

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

AGENDA #9

Regular Meeting  
District Conference Center-A (DCC-A)

4:00 p.m.  
April 21, 2021

In accordance with Governor Newsom's Executive Order N-29-20, and as a response to mitigate the spread of Coronavirus known as COVID-19 by practicing social distancing, the Personnel Commission meeting scheduled for Wednesday, April 21, 2021 at 4:00 pm will allow members of the public to participate and address the Personnel Commission during the open session of the meeting via video conference as well as a limited number of in-person attendees within District Conference Center-A (DCC-A) on a first come, first served basis.

**Attend in person, limited number, on a first come, first served basis at:  
District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241**

The link to join the Personnel Commission meeting online is:

[Meeting ID: 201 156 0722](#)

Password: 7CgVKL

and will be made active at 4:00 pm on April 21, 2021.

To connect to the meeting by telephone, see information below:

(408) 638-0968 or (669) 900-6833

Meeting ID: 201 156 0722

Passcode: 469731

**Public comments may be submitted by email (only). Persons who want to comment on topics not included on the agenda or comment on agenda items are invited to submit comments via email to: [barko@dusd.net](mailto:barko@dusd.net) on or before the date of the meeting by 2:00 p.m. All public comments will be read into the record at the meeting. Please limit comments to 300 words or less (3 minutes).**

*In compliance with the American Disabilities Act, those requiring special assistance to access the Personnel Commission meeting room or written documents being discussed at the Personnel Commission meeting or to otherwise participate at Personnel Commission Meetings, please contact the Director, Classified Human Resources, BethAnn Arko, at [barko@dusd.net](mailto:barko@dusd.net) at least 48 hours prior to the meeting so we can accommodate reasonable requests.*

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 Angie Rademaker.
3. Roll.

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 48 hours in advance of the meeting.  
[Government Code §54954.2(a)(1)]

4. **APPROVE** Minutes of the Regular Meeting of March 17, 2021. 1-4
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 Communications Specialist-Bilingual/ Bi-literate eligibility list established April 1, 2021. 5
2. **RATIFY** certification of General Maintenance Worker eligibility list established March 15, 2021. 6
3. **RATIFY** certification of Instructional Assistant-Massage Therapy eligibility list established April 9, 2021. 7
4. **RATIFY** certification of Intermediate Clerical Assistant-Bilingual Oral eligibility list established March 26, 2021. 8
5. **RATIFY** certification of Intermediate Clerical Assistant-Bilingual/ Bi-literate eligibility list established March 26, 2021. 9
6. **RATIFY** certification of Senior Accounting Assistant eligibility list established March 17, 2021. 10
7. **APPROVE** changes to the class description of Assistant Director, Technology and Information Systems, effective April 22, 2021. 11-15
8. **APPROVE** changes to the class description of Senior Instructional Assistant, effective April 22, 2021. 16-20
9. **APPROVE** changes to the class description and title change of Senior Instructional Assistant-Behaviorally Challenged to Senior Instructional Assistant-Behavior, effective April 22, 2021. 21-27
10. **APPROVE** changes to the class description and title change of Senior Instructional Assistant-Severely/Multiply Handicapped to Senior Instructional Assistant-Medical, effective April 22, 2021. 28-33
11. **APPROVE** changes to the class description of True Lasting Connections (TLC) Resource Center Assistant, effective April 22, 2021. 34-38

III. OLD BUSINESS

None.



IV. NEW BUSINESS

1. **FIRST REVIEW** of proposed 2021-2022 Personnel Commission Budget.

39-42

V. NEXT REGULAR MEETING

May 19, 2021 at 4:00 p.m. in the District Conference Center-A  
(DCC-A), 11627 Brookshire Ave., Downey, CA 90241.

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

March 17, 2021

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, March 17, 2021 at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#131  
PLEDGE OF  
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by John Kennedy.

#132  
ROLL

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

Present:        John Kennedy  
                     Dianne Lumsdaine  
                     Angie Rademaker

#133  
MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously, to approve the minutes of the Regular Meeting of February 17, 2021.

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

#134  
CORRESPONDENCE  
RECEIVED

No correspondence was received.

#135  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that she has attended several of the recent Board of Education meetings via Zoom. She gave her sincere appreciation to Dr. Garcia, Dr. Roger Brossmer, Dr. Wayne Shannon, Ms. Alyda Mir, the Board of Education, and all District Certificated and Classified employees for all that they have done for our students and families during this pandemic.

Mr. Kennedy shared that he has also attended many of the recent Board of Education meetings via Zoom. He shared that he interviewed 14 students for the Linda Kennedy Memorial Scholarship last week via Zoom. In addition, he interviewed 24 students for the Stauffer Foundation Scholarship via Zoom.

Mr. Kennedy shared that STEM students from both Downey and Warren High Schools participated in the SkillsUSA competition again this year, via Zoom, and both schools did quite well.

Ms. