** job announcement bulletin for Nutrition Services Worker 14
7. **RATIFY** job announcement bulletin for Student Systems Coordinator 15-16
8. **APPROVE** the certification of Custodian eligibility list 23-0257-0139 established 06/06/2023 17

9.	APPROVE the certification of District Security Officer eligibility list 23-0300-5202 established 06/16/2023	17
10.	APPROVE the certification of Head Start Instructional Aide eligibility list 23-0244-0657 established 06/01/2023	17
11.	APPROVE the certification of Instructional Aide – Educare eligibility list 23-0266-5205 established 06/15/2023	17
12.	APPROVE the certification of Instructional Aide - Educare eligibility list 23-0292-5205 established 06/14/2023	17
13.	APPROVE the certification of Instructional Aide - Special eligibility list 23-0304-0448 established 06/12/2023	17
14.	APPROVE the certification of Kids’ Club Assistant eligibility list 23-0273-0694 established 06/09/2023	17
15.	APPROVE the certification of Nutrition Services Worker eligibility list 23-0299-5068 established 06/09/2023	18
16.	APPROVE the certification of Nutrition Services Worker eligibility list 23-0310-5068 established 06/13/2023	18
17.	APPROVE the certification of Recreation Aide eligibility list 23-0308-5255 established 06/07/2023	18
III.	OLD BUSINESS	19
1.	ANNUAL ELECTION OF OFFICERS per PC Rule 2.6	
IV.	NEW BUSINESS	
1.	APPROVE the Revision of a Classification – School Data Technician	20-24
2.	APPROVE the Expanded Learning Opportunities Program Classification Review	25-58
3.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 20994309	59-66
4.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 30832064	67-85
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	June 29, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VII.	CLOSED SESSION	
1.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	

VII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

June 1, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 1, 2023 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Linda Vaughan.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Joanna Guzman, Human Resources Technicain; Vaneesa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Representative; and Appellant 33253947

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 18, 2023.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Mr. Kenneth Kato, Executive Officer, thanked the Personnel Commissioners for attending the Annual Classified Employee Celebration held at the Teacher Resource Center (TRC) on May 19, 2023. Mr. Kato shared that 560 employees attended the event. Mr. Kato thanked Alan Reising, Business Service Administrator, for securing remote parking at the local Honda dealership. Mr. Kato also thanked the vendors and donors for their contributions to the celebration. Mr. Kato reported the Classified Employee of the Year

was announced at the celebration and this year's honoree was Martha Jenkins, an Instructional Aide - Special from Cabrillo High School.

Lydia Tran, Associate Personnel Analyst, reported there are 48 recruitments in progress. Ms. Tran shared that Maria Braunstein, Personnel Analyst, and Amy Van Fossen, Associate Personnel Analyst, attended the job fair at Poly Academy of Achievers and Leaders (PAAL) and it was a successful event .

Jesus Rios Jr., Certification Services Manager, reported that staff sent out 641 notifications to classified employees for Summer School employment. Mr. Rios also shared that interviews were recently held at the Personnel Commission with Plant Supervisors and Principals for Custodian vacancies. Mr. Rios thanked staff for coordinating the interviews and setting up the facilities.

Susan Leaming, Personnel Analyst, reported a CalPERS retirement planning workshop was held on May 31st and there were 60 attendees. Ms. Leaming thanked Monica Gaytan, Human Resources Assistant, and Dale Culton, Certification Services Manager (retired), for their assistance with the event.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Behavior Intervention Assistant
2. **RATIFY** job announcement bulletin for Communications and Public Information Director
3. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Digital Media Specialist
6. **RATIFY** job announcement bulletin for Electronics Technician
7. **RATIFY** job announcement bulletin for Instructional Aide – Special
8. **RATIFY** job announcement bulletin for Lead Custodian
9. **APPROVE** the certification of Assistant School Safety & Emergency Preparedness Director eligibility list 23-0265-5048 established 05/22/2023
10. **APPROVE** the certification of Carpenter eligibility list 23-0255-0114 established 05/23/2023
11. **APPROVE** the certification of District Security Officer eligibility list 23-0258-5202 established 06/01/2023
12. **APPROVE** the certification of Human Resources Technician eligibility list 23-0263-3352 established 06/05/2023
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0289-0448 established 05/31/2023

14. **APPROVE** the certification of Maintenance Accounting Supervisor eligibility list 23-0268-5247 established 05/22/2023
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0290-5068 established 05/26/2023
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0291-5068 established 05/30/2023
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0298-5068 established 05/31/2023
18. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 23-0276-5068 established 05/23/2023
19. **APPROVE** the certification of Recreation Aide eligibility list 23-0294-5255 established 05/24/2023
20. **APPROVE** the certification of Recreation Aide - Catalina Island eligibility list 23-0250-5255 established 05/24/2023
21. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 23-0271-5261 established 05/31/2023
22. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 23-0272-5262 established 05/31/2023

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-22 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 33253947

New Business Item 1 was moved into closed session.

2. **ANNOUNCE** Personnel Commission staff for years of service

Mr. Kato presented service year pins to Commission employees that have served ten, fifteen and twenty years with the Long Beach Unified School District. The Commissioners congratulated the recipients for their years of service.

3. **ANNOUNCE** the 2022 Personnel Commission Employee of the Year

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the 2023 Personnel Commission Employee of the Year, Anne Follett, Human Resources Technician.

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 15, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:46 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 33253947

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to grant the appeal of Applicant ID 33253947 and allow them to remain on the eligibility list.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 8:48 a.m.

RECRUITMENT EXTENDED

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems – and one of the top three in the U.S. – in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual Exam 23-0316-5315 AA



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

COMMUNICATIONS AND PUBLIC INFORMATION DIRECTOR

***\$146,536 - \$172,078 Annually**

**Revised to reflect most recent salary increases.*



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Communications and Public Information Director. Under administrative direction, will plan, organize, control and direct comprehensive communications and community relations strategies and plans for the District. In addition, will prepare and disseminate materials to the public, District staff, community and news media, as well as work closely with the Board of Education, Superintendent of Schools and Senior Staff. Will also serve as an official spokesperson for the District, provide technical assistance to the District in preparation of internal and external publications and events and supervise and evaluate the performance of assigned staff. Will perform related duties as assigned.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public relations, journalism, communications, marketing or a related field. A Master's degree in one of these disciplines is desirable. Additionally, candidates will have five years of media and public relations experience involving print, radio, social media, and/or television and including experience as a spokesperson. Public information and communications experience in a school district, municipality or other public agency is desirable. Additionally, experience communicating effectively, both orally and in writing, in Spanish is desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license, as traveling from one location to another may be necessary.

SALARY AND BENEFITS:

o The annual salary for Communications and Public Information Director is *\$146,536 to \$172,078 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

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A resume will not substitute for the required forms. Completed forms must be received no later than:

Extended Application Deadline: 4:30 p.m. Monday, June 12, 2023

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VII/AMERIT SYSTEM EMPLOYER

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

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Dual Exam 23-0323-5310 JA

PERSONNEL COMMISSION



An Exciting Career
Opportunity
Awaits You

CYBER SECURITY MANAGER

\$114,795 - \$134,784 Annually



www.lbschools.net/jobs

Amy Van Der

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Cyber Security Manager. Under administrative direction, will perform lead duties in the design, installation, configuration, and operation of cyber security solutions to protect all physical and digital assets. Will monitor, troubleshoot, and respond to incidents of hardware and software related to cyber security solutions and end-point client protection systems. In addition, will provide lead technical support to other technology staff regarding cybersecurity concerns.

For full details regarding the position, go to our website, select Class Specifications; choose Information Services, then Cyber Security Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in computer science, information technology, business administration or a related field. Additionally, candidates will have four years of information technology cyber security experience. Experience in an educational environment is preferred. Two years additional experience may be substituted for two years of the required education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

A successful candidate must provide proof of certification in two or more industry recognized security standards issued by an authorized agency at the time of application and maintain certification throughout employment in this classification. Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Cyber Security Manager is \$114,795 to \$134,784 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

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A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m. Friday, June 16, 2023

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(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

ABOUT OUR DISTRICT

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Dual Continuous 23-0286-5305 JA

Marie Lynn Branstein

SALARY UPDATE

PERSONNEL COMMISSION



**An Exciting Career
Opportunity
Awaits You**

LONG BEACH UNIFIED SCHOOL DISTRICT INFORMATION TECHNOLOGY PORTFOLIO MANAGER

***\$114,795 - \$134,784 Annually**

*Revised to reflect most recent salary increases.



www.lbschools.net/jobs

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Information Technology Portfolio Manager. Under administrative direction, will plan, manage and oversee the District-wide information technology projects portfolio. Will establish, monitor and control project governance, monitor and evaluate the progress of projects, as well as, facilitate communication across various projects and cross-functional teams. In addition, will collect data, conduct studies and prepare a wide variety of reports, as well as, supervise and evaluate the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Information Services, then Information Technology Portfolio Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in computer science, information technology, business administration or a related field. Additionally, candidates will have four years of information technology portfolio or project management experience. Experience in an educational environment is preferred. Two years additional experience may be substituted for two years of the required education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

A successful candidate must provide proof of certification as a Project Management Professional (PMP) issued by an authorized agency at the time of application and maintain certification throughout employment in this classification. Must also be in possession of a valid California Class C driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS

The annual salary for Information Technology Portfolio Manager is *\$114,795 to \$134,784 with excellent benefits and retirement package with access to 401(k) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: Continuous until filled

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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

- SALARY UPDATE -



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

INSTRUCTIONAL AIDE – CATALINA ISLAND

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is a 75% FTE (6 hours per day), 10-month position and is located at Avalon School. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; prepare instructional materials and provide routine clerical support; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

EXPERIENCE:

Six months of experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

START: \$19.57
6 MONTHS: \$20.65
1 ½ YEARS: \$21.78
2 ½ YEARS: \$22.97
3 ½ YEARS: \$24.24

Catalina Island employees receive an additional \$4.06 per hour.

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

**THE EXAMINATION FOR THIS POSITION WILL
BE HELD AT THE AVALON SCHOOL ON
CATALINA ISLAND.**

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24-hour job hotline: (562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

**WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER**

Open Continuous 23-0301-0436 JA

LBUSD employees, please see reverse side for
important information.



Maria Lynn Braumstein
www.lbschools.net | 1



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES PAYROLL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, June 16, 2023

JOB INFORMATION:

Position is 12 months and 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, receive, review and input payroll records for Nutrition Services employees including cafeterias, warehouse, central kitchen and administrative offices; serve as the lead in the payroll unit of Nutrition Services; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in accounting, finance or a related field is desirable.

EXPERIENCE:

Two years of clerical experience involving maintaining records and files and input of payroll data. Experience serving as a lead is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

START: \$27.09
6 MONTHS: \$28.59
1 ½ YEARS: \$30.16
2 ½ YEARS: \$31.82
3 ½ YEARS: \$33.58

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24hour job hotline: (562) 491-JOBS
www.lbschools.net/jobs



WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0312-5208 VO

LBUSD employees, please see reverse side for important information.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report*, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.

A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$17.08

JOB INFORMATION:

The current need is for substitutes. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The eligible list of successful candidates may also be used to fill future vacancies as they occur.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

START:	\$17.08
6 MONTHS:	\$18.03
1 ½ YEARS:	\$19.01
2 ½ YEARS:	\$20.07
3 ½ YEARS:	\$21.18

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
www.lbschools.net/jobs

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



Open Continuous-5068 - VO

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual 23-0326-5160 AF *Maria Lynn Braunstein*

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

STUDENT DATA SYSTEMS COORDINATOR

\$105,830 - \$124,259 Annually



www.lbschools.net/jobs

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Student Data Systems Coordinator. Under general direction, will plan, coordinate, manage and maintain the District's student information systems. Will also assure student information systems meet mandated data confidentiality, audit and archiving requirements. Will provide technical assistance and training to end users. In addition, will train and supervise the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research, Planning and Evaluation, then Student Data Systems Coordinator.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business management, education management, information technology management, computer science or a closely related field. Additionally, candidates will have four years of professional experience designing, implementing and maintaining student information systems. Experience in a supervisory position with a unified school district is preferred. One year of additional specialized experience in student information systems management may substitute for up to two years of the required education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

A successful candidate must also be in possession of a valid California Class C driver's license, as traveling from one location to another may be required using a personal automobile.

SALARY AND BENEFITS

The annual salary for Student Data Systems Coordinator is \$105,830 to \$124,259 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: Wednesday, June 28, 2023 at 4:30 p.m. PST

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17-18

Date: June 15, 2023

Reason for Consideration: Approval

CUSTODIAN

OPEN

23-0257-0139

List Valid: 06/06/2023-06/06/2024
Total Applications Received: 142
No. Passed: 39 No. Failed: 8

Total Invited to Exam: 73
No. Withdrew: 26 No. Screened Out: 69

DISTRICT SECURITY OFFICER

OPEN CONTINUOUS

23-0300-5202

List Valid: 06/16/2023-12/16/2023
Total Applications Received: 12
No. Passed: 2 No. Failed: 0

Total Invited to Exam: 4
No. Withdrew: 2 No. Screened Out: 8

HEAD START INSTRUCTIONAL AIDE

DUAL CONTINUOUS

23-0244-0657

List Valid: 06/01/2023-12/01/2023
Total Applications Received: 19
No. Passed: 2 No. Failed: 0

Total Invited to Exam: 3
No. Withdrew: 1 No. Screened Out: 16

INSTRUCTIONAL AIDE – EDUCARE

OPEN CONTINUOUS

23-0266-5205

List Valid: 06/15/2023-06/15/2024
Total Applications Received: 13
No. Passed: 2 No. Failed: 1

Total Invited to Exam: 5
No. Withdrew: 2 No. Screened Out: 8

INSTRUCTIONAL AIDE – EDUCARE

OPEN CONTINUOUS

23-0292-5205

List Valid: 06/14/2023-06/14/2024
Total Applications Received: 5
No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1
No. Withdrew: 0 No. Screened Out: 4

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS

23-0304-0448

List Valid: 06/12/2023-06/12/2024
Total Applications Received: 14
No. Passed: 5 No. Failed: 0

Total Invited to Exam: 6
No. Withdrew: 1 No. Screened Out: 8

KIDS' CLUB ASSISTANT

DUAL CONTINUOUS

23-0273-0694

List Valid: 06/09/2023-12/11/2023
Total Applications Received: 16
No. Passed: 3 No. Failed: 3

Total Invited to Exam: 9
No. Withdrew: 3 No. Screened Out: 7

NUTRITION SERVICES WORKER**OPEN****23-0299-5068**

List Valid: 06/09/2023-12/09/2023

Total Applications Received: 7

No. Passed: 4 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 0 No. Screened Out: 2

NUTRITION SERVICES WORKER**OPEN****23-0310-5068**

List Valid: 06/13/2023-12/13/2023

Total Applications Received: 8

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 3

RECREATION AIDE**OPEN CONTINUOUS****23-0308-5255**

List Valid: 06/07/2023-12/07/2023

Total Applications Received: 20

No. Passed: 16 No. Failed: 0

Total Invited to Exam: 16

No. Withdrew: 0 No. Screened Out: 4

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 15, 2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election of Officers for 2023-2024 PAGES: 19

Date: June 15, 2023

Personnel Commission Rule 2.6 *Election of Officers* states that the Commission shall elect a new chairperson and vice-chairperson in May.

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

May 31, 2023

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision of a Classification

Background and Findings

The Assistant Superintendent, Research and School Improvement and the Coordinator – Research Information Systems reviewed the class description of School Data Technician and requested revisions to the classification as the incumbents in the classification have been moved from specific school locations to the District central offices to assist all school sites.

Staff met with representatives from the Research and School Improvement Department to identify the changes. Duties were updated to reference the computer systems that are used District-wide to track student enrollment, attendance, and grades. In addition, obsolete duties and references to outdated processes and equipment were removed. The education or experience requirements were modified to broaden the experience requirements to allow more candidates to be screened into future recruitments.

The Assistant Superintendent, Research and School Improvement has reviewed and approved the revisions to the classification description.

A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of School Data Technician

Prepared by:



William Ewing / Susan Leaming
Acting Personnel Analyst / Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3360
Salary Range: 18 (C1)

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

SCHOOL DATA TECHNICIAN

JOB SUMMARY

Under general direction ~~of an assigned supervisor~~, perform technical duties related to ~~the~~ electronic data processing operations and systems for school sites and District departments ~~at an assigned school site~~; assure accurate accounting of student enrollment, and attendance, and grades; ~~generate various monthly and annual ADA reports~~; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform technical duties related to ~~the~~ electronic data processing operations and systems at an assignedfor school sites and District departments; assure accurate accounting of student enrollment, grades, and attendance, and grades for various monthly and annual ADA reports; generate a wide variety of reports such as student demographics, transcripts, class load, ethnic status and grades; maintain and update student information as directedsuch as addresses, phone numbers and assigned counselors. **E**
- Operate a computer and assigned software applications including the student information software- data systems, spreadsheets, and other related software; operate a variety of peripheral computer equipment including local and network printers. **E**
- Provide technical support and training to staff in database software, student data systems, and other related software; computer operations; troubleshoot system problems and perform minor repairs to computers and peripheral equipment; arrange for major repairs as necessary; oversee maintenance of assigned databases. provide assistance to others with various data entry needs. **E**
- Provide assistance with various data entry needs. Order and maintain inventory of computer supplies according to established procedures; maintain related records. **E**
- Input enrollment data for new and returning students; process student drops and program changes; distribute and collect grade and progress reportsing forms; scan

- ~~forms and~~ generate student report cards, progress reports, and transcripts ~~and grade labels; perform daily backups of files from the server.~~ *E*
- Calculate eligibility grade point averages, cumulative GPA's, and class ranking by school grade level according to established schedules; distribute student grade information to teachers and administrators as required. *E*
- ~~Generate various computer reports, mailing labels~~ and class lists as requested by faculty and staff; create correct queries or matrixes and determine appropriate information needed for various reports; process transcript requests for students; purge student records as required. *E*
- Process data requests from schools or other District departments related to student data, including attendance, grades, enrollment, and class schedules. *E*
- Input and generate attendance-student data and distribute attendance reports as required; audit, reconcile and adjust attendance-various reports; submit reports to appropriate personnel. *E*
- Input, update and assure the accuracy of master schedule courses; assist school staff, counselors and teachers in related issues such as balancing class size and class schedule planning; provide information related to schedule changes, conflict or other issues. *E*
- Provide student attendance information to staff, parents and authorities as requested; explain and interpret rules, procedures, precedents and activities as needed. *E*
- Operate a variety of office equipment including a copier, ~~fax machine~~ and telephone. *E*
- Perform a variety of clerical support duties for school-department administrators; answers telephones and take and relay messages; type correspondence, memoranda and bulletinsemails; file-process student documents, ~~receive and sort incoming mail.~~ *E*
- ~~Train and provide work direction to student assistants~~ assist staff as needed. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The class of School Data Technician is designed to serve the electronic data processing operations and systems at District high-schools and offices including; Regional Occupational Program (ROP) or School for Adults where there is a complement of equipment and software to process, store-maintaining and printing out data, reports and records. Incumbents apply knowledge of the software and hardware in resolving and trouble-shootingtroubleshooting operating problems-issues of the student data system or seeking assistance from the District computer-centersupport centers. Incumbents also assist others using equipment-networked to the-systemstudent data systems.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and practices of operating an electronic data processing computer and

peripheral equipment.

Operation of assigned software applications including the student **information software data** system **and spreadsheets**.

Attendance laws, codes, rules and procedures.

Technical aspects of field of specialty.

High-sSchool curriculum and subject matter.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

Mathematical computations.

Ability to:

Operate a computer and assigned software applications including the student **information data software** system.

Maintain an accurate attendance accounting system.

Compile statistical data in a timely and efficient manner and prepare reports.

Interpret and explain attendance laws and school policies, rules, regulations and procedures.

Provide technical support and training to staff in computer operations.

Troubleshoot system problems ~~and perform minor repairs to computers and peripheral equipment related to student information~~.

Operate a variety of standard office equipment.

Establish and maintain files and records.

Make arithmetic calculations quickly and accurately.

Plan and organize work.

Understand and follow oral and written directions.

Work independently with little direction.

Meet schedules and time lines.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Education and Training:

Graduation from high school **or equivalent**.

