

**LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Avenue  
Lakewood, CA 90713**

**MEETING AGENDA**

**Regular Meeting  
B Building Room 29  
October 15, 2015**

**8:15 a.m.**

**ADDENDUM  
PAGE NO.**

**I. GENERAL COMMUNICATIONS FUNCTIONS**

1. Call to order – Stacey V. Lewis
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of October 1, 2015 1 – 3
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 Benefits Analyst 4 – 5
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide 6 – 7
3. **RATIFY** job announcement bulletin for Instructional Assistant–Computer Resources and Instructional Assistant–Computer Resources–Bilingual Spanish 8 – 9
4. **RATIFY** job announcement bulletin for Instructional Aide Interpreter–Deaf/Hard of Hearing 10 – 11
5. **RATIFY** job announcement bulletin for Locker Room Attendant 12 – 13
6. **APPROVE** the certification of Associate Producer/Production Designer 16-0026-5147 eligibility list established October 2, 2015 14
7. **APPROVE** the certification of Fiscal Services Analyst (Open) 15-0177-5173 eligibility list established September 23, 2015 14
8. **APPROVE** the certification of Fiscal Services Analyst (Promotional) 15-0177-5173 eligibility list established September 23, 2015 14
9. **APPROVE** the certification of Instructional Aide–Special 16-0017-0448 eligibility list established October 14, 2015 14

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|---|---------|
| 10. <b>APPROVE</b> the certification of Instructional Aide–Special 16-0018-0448<br>eligibility list established October 8, 2015   | 14      |
| 11. <b>APPROVE</b> the certification of Intermediate Office Assistant 15-0188-0673<br>eligibility list established October 5, 2015  | 14      |
| 12. <b>APPROVE</b> the certification of Intermediate Office Assistant–Schools<br>15-0189-3354 eligibility list established October 5, 2015  | 14      |
| 13. <b>APPROVE</b> the certification of Senior Systems Analyst 16-0002-5120<br>eligibility list established October 7, 2015   | 14      |
| 14. <b>APPROVE</b> the certification of Textbook/Library Services Supervisor<br>16-0016-5197 eligibility list established October 5, 2015   | 15      |
| III. OLD BUSINESS   |         |
| IV. NEW BUSINESS  |         |
| 1. <b>APPROVE</b> the revision to classification specifications:<br>Revise the classification specifications for Speech-Language Pathology<br>Assistant and Speech-Language Pathology Assistant–Bilingual Spanish | 16 – 21 |
| V. OTHER ITEMS  |         |
| VI. NEXT REGULAR MEETING  |         |
| October 29, 2015, at 8:15 a.m. in Building B Room 29  |         |
| VII. CLOSED SESSION   |         |
| 1. Public employee performance evaluation – Executive Officer, Personnel Commission<br>and Classified Employment  |         |
| VIII. 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 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) 1.)

**LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Avenue  
Lakewood, CA 90713**

**MINUTES  
Regular Meeting**

**October 1, 2015**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, October 1, 2015, at 8:15 a.m. in B Building, 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 Stacey V. Lewis.

**ROLL**

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

Present:           Stacey V. Lewis  
                      Terence Ulaszewski

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo-Honorio, Staff Secretary; Susan Brister, Human Resources Technician; and Kasey Noble, Interim Senior Administrative Secretary.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Dan Ewaskey, CSEA Vice President – Unit B; and Valeeta Pharr, CSEA Chapter 2 President.

**MINUTES OF  
REGULAR MEETING  
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of September 17, 2015.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM  
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission of a visit from representatives of San Bernardino Unified School District to review Long Beach Unified School District's best practices. Mr. Kato reported on the upcoming Personnel Commissioners Association of Southern California annual meeting and workshop on November 13, 2015. Mr. Kato notified the Commission that the Open House held on Tuesday, September 22, 2015 was a success as the community attendees were satisfied with the District's efforts to address community concerns. Mr. Kato extended his gratitude to Marilyn Balmer, Maria Braunstein, Mary Cates, Dale Culton, Susan Learning, and

Esther Martinez for their assistance with the Open House.

Mr. Kato reported meeting with Dr. Tiffany Brown, Assistant Superintendent School Support Services, to discuss the Special Education Program, and Instructional Aide - Specials. He also notified the Commission of a meeting with Les Leahy, Business Services Administrator, regarding their needs and possible options for training classified staff. Mr. Kato informed the Commission of the first school-site visit scheduled for Monday, October 5, at Millikan High School with Ann Culton, Administrative Coordinator, Human Resource Services, and David Zaid, Employee Relations Director, Human Resource Services. He then notified the Commission and CSEA of his anticipated attendance at the November CSEA Member Meetings. Mr. Kato informed the Commission on the computer modernization project taking place in the Personnel Commission office. Mr. Kato concluded by stating that compact salary schedule booklets have been produced and distributed to District sites.

Maria Braunstein, Personnel Analyst, informed the commissioners of current and upcoming recruitments.

Dale Culton, Certification Services Manager, reported on the upcoming changes in wages to account for the increase in the California minimum wage. Mr. Culton concluded with an update on the current vacancies for Instructional Aide-Special and Custodian.

Mary Cates, Human Resources Supervisor, reported on the success of the first monthly and hourly pay days of the school year. Ms. Cates provided an update on current employee processing activities including Coaches, Recreation Aides, and Child Care Workers.

#### CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items.

1. **RATIFY** job announcement bulletin Library/Media Assistant
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **APPROVE** the certification of High School Office Supervisor 15-0189-3349 eligibility list established September 23, 2015
4. **APPROVE** the certification of Instructional Aide-Special 16-0014-0448 eligibility list established September 22, 2015
5. **APPROVE** the certification of Intermediate Office Assistant-Bilingual Spanish 15-0190-5050 eligibility list established September 22, 2015
6. **APPROVE** the certification of Intermediate Office Assistant-Schools Bilingual Spanish 15-0191-5052 eligibility list established September 22, 2015

7. **APPROVE** the certification of Speech Language Pathology Assistant–  
Bilingual Spanish 16-0012-5163 eligibility list established  
September 24, 2015

**OLD BUSINESS**                      None

**NEW BUSINESS**                      None

**OTHER ITEMS**                      Valeeta Pharr, CSEA Chapter 2 President informed the Commission of her attendance at the grand opening of the "BREAKING THROUGH Lighting the Way" exhibition, held at the Main Library beginning on September 29, 2015, commending the inspirational event. Ms. Pharr also advised the Commission of the upcoming Council of the Great City Schools annual conference hosted by Long Beach Unified School District.

**NEXT REGULAR MEETING**                      The next Regular Meeting of the Personnel Commission is scheduled for October 15, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**ADJOURMENT**                      The Regular Meeting of the Personnel Commission was declared adjourned at 8:35 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL  
DISTRICT

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Stacey V. Lewis, Chairperson

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Kenneth Kato, Executive Officer

#### 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 model of excellence. 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 also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 2,200 Head Start pupils in 25 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD 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 has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated and other national news media.

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 leader in preparing young men and women for success.

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

**WE ARE AN EQUAL OPPORTUNITY TITLE VI/VIEMERIT SYSTEM EMPLOYER**

Dual Exam 16-0020-5198 SL

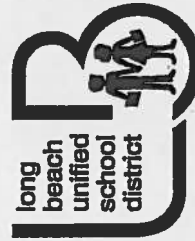
*Maria Brannstein*

# An Exciting Career Opportunity Awaits You At

## LONG BEACH UNIFIED SCHOOL DISTRICT

### BENEFITS ANALYST

**\$65,784 - \$77,244  
ANNUAL SALARY**



### **JOIN OUR WINNING TEAM**

Under administrative direction, a Benefits Analyst performs highly responsible and professional benefits administration duties related to the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403(b) and 457(b) plans, retirement and life insurance plans. An incumbent will participate in reviewing, selecting and negotiating benefit plans, vendors and carriers. Incumbents function well in a client services environment where positive outcomes and customer satisfaction are highly valued and important. While the work is performed under administrative direction, incumbents are expected to exercise independent judgment and initiative; perform related duties as assigned.

### **THE IDEAL CANDIDATE**

The successful candidate for this position will have a bachelor's degree in business administration, public administration, human resources management or a related field.

Additionally, a successful candidate will have at least two years of employee benefits administration experience. Experience in a management or supervisory capacity is preferred. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly preferred.

A master's degree in public, business, human resources administration or a closely related field may be substituted for one year of the required experience.

Certified Employee Benefits Specialist (CEBS) certification is highly preferred.

Any other combination of training and experience that could likely provide required knowledge or abilities may be considered.

### **SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California class C Driver's license at the time of appointment.

### **SALARY AND BENEFITS**

The annual salary for Benefits Analyst is \$65,784 to \$77,244, 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, experience, and evaluation of responses on a supplemental application. 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: 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.** Attendance will be at the applicant's expense. 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**

The employment application and supplemental application can be found on our website. All applications must be submitted online via [www.lbschools.net/Main/Offices/Personnel/Commission/](http://www.lbschools.net/Main/Offices/Personnel/Commission/). A resume will not substitute for the required application materials. Applications must be submitted no later than:

**4:30 p.m. Friday, October 16, 2015**

Applicants with disabilities who 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 made on a case-by-case basis.

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



**2008 Finalist  
the broad prize  
for Urban Education**

long  
beach  
unified  
school  
district



# Classified Employment Opportunity

## APPLY TO:

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/MainOffices/Personnel Commission/](http://www.lbschools.net/MainOffices/PersonnelCommission/)

## HEAD START INSTRUCTIONAL AIDE – 0657

**Final Filing Date:** 4:30 p.m., Wednesday October 28, 2015.

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 1/2 YEARS</b>	<b>2 1/2 YEARS</b>	<b>3 1/2 YEARS</b>
<b>MONTHLY:</b>	\$2,416	\$2,548	\$2,689	\$2,835	\$2,991
<b>HOURLY:</b>	\$13.94	\$14.70	\$15.51	\$16.36	\$17.26

**JOB INFORMATION:** 10 month, 100% Full-time positions. Five vacancies are located in Head Start.

## APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/MainOffices/Personnel Commission/](http://www.lbschools.net/MainOffices/PersonnelCommission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

## MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

## TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

## WORKING ENVIRONMENT:

Pre-school classroom, office, playground environment, off-campus locations offering pre-school activities; travel to/from student homes and other off-site locations may be required.

## SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit or credential must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (5) Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

16-0036-0657 EE  
Dual Examination

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 case by case basis by the administrator of the Personnel Commission.*



## Classified Employment Opportunity

**APPLY TO:**  
Personnel Commission, Long Beach Unified School District  
4400 Ladoga Ave. Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

### INSTRUCTIONAL ASSISTANT-COMPUTER RESOURCES - 0603 INSTRUCTIONAL ASSISTANT-COMPUTER RESOURCES-BL SPANISH - 0452

**Final Filing Date:** 4:30 p.m., Thursday, October, 15, 2015.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,436	\$3,625	\$3,824	\$4,036	\$4,258
<u>HOURLY:</u>	\$19.82	\$20.92	\$22.07	\$23.29	\$24.57

**JOB INFORMATION:** The current vacancy is an Instructional Assistant-Computer Resources located at Bancroft Middle School, 10 months, 40% FTE position. Eligibility lists will be used to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under immediate supervision, the Instructional Assistant – Computer Resources, assists in the effective instruction of students and reinforces lessons in computer science programs in a laboratory or learning center, performing a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate in the delivery of educational subject matter, applying a thorough knowledge of computer science programs presenting lessons to the students and other; and performing related duties as assigned.

**Note:** Before being considered for employment, 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.

#### **MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**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;
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.

**Note:** Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

In addition to the above standards, applicants must provide proof of completion of college-level coursework in computer science programs relating to the activities of this classification.

**EXPERIENCE:** Some structured experience in working with young people of school age is desired. Preferred candidates also will have had at least six months of experience working with computer hardware and software currently in use in educational environments.

**SPECIAL:** (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. (2) May be required to travel from one school location to another. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE** The examination process for this recruitment will consist of a "paper screening" of the applicant's training background and experience; *evaluation of responses on a supplemental application*; a written examination (60%) and a qualifications appraisal interview (40%) scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0034-0603 AS  
Dual Exam 18-0035-0452 AS

LBUSD Employees, please see reverse side for Important Information

*Maria Brant*

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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*



2008 Finalist  
the broad prize  
for Urban Education

long  
beach  
unified  
school  
district



# Classified Employment Opportunity

## APPLY TO:

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/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING – 3272

Final Filing Date: Open Continuous

SALARY RANGE  
MONTHLY:  
HOURLY:

START  
\$5,155  
\$29.75

6 MONTHS  
\$5,439  
\$31.38

1 ½ YEARS  
\$5,738  
\$33.10

### JOB INFORMATION:

Permanent 81.3%, 10 month position. The current vacancy is located at Tucker.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under immediate supervision, reinforce lessons and instruct students individually or in groups using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

### 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.

Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

### EXPERIENCE:

Two years of experience using total communication, preferably working with children. Verifiable supervised Experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.

### SPECIAL:

- (1) Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above: 1. National Association of the Deaf (NAD) 2. American Consortium of Certified Interpreters (ACCI) 3. Educational Interpreters Performance Assessment (EIPA) 4. Educational Sign Skills Evaluation (ESSE). Certificate must be attached to the application. (2) Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's license. (3) May be required to travel from one school location to another.

### WORKING

### ENVIRONMENT:

Classroom, learning center, community setting, playground or school bus. The employee may occasionally assist in the cleaning and personal hygiene of students.

### PHYSICAL DEMANDS:

Selective positions may call for the employee to physically assist the students(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned). 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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

Exam 16-0039-3272SL  
Dual Continuous

*maria .. nate*

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.*



2008 Finalist  
the broad prize  
for Urban Education

long  
beach  
unified  
school  
district



# Promotional Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## LOCKER ROOM ATTENDANT - 0208

**Final Filing Date: 4:30 p.m., Thursday, October 15, 2015.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,000	\$3,166	\$3,340	\$3,522	\$3,716
<u>HOURLY:</u>	\$17.31	\$18.27	\$19.27	\$20.32	\$21.44

### PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified Employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements, are eligible to compete.

### JOB INFORMATION:

Permanent 100% 12 month position. The current vacancies are located at Millikan and McBride Schools (Boy's Locker Room).

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). 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.

**JOB SUMMARY:** Under immediate supervision, a Locker Room Attendant works in the physical education department of a secondary school. The Locker Room Attendant issues athletic equipment, swimming suits, keys, towels, and locker space, and keeps account of all items issued; and performs custodial work to maintain locker room, shower rooms and restroom in a clean, orderly and safe condition. May perform work in the swimming pool area and perform related duties as assigned. Some positions may require evening work.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/ or misdemeanor convictions.

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

#### TRAINING:

Graduation from high school.

#### EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

#### WORKING ENVIRONMENT:

Locker room environment. Exposure to cleaning chemicals and fumes.

#### PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Hearing and speaking to exchange information. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by position. Reaching overhead, above the shoulders and horizontally. Dexterity of hands and fingers to operate various cleaning equipment. Climbing ladders.

#### SPECIAL:

(1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (60%) and a qualifications appraisal interview (40%) 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER  
LBUSD Employees, please see reverse side for important information

Exam 16-0033-0208 SL  
Promotional Examination

*Maria Braunstein*

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.*

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LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 14 - 15

Date: October 15, 2015

Reason for  
Consideration: Approval

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**Associate Producer/Production  
Designer**

List Valid: 10/2/15 – 10/2/16

Total applications received: 2

No. Passed: 1      No. Failed: 0

**Promotional**

**16-0026-5147**

Total invited to exam: 1

No. Withdrew: 0

No. Screened Out: 1

**Fiscal Services Analyst**

List Valid: 09/23/15 – 09/23/16

Total applications received: 57

No. Passed: 6      No. Failed: 14

**Open**

**15-0177-5173**

Total invited to exam: 25

No. Withdrew: 5

No. Screened Out: 32

**Fiscal Services Analyst**

List Valid: 09/23/15 – 09/23/16

Total applications received: 12

No. Passed: 2      No. Failed: 5

**Promotional**

**15-0177-5173**

Total invited to exam: 8

No. Withdrew: 1

No. Screened Out: 4

**Instructional Aide–Special**

List Valid: 10/14/15 – 10/14/16

Total applications received: 113

No. Passed: 18      No. Failed: 1

**Open/Continuous**

**16-0017-0448**

Total invited to exam: 48

No. Withdrew: 29

No. Screened Out: 65

**Instructional Aide–Special**

List Valid: 10/8/15 – 10/8/16

Total applications received: 95

No. Passed: 24      No. Failed: 2

**Open/Continuous**

**16-0018-0448**

Total invited to exam: 60

No. Withdrew: 34

No. Screened Out: 35

**Intermediate Office Assistant**

List Valid: 10/5/15 – 10/5/16

Total applications received: 280

No. Passed: 85      No. Failed: 98

**Dual**

**15-0188-0673**

Total invited to exam: 233

No. Withdrew: 50

No. Screened Out: 47

**Intermediate Office Assistant–  
Schools**

List Valid: 10/5/15 – 10/5/16

Total applications received: 226

No. Passed: 77      No. Failed: 92

**Dual**

**15-0189-3354**

Total invited to exam: 195

No. Withdrew: 26

No. Screened Out: 31

**Senior Systems Analyst**

List Valid: 10/7/15 – 10/7/16

Total applications received: 27

No. Passed: 4      No. Failed: 5

**Dual****16-0002-5120**

Total invited to exam: 15

No. Withdrew: 6

No. Screened Out: 12

**Textbook/Library Services****Supervisor**

List Valid: 10/5/15 – 10/5/16

Total applications received: 12

No. Passed: 4      No. Failed: 0

**Promotional****16-0016-5197**

Total invited to exam: 5

No. Withdrew: 1

No. Screened Out: 7

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 9, 2015



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

October 7, 2015

**TO:** Personnel Commission

**FROM:** Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** Revision to Classification Specification

### **Background and Findings**

The classification of Speech-Language Pathology Assistant, BL Spanish (SLPA) was reviewed by the Assistant Superintendent, School Support Services to update the minimum entrance qualifications. Currently, applicants must be registered with the State of California Department of Consumer Affairs of Speech-Language Pathology and Audiology. To qualify for this registration, applicants "must have 70 hours of fieldwork experience or nine months of full-time work experience or nine months performing the duties of an SLPA in a public school setting or nine months of full-time work as an SLPA in another state with the appropriate authorization or practice." In addition, the State registration process requires applicants to provide verifiable proof of their experience.

In accordance with the State regulations, the Assistant Superintendent considers candidates with a valid Speech-Language Pathology and Audiology registration already possess sufficient experience to perform the duties of the classification. Therefore, staff is recommending the six months of experience requirement become desirable, and not required, for future recruitments.

Lastly, staff is proposing removal of the statement "any combination of experience and training" because the State registration process requires applicants to provide proof of their experience. If an applicant is qualified to register, they have met the State's experience requirements and there are no other combinations of experience and training which will qualify an applicant for employment in the classification.

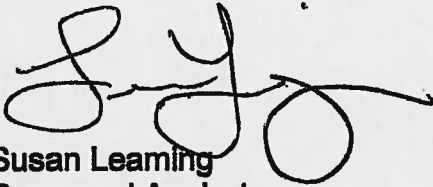
The Assistant Superintendent, School Support Services has reviewed and approved the recommended changes. A copy of the revised class description is attached showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

**Recommendations**

**Staff recommends the Personnel Commission:**

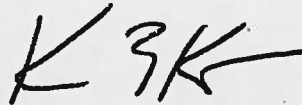
- 1. Adopt the revised classification specification of Speech-Language Pathology Assistant, BL Spanish**

