

DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
11627 Brookshire Avenue
Downey, CA 90241

AGENDA #8

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
March 20, 2019

ADDENDUM
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. The Renewal of the Pledge of Allegiance to the Flag of the United States of America to be led by John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of February 20, 2019. 1-5
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established February 21, 2019. 6
2. **RATIFY** certification of Senior Instructional Assistant-Severely/ Multiply Handicapped eligibility list established February 21, 2019. 7

III. OLD BUSINESS

None.

IV. NEW BUSINESS

1. **APPROVE** the proposed new classification of Career Development Program Specialist with the salary placement on the Unit I Salary Schedule at Range 215, \$5,242 - \$6,372 per month, effective March 21, 2019. 8-11

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Classified Human Resources office, 11627 Brookshire Avenue, Downey, CA 90241.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Director, Classified Human Resources at (562) 469-6641 at least 24 hours in advance of the meeting. [Government Code §54954.2(a)(1)]

ADDENDUM
PAGE NO.

- | | |
|--|-------|
| 2. APPROVE the proposed new classification of Lead Sign Language Interpreter with the salary placement on the Unit I Salary Schedule at Range 235, \$5,774 - \$7,028 per month, effective March 21, 2019. | 12-15 |
| 3. APPROVE the proposed new classification of Senior Instructional Assistant - Sign Language with the salary placement on the Unit I Salary Schedule at Range 115, \$3,217 - \$3,916 per month, effective March 21, 2019. | 16-20 |
| 4. APPROVE the proposed new classification of Sign Language Interpreter with the salary placement on the Unit I Salary Schedule at Range 215, \$5,242 - \$6,372 per month, effective March 21, 2019. | 21-24 |
| 5. DISCUSSION regarding Lateral Transfers. | |

V. NEXT REGULAR MEETING

April 17, 2019 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.

VI. CLOSED SESSION

1. Potential Litigation
2. Classified Employee Discipline/Dismissal/Release
3. Public Employee Performance Evaluation, Title: Director, Classified Human Resources, in accordance with provisions of the Government Code Section §54957.

VII. ADJOURNMENT

DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
11627 Brookshire Avenue
Downey, CA 90241

MINUTES
Regular Meeting

February 20, 2019

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, February 20, 2019 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#146
PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Angie Rademaker.

#147
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#148
MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to approve the minutes of the Regular Meeting of January 17, 2019.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#149
CORRESPONDENCE
RECEIVED

No correspondence was received.

#150
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the Board of Education meeting on January 29th and wanted to commend Dr. Garcia and the Board of Education for the way that they handled themselves with the comments made during the meeting that were not always very positive.

Mr. Kennedy shared that the Downey High School Robotics Team would be competing at the First Robotics Competition in Orange County from February 27th through March 2nd. He was fortunate to get a preview of their robot and he felt that it was going to be better than last year's robot.

Mr. Kennedy shared that he attended the recent California School Personnel Commissioners Association (CSPCA) Annual Conference in Anaheim and stated that several DUSD employees were involved and believes they did an excellent job. Ms. Arko was one of the organizers of the conference and Ms. Lumsdaine and Mr. Deines were both presenters. He felt it was very nice that DUSD was so involved in the conference.

Ms. Lumsdaine welcomed new Board of Education member, Giggy Perez-Saab, to the Personnel Commission meeting and expressed how wonderful it was to have her there.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Pam Martinez, President, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; Karen Quick, Secretary, CSEA Unit I; John Shook, Director, M.O.T. Services; Craig Karli, Maintenance Supervisor; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Lumsdaine mentioned that DUSD was well represented at the CSPCA conference and felt that it was also well attended and went very well. She stated that she presented on the topic of "Appeal Hearings," but admitted that she did not have much experience on the topic because Downey does such a good job of resolving personnel issues prior to them reaching the Personnel Commission for an appeal hearing.

Ms. Lumsdaine shared that she gave a presentation that morning at the Downey Kiwanis Club regarding the Merit System and expressed how happy she was to share with the community the purpose and function of the Personnel Commission and how it interacts with the Board of Education to create harmony within the District.

Ms. Arko shared that the department is experiencing many changes with Sergio Gonzalez's last day having been February 12th and the announcement that Sally Hoffman will be retiring from the District at the end of March.

Ms. Arko shared that the District continues to work on creating job descriptions and duties and also making salary recommendations to the Board of Education regarding the new classifications being acquired from the Los Angeles County Office of Education's (LACOE) Special Education Local Plan Area (SELPA) Deaf and Hard of Hearing (DHH) program. She shared that as per Ed. Code, these new employees will not need to test for these positions and will preserve their seniority and just move right in with the rank and file of the District. Mr. Kennedy inquired if this was also the case for the teachers and Dr. Garcia responded that it is. Ms. Arko stated that since the number of new employees will be quite large, she will be requesting that representatives of the CSEA be present in order to address the group. Mr. Kennedy inquired how many new clerical employees will be acquired from LACOE and Ms. Arko responded that it is not only clerical positions but also includes paraprofessionals. Altogether it will be approximately 50 new Classified employees.

Ms. Arko recognized the efforts of two members of her staff, Paul Deines and Eileen Mendoza, for getting the Special Education positions filled so quickly and efficiently.

Ms. Arko reviewed and answered questions regarding the February Vacancy/Recruitment Status Report.

#151
PUBLIC HEARD

Dr. Garcia thanked the Personnel Commission for allowing him the opportunity to share that the District is moving forward with the implementation of the Dual Immersion Spanish Program at Carpenter Elementary School for TK and Kindergarten in the 2019-20 school year. He shared that several community meetings were held at the feeder elementary schools, Alameda and Ward, to determine if they should remain TK-3 schools or convert to TK-5 schools. There was a very good turn out and the response from the community was that they would like to convert to TK-5 schools as soon as possible. As a result, Mr. Wayne Shannon, Assistant Superintendent, Elementary Education, presented a review of the change to the Board Policy in order to make that happen. The next step will happen at the March 12th Board of Education meeting for the Board to vote on the change.

Dr. Garcia shared that the District had a bond sale in January in order to help fund the various construction projects at the middle schools. A portion of the funds will also be going towards safety and security at all sites throughout the District.

Dr. Garcia acknowledged and thanked those members of the Personnel Commission staff that presented at the Annual CSPCA Conference as he felt that it communicates to their colleagues that DUSD is a special place and that there are a lot of good things happening here.

Ms. Rademaker shared that some of her clients have shared with her how great the Dual Immersion programs are in the school districts where they live. It has helped her feel very positive about the impending change.

#152
CONSENT AGENDA

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Items 153-157).

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#153
RATIFY CERTIFICATION OF
NURSING PROGRAM ASST.
ELIGIBILITY LIST

RATIFY certification of Nursing Program Assistant eligibility list established February 14, 2019.

#154
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST. -
BEHAVIORALLY
CHALLENGED ELIGIBILITY
LIST

RATIFY certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established January 28, 2019.

#155
RATIFY CERTIFICATION OF
STUDENT SUPERVISION
ASST. ELIGIBILITY LIST

RATIFY certification of Student Supervision Assistant eligibility list established February 15, 2019.

#156
RATIFY CERTIFICATION OF
UTILITY WORKER
ELIGIBILITY LIST

RATIFY certification of Utility Worker eligibility list established January 31, 2019.

#157
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
SR. INSTRUCTIONAL
ASST.-BEHAVIORALLY
CHALLENGED POSITION

RATIFY the classification of one Limited-Term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Price Elementary School, effective January 7, 2019 through February 22, 2019.

#158
OLD BUSINESS

Each of the following recommendations was reviewed by Director Arko prior to approval:

#159
ADOPT AMENDMENT
OF PERSONNEL
COMMISSION RULE
#30.100.2 – EXEMPTION
FROM THE CLASSIFIED
SERVICE

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **ADOPT** amendment of Personnel Commission Rule #30.100.2. – Exemption from the Classified Service

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#160
NEW BUSINESS

Each of the following recommendations was reviewed by Director Arko prior to approval:

#161
APPROVE CLASSIFICATION
& SALARY PLACEMENT OF
FINANCIAL OPERATIONS
ANALYST POSITION

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the classification of Financial Operations Analyst with the salary placement on the Classified Management Salary Schedule (AR 5241) at Range 121, \$6,410 - \$7,793 per month, effective February 21, 2019.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#162
APPROVE CLASSIFICATION
& SALARY PLACEMENT OF
INSTRUCTIONAL ASST-
DENTAL POSITION

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the classification of Instructional Assistant - Dental with the salary placement on the Unit I Salary Schedule (AR 5241.1) at Range 95, \$2,923 - \$3,551 per month, effective February 21, 2019.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

- #163
APPROVE CLASSIFICATION
& SALARY PLACEMENT OF
INSTRUCTIONAL ASST-
MASSAGE THERAPY
POSITION
- A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the classification of Instructional Assistant - Massage Therapy with the salary placement on the Unit I Salary Schedule (AR 5241.1) at Range 95, \$2,923 - \$3,551 per month, effective February 21, 2019.
- #164
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
NURSING PROGRAM
ASSISTANT
- A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the changes to the class description for the classification of Nursing Program Assistant as submitted, effective February 21, 2019.
- #165
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be March 20, 2019, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #166
CLOSED SESSION
- The Personnel Commission retired to closed session at 4:32 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #167
OPEN SESSION
- The Personnel Commission returned to open session at 5:15 p.m. There were no reportable actions taken during closed session.
- #168
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned in memory of Rudolph Curiel, father of Pam Martinez, Registrar, Downey High School; at 5:16 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

BethAnn Arko, Director

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification on March 20, 2019

Eligibility List Established February 21, 2019

for the Classification of

Senior Instructional Assistant – Behaviorally Challenged

"P" = Promo. "O" = Open	Rank	Name
O	1	Mary S. Triggs
O	1	Kimberly C. Parker
O	2	Carlos Tapia
O	2	Olufimilayo K. Coker
O	2	Ana Baez
O	2	Marc Mendoza-Franco
O	2	Karol S. Ortiz
O	3	Lila Rigor-Rivas
O	3	Cynthia Martinez Mata
O	3	Joanna B. Higareda
O	3	Mayra A. Reyna
O	3	Evelyn Errichetto
O	3	Hernan I. Calderon
O	3	Patricia Rodriguez
O	4	Cheryl D. Green
O	4	Jamie Sainz
O	4	Dalilia Nieves
O	5	Rosa Munoz

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification March 20, 2019

Eligibility List Established February 20, 2019

for the Classification of

Senior Instructional Assistant-Severely/Multiply Handicapped

"P" = Promo. "O" = Open	Rank	Name
O	1	Richelle Koeppe
O	1	Namajah Drake-Lopez
O	2	Heather Rallonza
O	2	Brandi Shikuma
O	3	Lorena Martinez De Vasquez
O	3	Yessenia Castaneda
O	4	Rosa Munoz
O	4	Lila A. Rivas
O	4	Jennifer Preciado
O	5	Wayne Marshall

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: March 20, 2019

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: RECOMMENDED NEW CLASSIFICATION – CAREER DEVELOPMENT PROGRAM SPECIALIST

ACTION ITEM

As part of the SELPA acquisition from LACOE, we will need to create a classification whose duties will include going out into the community to develop opportunities for the students to get training and career opportunities to assist in the successful transition to self-sufficiency.

This class description is taken directly from the current job description from LACOE. Staff will do a thorough review of the program class descriptions during the next two years.

Staff is recommending that the salary placement of this new classification be at range 215, \$5,242 - \$6,372 per month, of the Unit I Salary Schedule, with the proposed job title of Career Development Program Specialist.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed new classification of Career Development Program Specialist with the salary placement on the Unit I Salary Schedule at range 215, \$5,242 - \$6,372 per month, effective March 21, 2019.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
UNIT I**

CLASS TITLE: CAREER DEVELOPMENT PROGRAM SPECIALIST

BASIC FUNCTION:

Under general supervision by an administrator, provides assistance, guidance, and motivational support to employment program participants in career preparation and training, job search and interviews, life skills, accessing community resources, and other career development activities to ensure achievement of career goals and successful transition to self-sufficiency.

REPRESENTATIVE DUTIES:

- Prepares for and facilitates orientations and workshops according to established guidelines and processes. E
- Reviews and provides feedback to program participants regarding job search activities to ensure progress in job search, meeting of goals, and contract compliance. E
- Assists program participants in resolving barriers to employment through the coordination of or referral to resources or services. E
- Maintains and updates program participant's records with appropriate documentation and required paperwork according to established guidelines. E
- Counsels and motivates program participants on career plans and job search objectives based upon data from preliminary career assessment instruments. E
- Advises case managers in the development of program participant's official career plans to ensure the establishment of realistic and attainable career and educational goals for participants. E
- Contacts employers to promote program services, organize recruitment fairs, and generate employment opportunities for program participants. E
- Processes paperwork and requests related to employment activities, such as transportation assistance, clothing vouchers, supply orders, or training materials. E
- Gathers, compiles, and inputs information on attendance, placements, participant's status and outcomes and other related program data. E
- Composes status reports, memos, and other written materials. E
- Promotes program services and events on social media. E
- Performs related duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Principles and methods of training, instruction, and behavior modification
- Principles, techniques, and tools of employee recruitment and selection, hiring practices, job search and placement
- Economic and labor market conditions and trends
- Career development assessment and counseling techniques
- Applicable state and federal laws and regulations, including relevant LACOE policies and guidelines
- Microsoft Office Word, PowerPoint, and other MS applications
- Social media platforms

Core Competencies:

- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional and Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Self-Management – Showing personal organization, self-discipline, and dependability
- Oral Communication – Engaging effectively in dialogue
- Presentation Skill – Formally delivering information to groups
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Handling Conflict – Managing interpersonally strained situations
- Influencing – Affecting or changing other's positions and opinions
- Professional Impact – Presenting self as a positive representative of the organization

- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Developing Others – Supporting others in stretching and expanding their capabilities
- Group Facilitation – Enable constructive and productive group interaction
- Teamwork – Collaborating with others to achieve shared goals
- Cultural Proficiency –Modeling communication and interaction that respect and include all individuals and their languages, abilities, religions, and cultures

MINIMUM QUALIFICATIONS:

Experience: Two years of technical experience in human resources, employment placement, or career or job development, including one year of experience in leading or delivering professional training services.

Education: A bachelor's degree in business administration, sociology, psychology, political science, economics, human resources or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Additional Requirements: A valid California driver's license and availability of private transportation or ability to provide transportation between job sites is required. Some positions in this classification require oral and written skills in a second designated language.

March 2019, D.U.S.D.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: March 20, 2019

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resource

SUBJECT: RECOMMENDED NEW CLASSIFICATION – LEAD SIGN LANGUAGE INTERPRETER

ACTION ITEM

As part of the SELPA acquisition from LACOE, we will need to create a classification to provide support for the Deaf and Hard of Hearing program. This position does the scheduling and day to day assignments for the agency sign language interpreters along with other interpreter duties.

This class description is taken directly from the current job description from LACOE. Staff will do a thorough review of the program class descriptions during the next two years.

Staff is recommending that the salary placement of this new classification be at range 235, \$5,774 - \$7,028 per month, of the Unit I Salary Schedule, with the proposed job title of Lead Sign Language Interpreter.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed new classification of Lead Sign Language Interpreter with the salary placement on the Unit I Salary Schedule at range 235, \$5,774 - \$7,028 per month, effective March 21, 2019.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
UNIT I**

CLASS TITLE: LEAD SIGN LANGUAGE INTERPRETER

BASIC FUNCTION:

Under the general supervision of a certificated administrator, coordinates and schedules temporary assignments for sign language interpreters; provides sign language interpretation in the classroom and at various school functions; and assists teacher in determining where special education students need required services in mainstream classes, meetings, assemblies, and school-wide events.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Sign Language Interpreter in that the Lead Sign Language Interpreter is responsible for coordinating and scheduling the day-to-day assignments of agency sign language interpreters as well as the assignment of Sign Language Interpreters for Individualized Education Plan (I.E.P.) meetings and student extracurricular activities. The Lead Sign Language Interpreter is also responsible for troubleshooting and first-level resolution of questions and concerns that teachers have with sign language interpreters.

REPRESENTATIVE DUTIES:

- Contacts agencies and coordinates the work schedules for agency sign language interpreters for the deaf and hard of hearing program. E
- Investigates and resolves staffing issues with agency sign language interpreters. E
- Briefs agency sign language interpreters and Sign Language Interpreters on their assignments when they arrive at school. E
- Assigns Sign Language Interpreters and agency sign language interpreters to interpret at I.E.P. meetings and student activities as needed. E
- Reassigns Sign Language Interpreters when their student is absent, to cover other vacancies in the deaf and hard of hearing program. E
- Acts as a liaison between administration, district staff, deaf and hard of hearing students, parents and regular classroom teachers. E
- Tracks agency costs and staff overtime. E
- Assists in instruction and classroom activities for deaf and hard of hearing students using sign language. E

- Interprets a wide variety of subject matter and instructional materials into total communication for teachers and students. E
- Confers on a regular basis with teachers and students in regard to planning and scheduling activities, instructional goals and objectives, student progress and pertinent health and behavior problems. E
- May assist students with taking medication under prescribed policies and procedures.
- May participate as a member to help develop and implement individual or site crisis management plans.
- Performs related duties as assigned.

JOB REQUIREMENTS:

Knowledge of:

- American Sign Language or accepted manual communication; NAD-RID code of professional conduct for interpreters;
- Basic principles of human behavior management; individual learning styles, elementary concepts of child development and age-appropriate behavior; personal hygiene practices;
- English usage, grammar, spelling, punctuation and composition; high school level mathematics;
- Recognition and reporting requirements for suspected child abuse.

Ability to:

- Understand and interpret K-12 subject matter;
- Establish rapport and effective communication with deaf and hard of hearing persons;
- Explain clearly and check comprehension; rephrase others' input cogently and accurately;
- Show attention to detail and conscientiously follow processes and procedures, maintain composure, emotional control, and agreeable demeanor under interpersonally stressful conditions;
- Plan, organize, schedule, and resolve logistical conflicts;
- structure one's daily routine and priorities to get things done;
- show initiative and self-monitoring in meeting commitments and deadlines;
- be approachable and responsive to superiors, co-workers, and clientele;
- operate a computer and applicable software;
- maintain confidentiality of student information; and model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and cultures.

MINIMUM QUALIFICATIONS:

Experience: Three years' experience providing sign language interpretation for people who can communicate or be communicated with only by sign language. Experience in a lead capacity involving the assignment and scheduling of the work of others is desired.

Education: High school diploma or equivalent and 24 semester units of specialized courses in sign language and certification by the National Registry of Interpreters for the Deaf, Educational Interpreter Performance Assessment, the Educational Sign Skills Evaluation-Interpreter and Receptive, the National Association of the Deaf, American Consortium of Certified Interpreters or equivalent with a score of 4.0 or above.

Additional Requirements: A valid California driver's license and availability of private transportation or ability to provide transportation between job sites may be required; may occasionally be assigned duties from the class specification for Paraeducator.

March 2019, D.U.S.D.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: March 20, 2019

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resource

SUBJECT: RECOMMENDED NEW CLASSIFICATION – SENIOR INSTRUCTIONAL ASSISTANT – SIGN LANGUAGE

ACTION ITEM

As part of the SELPA acquisition from LACOE, we will need to create a classification that works in the traditional classroom providing support for the students mainstreamed from the Deaf and Hard of Hearing Program. This classification provides for the communication between teacher and students.

This class description is taken directly from the current job description from LACOE. Staff will do a thorough review of the program class descriptions during the next two years.

Staff is recommending that the salary placement of this new classification be at range 115, \$3,217 - \$3,916 per month, of the Unit I Salary Schedule, with the proposed job title of Senior Instructional Assistant - Sign Language.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed new classification of Senior Instructional Assistant - Sign Language with the salary placement on the Unit I Salary Schedule at range 115, \$3,217 - \$3,916 per month, effective March 21, 2019.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
UNIT I**

CLASS TITLE: SENIOR INSTRUCTIONAL ASSISTANT - SIGN LANGUAGE

BASIC FUNCTION:

Under the general supervision of an administrator, uses total communication (e.g., sign language) to instruct students individually or in groups in accordance with prescribed learning objectives, and acts as a paraprofessional assistant to a teacher in performing assigned tasks.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Senior Instructional Assistant class by the additional responsibility of using total communication skills (e.g., sign language) to translate and interpret written and spoken educational information or instructions. The Senior Instructional Assistant – Sign Language functions as a paraprofessional assistant for teachers and deaf and hard of hearing students in special education classrooms; the Sign Language Interpreter interprets subject matter and educational concepts for deaf and hard of hearing students in mainstream classrooms.

REPRESENTATIVE DUTIES:

- Under supervision of a teacher, provides individualized instruction by matching instruction to the needs of each student. E
- Works with students individually or in small groups to tutor, reinforce, or follow up on learning activities. E
- Translates oral or written English into total communication (e.g., sign language). E
- May assist students in learning oral speech patterns by helping them produce sounds, words, and sentences. E
- Helps students relate to individuals and groups in the mainstream environment. E
- Assists by guiding or by providing an example in a variety of areas, including physical development and fitness, communication, personal appearance and hygiene, academic learning, and vocational skills. E
- Helps students to be self-reliant by advocating for their needs. E
- Assists teachers with classroom activities for students. E
- Assists students in learning through the use of computer technology and other teaching devices. E
- Assists teachers in establishing and maintaining a clean, safe, and pleasant classroom and learning environment. E

REPRESENTATIVE DUTIES: (Continued)

- Assists with supervision of classroom, outdoor playground, and field trip activities, to direct students into safe activities and relationships. E
- Assists teachers with the modification and maintenance of appropriate standards of behavior for students. E
- Assists teachers with implementation of student's Individualized Education Program (I.E.P.). E
- Confers on a regular basis with a teacher in regard to activities, instructional goals and objectives, student progress and pertinent health or behavior problems. E
- Attends in-service and staff meetings as required. E
- May assist students with taking medication under prescribed policies and procedures.
- Performs routine clerical tasks related to student records and instructional activities. E
- May participate as a member to help develop and implement individual or site crisis management plans.
- Performs related duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Practical learning patterns and behavior
- Basic characteristics of human behavior
- Elementary concepts of child development and behavior
- Basic communication skills
- Reading, speaking and writing in English
- Personal hygiene practices
- Basic math
- Principles of implementing diversity in the workplace
- Laws, rules, practices and procedures related to the education program to which assigned
- Recognition and reporting requirements for suspected child abuse

Ability:

- Use total communication (e.g., sign language) continuously while performing tasks
- Understand and follow instructional and assessment protocol
- Communicate with students and staff, and motivate students to participate in learning activities
- Maintain emotional control under difficult situations
- Recognize and report safety hazards
- Operate computer technology and office equipment

- Maintain confidentiality of student information
- Establish and maintain effective working relationships with students and staff
- Model communication and interaction that respects and includes all individuals and their languages, abilities, religions and cultures

PHYSICAL DEMANDS AND WORK ENVIRONMENT – This summary provides examples of the typical physical demands and work environment of this classification.

Physical Demands:

The work requires some physical exertion.

- Stands to monitor and assist students with academic instruction
- Moves between areas of a school site or within a classroom to monitor students and assist with academic instruction
- Sits to assist students with classwork
- Rotates head left and right from a neutral position to monitor, supervise, and/or attend to students
- Moves head forward and backward from a neutral position to assist students with academic instruction
- Uses hands, wrists, and fingers repetitively to communicate using sign language to students who are deaf or hard of hearing
- Exchanges information with students and staff to facilitate classroom instruction and ensure safety
- Uses near visual acuity at 20 inches or less to facilitate classroom instruction, safety, and other related areas
- Observes surroundings within one's periphery to facilitate classroom instruction, safety, and other related areas

Work Environment:

The environment involves everyday risks or discomforts that require normal safety precautions.

- Work in an indoor, climate-controlled environment

MINIMUM QUALIFICATIONS:

Experience: Three months of paid or volunteer experience working with people who can communicate or be communicated with only through sign language. One specialized course in sign language may be substituted for three months of paid or volunteer experience working with people who can communicate or be communicated with only through sign language.

Education: High school diploma or equivalent.

Additional Requirements/Information: Some positions in this classification may require the availability of private transportation; may occasionally be assigned duties from the class specification for Paraeducator.

March 2019, D.U.S.D.

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: March 20, 2019

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resource

SUBJECT: RECOMMENDED NEW CLASSIFICATION – SIGN LANGUAGE INTERPRETER

ACTION ITEM

As part of the SELPA acquisition from LACOE, we will need to create a classification to provide support for the Deaf and Hard of Hearing students that are mainstreamed into the traditional classrooms. This classification provides for the communication between teacher and students.

This class description is taken directly from the current job description from LACOE. Staff will do a thorough review of the program class descriptions during the next two years.

Staff is recommending that the salary placement of this new classification be at range 215, \$5,242 - \$6,372 per month, of the Unit I Salary Schedule, with the proposed job title of Sign Language Interpreter.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed new classification of Sign Language Interpreter with the salary placement on the Unit I Salary Schedule at range 215, \$5,242 - \$6,372 per month, effective March 21, 2019.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
UNIT I**

CLASS TITLE: SIGN LANGUAGE INTERPRETER

BASIC FUNCTION:

Under the general supervision of an administrator, acts as the communicator between student and teacher when the student uses total communication (e.g., sign language), and interprets test responses, recitations and reports into or from total communication.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Senior Instructional Assistant – Sign Language class by the additional responsibility of using total communication skills (e.g., sign language) to translate and interpret written and spoken educational information or instructions. The Sign Language Interpreter interprets subject matter and educational concepts for deaf and hard of hearing students in mainstream classrooms. The Senior Instructional Assistant – Sign Language functions as a paraprofessional assistant for teachers and deaf and hard of hearing students in special education classrooms.

REPRESENTATIVE DUTIES:

- Provides interpreter services for students in mainstream classes. E
- Interprets a wide variety of subject matter and instructional materials into total communication (e.g., sign language) for a teacher or student who does not sign. E
- Interprets from sign to voice and voice to sign for comprehension by others in the classroom. E
- Acts as liaison between administration, staff of the Deaf and Hard of Hearing Program and regular classroom teachers. E
- Assists teachers with implementation of student's Individualized Education Program (I.E.P.). E
- Attends in-service and staff meetings as required. E
- May assist in arranging and conducting special activities.
- May assist with supervision of classroom and outdoor playground to direct students in safe activities and relationships.
- May assist students with taking medication under prescribed policies and procedures.
- Performs routine clerical tasks related to student records and instructional activities. E
- Performs related duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Basic characteristics of human behavior and basic communication skills
- Practical learning patterns and behavior
- Reading, speaking and writing in English
- Elementary concepts of child development and behavior
- Basic math
- High school academic courses
- Laws, rules, practices and procedures related to the education program to which assigned
- Recognition and reporting requirements for suspected child abuse

Ability:

- Understand and interpret K-12 subject matter
- Model communication and interaction that respects and includes all individuals and their languages, abilities, religions and cultures
- Maintain emotional control under difficult situations
- Interpret written and verbal educational materials through total communication (e.g., sign language)
- Interpret sign to voice and voice to sign
- Recognize and report safety hazards
- Motivate students to participate in learning activities
- Maintain confidentiality of student information
- Operate computer technology
- Establish and maintain effective working relationships with students and staff

PHYSICAL DEMANDS AND WORK ENVIRONMENT – This summary provides examples of the typical physical demands and work environment of this classification.

Physical Demands:

The work requires some physical exertion.

- Stands to monitor and assist students with academic instruction
- Moves between areas of a school site or within a classroom to monitor students and assist with academic instruction
- Sits to assist students with classwork
- Rotates head left and right from a neutral position to monitor, supervise, and/or attend to students
- Moves head forward and backward from a neutral position to assist students with academic instruction
- Uses hands, wrists, and fingers repetitively to communicate using sign language to students who are deaf or hard of hearing

- Exchanges information with students and staff to facilitate classroom instruction and ensure safety
- Uses near visual acuity at 20 inches or less to facilitate classroom instruction, safety, and other related areas
- Uses far visual acuity at 20 feet or more to facilitate classroom instruction, safety, and other related areas
- Observes surroundings within one's periphery to facilitate classroom instruction, safety, and other related areas

Work Environment:

The environment involves everyday risks or discomforts that require normal safety precautions.

- Work in an indoor, climate-controlled environment

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent, and certification by the National Registry of Interpreters for the Deaf, Educational Interpreter Performance Assessment, the Educational Sign Skills Evaluation-Interpreter and Receptive, the National Association of the Deaf, American Consortium of Certified Interpreters, or equivalent, with a score 4.0 or above.

Additional Requirements/Information: Some positions in this classification may require the availability of private transportation; may occasionally be assigned duties from the class specification for Paraeducator.

March 2019, D.U.S.D.