Experience:

Two years of clerical experience including experience involving maintaining computerized student **attendance records and statistics**.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

~~Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.~~

SPECIAL REQUIREMENTS

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000
Revised: 1/12/2006
Revised:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

June 8, 2023

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Expanded Learning Opportunities Program Classification Review

Background and Findings

In June 2022, the Long Beach Unified School District's Board of Education approved an Expanded Learning Opportunities Program (ELO-P) Plan stemming from an amendment to the California Education Code establishing a plan for all children to access full-day learning programs the year before kindergarten. The ELO-P plan was implemented in the beginning of the 2022-2023 school year. As a result, several separate programs were restructured under the Early Learning and Elementary Schools Office. These separate programs included Winners Reaching Amazing Potential (WRAP) and Kids' Club. These programs are now overseen by the Senior Director of Early Childhood Education and Expanded Learning.

The Senior Director requested staff review the classifications utilized by the three programs and consolidate classifications as appropriate to provide staffing flexibility within the umbrella of ELO-P. This review includes title changes to reflect Expanded Learning and modifications to education and experience requirements. In addition, duty statements regarding toileting, diapering and administering medication were added to the descriptions as appropriate.

The Kids' Club Assistant and ELOP Lead Assistant classes are recommended to be consolidated into one class of Instructional Aide - Expanded Learning at salary range 10 (C1).

The Kids' Club Supervisory series is recommended to be consolidated into one classification of Expanded Learning Supervisor paid at the current Kids' Club Supervisor III salary range of 20 (S1). The classes at each level have become interchangeable due to variations in class sizes and are not differentiated enough to warrant separate classifications. The merging of these classifications is anticipated to streamline the application, recruitment, testing, hiring, transfer, layoff and reemployment processes by reducing the number of recruitments and examinations to fill these positions and shortening the time to produce eligibility lists. This action should also reduce confusion for candidates who have to apply separately to all three recruitments in the series.

The Recreation Aide – Kids' Club and Recreation Aide - WRAP Expanded Learning are recommended to be consolidated into one classification of Recreation Aide – Expanded Learning and reallocation from minimum wage to salary range 916 (NR), equal to the Recreation Aide class utilized throughout the District.

The College Aide – Kids' Club, College Aide – WRAP, and College Aide - CDC classes are also recommended for consolidation into one classification of College Aide – Expanded Learning. Please note the College Aide classes are exempt from the classified service but are being provided in this report as an informational item.

The chart below provides an overview of the current classifications and the proposed classification titles:

<u>CURRENT CLASSES</u>	<u>PROPOSED CLASSES</u>	<u>SALARY RANGE/UNIT</u>
Kids' Club Assistant ELOP Lead Assistant	Instructional Aide - Expanded Learning	10 (C1)
Kids' Club Supervisor I Kids' Club Supervisor II Kids' Club Supervisor III	Expanded Learning Supervisor	20 (S1)
Kids' Club Assistant Manager Kids' Club Manager	Expanded Learning Assistant Manager Expanded Learning Manager	24 (S1) 35 (M2)
Recreation Aide – Kids' Club Recreation Aide – WRAP Expanded Learning	Recreation Aide – Expanded Learning	916 (NR)
Recreation Leader – WRAP Expanded Learning	Recreation Leader – Expanded Learning	930 (NR)
College Aide - Kids' Club College Aide - CDC College Aide – WRAP	College Aide – Expanded Learning	\$15.50 (XC)

Impact on Current Employees

Incumbents in the Kids' Club Assistant and ELOP Lead Assistant classes will be reclassified to the new title of Instructional Aide - Expanded Learning. Incumbents in the Kids' Club Assistant (salary range 7 C1) will be reallocated upward to salary range 10 (C1).

Incumbents in the Kids' Club Supervisor I, II & III classifications will be reclassified to the new title of Expanded Learning Supervisor. Incumbents in the Kids' Club Supervisor I (salary range 16 S1) & Kids' Club Supervisor II (salary range 18 S1) classes will be reallocated upward to salary range 20 (S1).

The classifications of Site Specialist – Special Projects and Program Supervisor – Special Projects (each with two incumbents) are recommended to be “frozen” and vacated through attrition. As vacancies occur, these four positions will be replaced with Expanded Learning Supervisors.

Recommendations


Effective July 1, 2023, staff recommends the Personnel Commission:

1. Abolish the following classifications and direct all positions and employment lists be reclassified for the purpose of title change only in accordance with the chart provided above:

- Kids' Club Assistant
 - ELOP Lead Assistant
 - Kids' Club Supervisor I
 - Kids' Club Supervisor II
 - Kids' Club Supervisor III
 - Kids' Club Assistant Manager
 - Kids' Club Manager
 - Recreation Aide – Kids' Club
 - Recreation Aide – WRAP Expanded Learning
2. Allocate the classification of Recreation Aide – Expanded Learning to salary range 916 (NR)
 3. Allocate the classification of Instructional Aide – Expanded Learning to salary range 10 (C1)
 4. Allocate the classification of Expanded Learning Supervisor to salary range 20 (S1)

Due to the length of the allocation listings for employees in all classifications, copies are available upon request.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code:
Salary Range: 117 (XC)

COLLEGE AIDE – EXPANDED LEARNING

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in Expanded Learning Opportunities Programs (ELO-P); organize and oversee recreational, classroom, playground and other program activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Organize and oversee recreational, classroom, playground and other program activities such as indoor and outdoor games, snack times, meal periods, arts and crafts and field trips; apply District and program policies, procedures and regulations related to assigned activities. **E**
- Maintain control and discipline of students participating in classroom, playground and recreational activities; communicate rules and expectations to students; settle disputes between students as appropriate. **E**
- Monitor and circulate throughout assigned areas; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Encourage students to communicate by asking questions, initiating and extending conversations and providing emotional support; assist students to maintain interest in activities; support the cognitive and language growth of students. **E**
- Apply District and program rules by monitoring and controlling behavior of students during indoor and outdoor activities; encourage good manners and proper nutrition during snack times and meal periods. **E**
- Communicate with school and program administration and staff regarding pertinent information such as special events, site programs, observations and incidents relating to students; greet visitors and assist families dropping off and picking up students. **E**
- Conduct periodic inventory and safety checks of playground supplies; perform visual inspections of playgrounds and surrounding areas for potential hazards; report safety concerns and injuries to supervisor; complete required accident reports. **E**
- Perform incidental housekeeping tasks such as arranging objects, properly storing equipment and supplies, wiping down tables, chairs, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. **E**
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. **E**

- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and duplicating materials; open or close the program site as requested. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; may assist students with toileting and diapering as necessary; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are full-time college students employed part-time, on an at-will basis and are therefore exempt from the merit system in accordance with Education Code Section 45256. In this status they cannot obtain regular or permanent employment. Incumbents in this class may actively participate in the activities of Expanded Learning Opportunities Programs (ELO-P) designed to provide child care and school enrichment services both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the students in a culturally diverse environment and encourage the development of prosocial interactions among the students. Incumbents in this classification may work with students with exceptional needs. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
 Basic concepts of child development and behavior.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.
 Operation of office equipment including a computer and assigned software.
 CPR and first aid techniques.

Ability to:

Organize and oversee recreational, playground and off-campus activities.
 Promote a positive environment conducive to learning.
 Demonstrate understanding and patience towards students.
 Work independently and as a member of a team.
 Understand and follow oral and written instructions.
 Understand, apply and explain program rules, regulations and procedures.
 Establish and maintain cooperative and effective working relationships with others.
 Learn District and program organization, operations, policies and procedures.

Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed students.

Eligibility:

Current enrollment in a minimum of 12 semester units in college or graduate standing (currently enrolled in six (6) graduate level units). Graduate level courses are classes numbered with 500 or higher course numbers.

College-level coursework in early childhood education, social sciences, child development or a closely related field is desirable.

Experience working with children in an instructional, day care or similar recreation program is desirable.

SPECIAL REQUIREMENTS

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of students.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment.
Seeing to monitor activities of students.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

Pursuant to Education Code Section 45256, positions in this classification have been deemed exempt from the Classified Service.

5/2023



PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

PERSONNEL COMMISSION

Class Code: **5257**

Salary Range: **916417** (NR)

RECREATION AIDE – EXPANDED LEARNING KIDS' CLUB

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for childrenstudents enrolled in the Kids' Club Expanded Learning Opportunities Programs (ELO-P) program; organize and oversee recreational and playground activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Organize and oversee recreational, playground and other Kids' Club Expanded Learning Opportunities Program (ELO-P) program activities such as indoor and outdoor games, snack and meal times, arts and crafts, and field trips; properly store playground equipment and supplies; apply District and program policies, procedures and regulations related to assigned activities. **E**
- Maintain control and discipline of childrenstudents participating in playground and recreational activities; communicate playground rules and expectations to childrenstudents; settle playground disputes. **E**
- Monitor and circulate throughout assigned areas; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Apply District and program rules by monitoring and controlling behavior of childrenstudents during indoor and outdoor activities; encourage good manners and proper nutrition during snack and meal times. **E**
- Communicate with school and Kids' Club Expanded Learning Opportunities Program (ELO-P) program administration and staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific childrenstudents; greet visitors and assist parentsfamilies dropping off and picking up childrenstudents. **E**
- Conduct periodic inventory and safety checks of playground supplies; perform visual inspections of playgrounds and surrounding areas for potential hazards; report safety concerns and injuries to supervisor; complete required accident reports. **E**

- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and duplicating materials; open or close the program site as needed. *E*
- Administer first aid or necessary physical assistance to ill or distressed childrenstudents; may assist childrenstudents with toileting and diapering as necessary.-notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class will actively participate in the activities of a Kids' Club Expanded Learning Opportunities Programs (ELO-P) program designed to provide child care and school enrichment activities both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the childrenstudents in a culturally diverse environment and encourage the development of prosocial interactions among the childrenstudents. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Basic concepts of child development and behavior.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of office equipment including a computer and assigned software. CPR and first aid techniques.

Ability to:

Organize and oversee recreational, playground and off-campus activities.
Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards childrenstudents.
Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain program rules, regulations and procedures.

Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed childrenstudents.

Education and Training:

~~Candidates for this classification must meet the following standards:~~

~~The equivalent of graduation from high school and one of the following:~~

~~1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;~~

OR

~~2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.~~

Training and Experience:

Experience working with children in an instructional, expanded learning or similar program is highly desirable.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

~~Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.~~

SPECIAL REQUIREMENTS

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.
Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.

Twisting and turning to monitor activities of childrenstudents.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate playground and office equipment.

Seeing to monitor activities of childrenstudents.

AMERICANS WITH DISABILITIES ACT

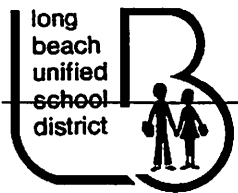
Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/20/2018 (~~effective 1/1/2019~~)

Revised:



PERSONNEL COMMISSION

~~Class Code: 5262~~

~~Salary Range: 930 (NR)~~

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code:
Salary Range: 930 (NR)

RECREATION LEADER – WRAP EXPANDED LEARNING

JOB SUMMARY

Under general supervision, oversee and participate in providing for and assuring a safe, clean and secure environment for students enrolled in ~~the~~ an Expanded Learning Opportunities Program (ELO-P)Winners Reaching Amazing Potential (WRAP) program; lead and provide work direction and guidance to assigned staff; assist in providing youth opportunities in ~~academic~~ school enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Oversee and participate in providing Expanded Learning Opportunities Program (ELO-P)Winners Reaching Amazing Potential (WRAP) program assistance in academic school enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts. **E**
- Lead and provide work direction and guidance to assigned staff and assist in completing performance evaluations; monitor and support site dress codes for assigned staff. **E**
- Assure proper staffing levels for program coverage and arrange for substitute Recreation and College Aides as needed. **E**
- Work in a team environment; display, model and encourage respectful, open communication with stakeholders including staff, community agencies, families and students. **E**

- Develop program and lesson plans in academic enrichment, homework assistance, recreation, leadership, youth development, and visual and performing arts; assist with family recruitments, orientations, questionnaires, and collection of program data. **E**
- Develop, implement, and support positive behavior systems with staff and students; communicate and practice rules and program expectations with staff and student on an ongoing basis. **E**
- Encourage students to communicate youth voice and choice in program activities by asking questions, initiating and extending conversations; maintain youth input and interest in activities. **E**
- Provide opportunities for students to participate in a variety of individual and group activities in classrooms, computer labs, cafeterias, playgrounds, field trips and other learning centers. **E**
- Support positive behavior systems with students; communicate and practice rules and program expectations with students on an ongoing basis. **E**
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Apply District and program rules by monitoring and supporting behavior management of students during indoor and outdoor activities; serve meals and snacks; encourage good manners and proper nutrition during meal periods. **E**
- Assist students in the caring for their personal belongings including articles of clothing, backpacks, completed projects and other items; assist students with toileting as needed. **E**
- Communicate with school and program administration and staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific students; greet visitors and assist families and guardians dropping off and picking up students. **E**
- Conduct regular inventory and safety checks of program supplies and equipment; perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns and injuries to supervisor. **E**
- Maintain cleanliness and order of program facilities; perform housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work areas, materials and equipment, creating bulletin boards and displays, and arranging furniture. **E**
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. **E**
- Maintain accurate documentation of student attendance, absences and emergency information; perform routine clerical duties including filing, completion of forms, answering phones, and preparing materials for program activities. **E**
- Administer first aid or necessary physical assistance to ill or distressed students; may assist students with toileting and diapering as necessary; notify supervisor of injuries and complete required forms. **E**
- Attend and participate in meetings, workshops, in-services and training programs. **E**
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class will oversee and participate in the activities of an ~~After School Education and Safety (ASES), 21st Century Community Learning Centers (CCLC), or 21st Century After School Safety and Enrichment for Teens (ASSETs) Expanded Learning Opportunities Program (ELO-P) program~~ Winners Reaching Amazing Potential (WRAP). These programs are designed to provide students with academic school enrichment, homework help, physical activity and a nutritious snack outside of regular school hours. Incumbents will provide work direction and guidance to assigned staff. Incumbents are expected to be role models for the students in a culturally diverse environment and encourage the development of prosocial interactions among the students. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. Recreation Leader ~~WRAP~~ Expanded Learning assignments may not exceed 19 hours per week. ~~Positions in this classification are funded through grants. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.~~

EMPLOYMENT STANDARDS

Knowledge of:

- District and program organization, operations, policies and procedures.
- General concepts of expanded learning and youth development and behavior.
- General principles of providing work direction and guidance to others.
- Safe playground practices and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office equipment including a computer and assigned software.
- Basic first aid techniques.

Ability to:

- Promote a positive environment conducive to learning.
- Develop, implement, and support positive behavior systems.
- Develop program and lesson plans.
- Train and provide work direction and guidance to others.
- Demonstrate understanding and patience towards students.
- Work independently and as a member of a team.
- Understand and follow oral and written instructions.
- Understand, apply and explain District and program rules, regulations and procedures.
- Exercise sound judgment and problem-solve.
- Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.
Complete forms and prepare reports related to assigned activities.
Methods of collecting and compiling data.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Graduation from high school or equivalent.

~~Candidates for this classification must meet the following standards:~~

~~The equivalent of graduation from high school and one of the following:~~

~~1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;~~

OR

~~2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.~~

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

Experience:

~~One year~~Six months of experience working with school-aged children in an instructional, expanded learning, or similar recreational program. Experience in a lead or supervisory capacity is desirable.

SPECIAL REQUIREMENTS

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

School, indoor, and outdoor environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of students.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment.
Seeing to monitor activities of students.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 1/1/2019
Revised:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: **05312**
Salary Range: 10 (C1)

ELOP-INSTRUCTIONAL AIDE - EXPANDED LEARNING LEAD ASSISTANT

JOB SUMMARY

Under general supervision, assist in the planning and implementation of ~~a Kids' Club (day care) or~~ Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual ~~children students, including children with exceptional needs~~; participate in and monitor ~~children students~~ in program activities; ~~train and provide work direction and guidance to assigned staff~~; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in the planning and implementation of ~~a Kids' Club (day care) and other~~ Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual ~~children students~~ by considering interest, special needs and special talents. **E**
- Participate in and monitor ~~children students~~ in program activities such as games, songs, physical exercises, free play, arts and crafts, ~~and snack and meal~~ times, ~~and~~ homework, breakfast and cooking clubs, ~~and during instructional time~~. **E**
- ~~Serve as a lead at assigned site; train and provide work direction and guidance to assigned staff; serve as site supervisor in the absence of the supervisor as necessary to assure smooth and efficient delivery of services to children and families.~~ **E**
- Cultivate and maintain an environment promoting social and physical growth, self-esteem, reinforcement of positive attitudes, as well as opportunities for learning. **E**
- Maintain standards of ~~child-student~~ behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the ~~Kids' Club/ELOP~~ program; assist in enforcing discipline with positive strategies. **E**
- Organize activities including setting up materials, crafts and games, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate program needs, and creating an orderly and clean environment. **E**
- Set up, prepare and serve snack and meal items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack ~~and meal~~ times. **E**
- Enroll ~~children students~~; collect program and activity fees; prepare and issue receipts; assist in the maintenance of accounting procedures including income and expenditures and inventory of equipment and supplies. **E**

- Communicate with and serve as a liaison between District staff, childrenstudents, families, and others to exchange information, coordinate activities and resolve issues or concerns. ***E***
- Participate in promoting enrollment and communication of program objectives and activities; assist in planning and conducting program orientation sessions for families to communicate policies, procedures, and schedule of program activities. ***E***
- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, and preparing and maintaining a variety of records, logs and files related to assigned activities. ***E***
- ~~Perform a variety of personal hygiene activities for children, such as toileting, diapering, and dressing.~~ ***E***
- Operate a variety of office and instructional equipment including a computer and assigned software; drive a personal vehicle as assigned by the position. ***E***
- Attend and participate in workshops, in-services, staff meetings, and training programs. ***E***
- Administer first aid or necessary physical assistance to ill or distressed childrenstudents; may assist students with toileting and diapering as necessary; may administer prescribed medication in accordance with established District procedure. ***E***
- Assist in monitoring the program for compliance with applicable health and safety regulations. ***E***
- Open or close the program site as assigned by the position; may train and provide work direction and guidance to others as assigned. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

Incumbents in this class will ~~serve as a lead and~~ assist in the planning and implementation of the activities of ~~a Kids' Club or other~~ Expanded Learning Opportunities Programs (ELO-P). An incumbent is required, under limited direct supervision, to carry out program functions within established guidelines and regulations. ~~Kids' Club and ELOP-p~~ Programs are designed to provide child care and school enrichment services both before and after regular school times, and may range from 6:30 a.m. to 6:30 p.m. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule.

EMPLOYMENT STANDARDS

Knowledge of:

- Concepts of child development and behavior.
- Safe practices in classroom and playground activities.
- Record keeping and filing techniques.
- Personal hygiene practices.
- Generally accepted standards of health and sanitation.

CPR and first aid techniques.

Basic maths subjects taught in District schools.

Operation of office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in the planning and implementation of ~~Kids' Club (day care) and other~~ Expanded Learning Opportunities (ELO-P) Programs which meet the needs of individual children students.

Participate in and monitor children students in a variety of program activities.

Motivate children students to participate in program activities.

Maintain equipment and facilities in a clean and orderly condition.

Work independently and as a member of a team.

Meet schedules and timelines.

Resolve discipline issues using positive strategies.

Interact with families and others in a direct, professional manner.

Apply and follow ~~Kids' Club ELOP and~~ District and program rules, regulations, and daily practices.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using tact, patience and courtesy.

Perform a variety of program associated clerical work.

Maintain routine records, logs and files.

Administer first aid or necessary physical assistance to ill or distressed children students.

Administer prescribed medication in accordance with established District procedures.

Understand and carry out oral and written instructions.

Operate a variety of office and classroom equipment including a computer and assigned software.

Education and Training:

Graduation from high school or equivalent.

~~Consistent with the Every Student Succeeds Act of 2015 and other related legislation, candidates for this classification must meet the following standards:~~

~~The equivalent of graduation from high school and one of the following:~~

- ~~1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;~~

OR

~~2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.~~

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

Experience:

~~One year of Six months of experience working with 30 children students or more in an instructional, extended day care or similar recreation program.~~

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING CONDITIONS

Classroom, learning center, community settings and playground environment.
Evening and varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist children students.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Hearing and speaking to exchange information in person and on the telephone.
May include lifting, pushing, pulling or crawling on the floor.
Walking.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/16/1996

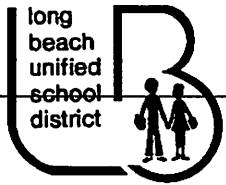
Revised: 10/24/2002

Revised: 6/23/2016

Revised: 7/14/2022

Revised: 4/6/2023

Revised:



**PERSONNEL
COMMISSION**

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

PERSONNEL COMMISSION

Class Code:
Salary Range: 20 (S1)

Class Specification

<u>CLASS CODE</u>	<u>TITLE</u>	<u>SALARY RANGE:</u>
3266	KIDS' CLUB SUPERVISOR I	016 (S1)
3267	KIDS' CLUB SUPERVISOR II	018 (S1)
	KIDS' CLUB SUPERVISOR III	
	<u>EXPANDED LEARNING SUPERVISOR</u>	<u>020 (S1)</u>

JOB SUMMARY

Under general supervision, plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site assigned Kids' Club (day care) program; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site assigned Kids' Club (day care) program; assure program compliance with applicable health and safety regulations; create and maintain an orderly and clean environment. **E**
- Train and evaluate the performance of assigned staff; schedule and arrange for staffing coverage; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; complete and submit payroll timesheets. **E**
- Plan the site program, thematic activities and field trips; create and post monthly activity calendars; oversee and implement a responsive environment for the optimum growth and development of school-age children students. **E**
- Maintain and monitor site budgets; maintain accounting procedures including income and expenditures and inventory of equipment and supplies; collect program and activity fees; prepare and issue receipts; prepare deposit reports; secure monies in accordance with established procedures. **E**
- Enroll students; maintain an active public relations program to promote enrollment and communication of program objectives and activities; create flyers to promote and advertise the program and activities. **E**

- Plan and conduct program orientation sessions for parents/families to communicate policies, procedures, and schedule of program activities; maintain a regular system of activities to enhance parent-school relations; plan fundraising activities for site program. *E*
- Participate in and supervise children/students and staff in program activities such as games, songs, physical exercises, free play, arts and crafts and snack times, and homework, breakfast and cooking clubs. *E*
- Oversee and participate in the set up, prepare and serve snack items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack times. *E*
- Maintain standards of child/student behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the Kids' Club program; enforce discipline with positive strategies. *E*
- Schedule regular staff meetings and provide in-service trainings; attend and participate in workshops, in-services, staff meetings, and training programs. *E*
- Communicate with and serve as a liaison between District staff, children/students, parents, families and others to exchange information, coordinate activities and resolve issues or concerns. *E*
- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, composing written materials, and preparing and maintaining a variety of records, logs and files related to assigned activities and personnel. *E*
- Operate a variety of office and instructional equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Administer first aid or necessary physical assistance to ill or distressed children/students; may assist students with toileting and diapering as necessary; may administer prescribed medication in accordance with established District procedure. *E*
- Remain on call for emergency situations and to assure staffing coverage. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

~~This specification serves three classifications in the class series for Kids' Club Supervisor. The essential factors that differentiate the levels of classification are the size, nature and scope of the program at the sites. Children population and program staffing guidelines are:~~

~~**Kids' Club Supervisor I** is allocated to a site with approximately 50 children or less and supervision of a support staff of six or less employees.~~

~~**Kids' Club Supervisor II** is allocated to a site with three to five program locations with approximately 50 to 110 children and supervision of a support staff of seven to fifteen employees.~~

~~**Kids' Club Supervisor III** is allocated to a site with five or more program locations with approximately 110 children or more and supervision of a support staff of over twelve employees.~~

Incumbents in ~~these~~ these classes are working supervisors of an Expanded Learning Opportunities Program (ELO-P) assigned Kids' Club site designed to provide child care and school enrichment services both before and after regular school times, and may range from 6:30 to 6:30 p.m. Supervisors are expected to carry out the program within the established guidelines and regulations, with a minimum of direct daily supervision from program administration. Incumbents in the ~~Kids' Club Supervisor II and III classifications~~, with multiple program locations at an assigned-site, ~~are required~~ will to plan and delegate activities to subordinate staff in order to meet program objectives. Some positions may serve as a floating supervisor to assure supervisory coverage throughout the program. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general district calendar and work schedule. ~~Positions in this classification do not participate in providing K-12 curriculum based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.~~

EMPLOYMENT STANDARDS

Knowledge of:

Concepts of child development and behavior.
Principles and practices of supervision and training.
Child guidance principles and practices.
Safe practices in classroom and playground activities.
General budgeting practices regarding monitoring and control.
Record keeping and filing techniques.
Personal hygiene practices.
Generally accepted standards of health and sanitation.
CPR and first aid techniques.
Basic math.
Operation of office and classroom equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site assigned Kids' Club (day care) program.
Train and supervise the performance of assigned staff.
Interact with ~~parents~~families and others in a direct, professional manner.
Demonstrate flexibility, understanding, and patience, toward students and ~~parents~~families.
Apply and follow ~~Kids' Club and District~~ and program rules, regulations, and daily practices.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Compose correspondence and written materials.
Monitor and maintain assigned budgets and expenditures.
Maintain records and files and prepare reports.
Meet schedules and timelines.
Plan and organize work.

Maintain equipment and facilities in a clean and orderly condition.
Administer first aid or necessary physical assistance to ill or distressed ~~children~~students.
Administer prescribed medication in accordance with established District procedures.
Operate a variety of office and classroom equipment including a computer and assigned software.

Education and Training:

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

Experience:

~~Kids' Club Supervisor I: Two years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.~~

~~Kids' Club Supervisor II: three years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including one year of lead or supervisory experience.~~

~~Kids' Club Supervisor III: four years of experience working with 50 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including two years of supervisory experience.~~

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in these classifications require the use of a personal automobile and possession of a valid California Class C driver's license.

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

WORKING CONDITIONS

Classroom, learning center, community settings and playground environment.
Evening and varied hours.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Hearing and speaking to exchange information in person and on the telephone.
Walking.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling, crawling or crouching to assist ~~children~~students.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies and items weighing up to 25 pounds.
Lifting and carrying small ~~children~~students in emergency situations.v

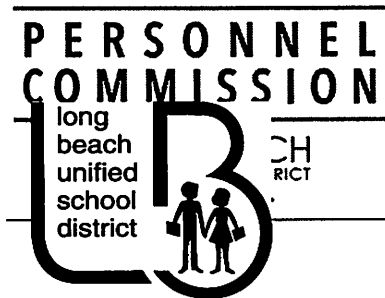
AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/01/1993
Revised: 4/1/1999
Revised: 10/24/2002
Revised: 6/23/2016
Revised:



PERSONNEL COMMISSION

Class Code: 5222
Salary Range: 24 (M2)

KIDS' CLUB-EXPANDED LEARNING ASSISTANT MANAGER

JOB SUMMARY

Under general direction, assist in planning, organizing and managing the daily operations and activities of the District's Expanded Learning Opportunities Programs (ELO-P) Kids' Club Program; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in planning, organizing and managing the daily operations and activities of the District's Expanded Learning Opportunities Programs (ELO-P) Kids' Club Program; assure smooth and efficient delivery of services and compliance with applicable laws, codes, rules and regulations. **E**
- Train, supervise and evaluate the performance of assigned staff; assure appropriate staffing levels and coverage; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Identify program needs and assist in developing long and short-range goals; conduct site on-site visitations, assessments and needs analysis; advise the Kids' Club Expanded Learning Manager or administrators of unusual trends or issues and recommend appropriate corrective action. **E**
- Participate in the development of the annual preliminary program budget; monitor program and site budgets, fee collection systems, and enrollment procedures; control and authorize expenditures in accordance with established limitations. **E**
- Participate in the development and facilitation of fundraising activities, an active marketing program, and establishing and maintaining community and business partnerships; promote positive community relations. **E**
- Research and evaluate new activities, program enrichment opportunities, materials, equipment and supplies. **E**
- Communicate with District and site staff, parents/families, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. **E**
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compose correspondence. **E**

- Attend and participate in workshops, in-services, staff meetings and training programs; schedule, coordinate and facilitate in-service training for staff; prepare and deliver oral presentations. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; may assist students with toileting and diapering as necessary; may administer prescribed medication in accordance with established District procedure. *E*
- Serve as the Kids' Club Expanded Learning Manager in the absence of the Manager as assigned.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized *E* which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Expanded Learning Kids' Club Assistant Manager assists in planning, organizing and managing the daily operations and activities of the District's Expanded Learning Opportunities Programs (ELO-P) Kids' Club Program. The primary operations of the program are delivering child care and school enrichment services at various sites before and after school times, ranging from 6:30 a.m. to 6:30 p.m. ~~Positions in this classification do not participate in providing K-12 curriculum based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.~~

EMPLOYMENT STANDARDS

Knowledge of:

Current theories and practices of child development.
 Principles and practices of supervision and training.
 Child guidance principles and practices.
 Interpersonal skills using tact, patience and courtesy.
 Record-keeping and report preparation techniques.
 Policies and objectives of assigned program and activities.
 Operation of office equipment including a computer and assigned software.
 Budgeting practices regarding monitoring and control.
 Oral and written communication skills.

Ability to:

Assist in planning, organizing, and managing the daily operations and activities of the District's Expanded Learning Opportunities Program (ELO-P) Kids' Club Program.
 Train, supervise and evaluate the performance of assigned staff.
 Interact with parents and others in a direct, professional manner.
 Demonstrate flexibility, understanding, and patience, toward students and parents/families.
 Interpret, apply and explain Kids' Club and District and program rules, regulations and daily practices.
 Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Compose correspondence and written materials.
Monitor and maintain assigned budgets and expenditures.
Maintain records and files and prepare reports.
Plan and organize work.
Administer first aid or necessary physical assistance to ill or distressed children.
Administer prescribed medication in accordance with established District procedures.
Operate a variety of office and classroom equipment including a computer and assigned software.
Speak effectively and make public presentations to large and small groups.
Demonstrate leadership and managerial skills.

Education and Training:

Bachelor's degree in early childhood education, child development, social sciences, recreation or a closely related field, or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

Experience:

Three years of supervisory experience in an extended day care or similar recreation program with comprehensive theme-based activities.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license.

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING CONDITIONS:

Office and classroom environment.
Evening and varied hours.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.
Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Hearing and speaking to exchange information in person and on the telephone.
May include lifting, pushing, pulling or crawling on the floor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/23/2016
Revised:



PERSONNEL COMMISSION

Class Code: 5223
Salary Range: 35 (M2)

KIDS' CLUB EXPANDED LEARNING MANAGER

JOB SUMMARY

Under administrative direction, plan, organize and manage the daily operations and activities of the District's Kids' Club Expanded Learning Opportunities Programs (ELO-P) Program; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and manage the daily operations and activities of the District's Kids' Club Expanded Learning Opportunities Programs (ELO-P) Program; assure smooth and efficient delivery of services and compliance with applicable laws, codes, rules and regulations. **E**
- Train, supervise and evaluate the performance of assigned staff; assure appropriate staffing levels and coverage; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Identify program needs and develop long and short-range goals; conduct site on-site visitations, assessments and needs analysis; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Develop the annual preliminary program budget; monitor program and site budgets, fee collection systems, and enrollment procedures; control and authorize expenditures in accordance with established limitations. **E**
- Plan for the most effective use of materials, supplies, equipment, and facilities; maintain inventory and equipment records. **E**
- Research and evaluate new activities, program enrichment opportunities, materials, equipment and supplies. **E**
- Develop and facilitate fundraising activities and an active Kids' Club marketing program; establish and maintain community and business partnerships; promote positive community relations. **E**
- Communicate with District and site staff, parents/families, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. **E**
- Prepare and maintain a variety of narrative and statistical reports, records and files

related to assigned activities and personnel; authorize payroll; compose correspondence. *E*

- Attend and participate in workshops, in-services, staff meetings and training programs; schedule, coordinate and facilitate in-service training for staff; prepare and deliver oral presentations. *E*
- Administer first aid or necessary physical assistance to ill or distressed children students; may assist students with toileting and diapering as necessary; may administer prescribed medication in accordance with established District procedure. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Kids' Club Expanded Learning Manager plans, organizes and manages the daily operations and activities of the District's Kids' Club Expanded Learning Opportunities Programs (ELO-P) Program. To the extent administration determines appropriate, an incumbent is also responsible for the further promotion and development of the programs to meet the needs of the community for such services and the active enrollment of program participants. The primary operations of the programs are delivering child-care at various sites before and after school times, ranging from 6:30 a.m. to 6:30 p.m. ~~Positions in this classification do not participate in providing K-12 curriculum based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.~~

EMPLOYMENT STANDARDS

Knowledge of:

- Current theories and practices of child development.
- Principles and practices of supervision and training.
- Child guidance principles and practices.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Policies and objectives of assigned program and activities.
- Operation of office equipment including a computer and assigned software.
- Budgeting practices regarding monitoring and control.
- Oral and written communication skills.

Ability to:

- Plan, organize, and manage the daily operations and activities of the District's Kids' Club Expanded Learning Opportunities Programs (ELO-P) Program.
- Train, supervise and evaluate the performance of assigned staff.
- Interact with parents families and others in a direct, professional manner.
- Demonstrate flexibility, understanding, and patience, toward students and parents families.

Interpret, apply and explain Kids' Club and District and program rules, regulations and daily practices.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Compose correspondence and written materials.

Develop and prepare budgets.

Monitor and control budgets and expenditures.

Maintain records and files and prepare reports.

Plan and organize work.

Administer first aid or necessary physical assistance to ill or distressed children students.

Administer prescribed medication in accordance with established District procedures.

Operate a variety of office and classroom equipment including a computer and assigned software.

Speak effectively and make public presentations to large and small groups.

Demonstrate leadership and managerial skills.

Education and Training:

Bachelor's degree in early childhood education, child development, social sciences or a closely related field, or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

Experience:

Four years of supervisory experience in an extended day care or similar recreation program with comprehensive theme-based activities.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license.

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING CONDITIONS:

Office and classroom environment.

Evening and varied hours.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to assist ~~children~~students.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Hearing and speaking to exchange information in person and on the telephone.
May include lifting, pushing, pulling or crawling on the floor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/23/2016
Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 20994309 PAGES: 59-66

Date: June 15, 2023

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 30832064 PAGES: 67-85

Date: June 15, 2023 Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

4.2.A.7 – “Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.