**Prepared by:**



**Susan Leaming  
Personnel Analyst**

**Approved and Recommended:**



**Kenneth Kato  
Executive Officer**



## PERSONNEL COMMISSION

**Class Specification**  
**Salary Range: 24 (C1)**

### **CLASS CODE**

### **TITLE**

**5024**

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

**5163**

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BL SPANISH**

### **JOB SUMMARY**

Under the supervision of a credentialed Speech-Language Specialist, provide speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; 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.*

- Provide student speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech-Language Specialists. **E**
- Assist Speech-Language Specialist with conducting speech-language screenings and assessments using appropriate prescribed techniques and devices; confer with Speech-Language Specialists regarding student progress. **E**
- Document student progress toward IEP goals and objectives by preparing records, logs, goal sheets or other means of documentation. **E**
- Provide assistance to educational staff as a case management team member through consultation, training and individual and group activities; assist with the development of IEP goals and objectives for assigned students. **E**
- Prepare therapy materials and equipment for use during therapy such as picture cards, worksheets, charts, audio equipment and computerized therapy applications and devices. **E**
- Adapt or modify instructional materials as determined by student needs for teacher use in the classroom; monitor use of augmentative alternate communication devices. **E**
- Inspect, maintain and operate augmentative alternate communication devices and equipment; assist Speech-Language Specialists in the research and selection of appropriate devices, software and equipment as assigned; train students, parents and staff in use of devices. **E**
- Observe and control behavior and interaction of students according to approved procedures; report significant student behavior and behavioral patterns; utilize positive restraint techniques according to established procedures as necessary. **E**

- Attend IEP meetings with a Speech-Language Specialist to provide information as requested; maintain confidentiality of sensitive and privileged information. *E*
- Perform a variety of student case management support duties such as maintaining records, files and preparing reports related to assigned students; schedule appointments for parents/students as necessary. *E*
- Operate a variety of office equipment including a computer, tablet and assigned software; drive a vehicle to various sites to conduct work. *E*
- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology. *E*

*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**

A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team, by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act. An incumbent works under the supervision of a credentialed Speech-Language Specialist in developing and providing services for individual students to improve their academic performance. Incumbents in the Speech-Language Pathology Assistant, BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Speech and Language Development theories and practices.

Language, articulation and hearing disorders.

Methods and techniques of individual and group speech therapy.

Principles of child development and behavior.

Operation and maintenance of augmentative alternate communication devices and equipment.

Phonetics.

Record keeping and report preparation techniques.

Safe practices in classroom activities.

Laws, rules and regulations related to assigned program and activities.

Technical aspects of field of specialty.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer and assigned software.

**Ability to:**

Provide speech therapy services for identified students according to IEP goals and treatment plans developed by Speech-Language Specialists.  
Assist with conducting speech-language screenings and assessments.  
Operate and maintain augmentative alternate communication devices and equipment.  
Maintain records and prepare reports related to assigned students and activities.  
Monitor and assist in evaluating student progress.  
Demonstrate an understanding, patient and receptive attitude toward students.  
Motivate and encourage positive learning patterns and behavior to students with special needs.  
Observe and manage behavior of students according to approved procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain confidentiality of sensitive and privileged information.  
Interpret, apply and explain laws, rules and regulations related to assigned activities.  
Understand and work within scope of authority.  
Observe health and safety regulations.  
Demonstrate adaptability to changing circumstances and priorities within the learning environment.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Demonstrate confidence, tact, and the use of good judgement.  
Plan and organize work.  
Meet schedules and timelines.

**Education and Training:**

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

**OR**

Proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

**Experience:**

Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.

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

**SPECIAL REQUIREMENTS**

Applicants must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology

at the time of appointment and maintain current registration throughout employment in this classification.

Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile.

Positions in the Speech-Language Pathology Assistant - Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

### **WORKING ENVIRONMENT**

Classroom and school site environment.  
Driving a vehicle to conduct work.

### **PHYSICAL DEMANDS**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate adaptive equipment and a computer.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling, crouching to work with students.  
Reaching overhead and above the shoulders to reach supplies.  
Pushing students in wheelchairs and carts with supplies.  
Lifting and carrying therapy equipment and supplies.  
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: 8/14/2003

PCA: (BL Spanish): 1/5/2012

Revised: 7/11/13

Revised: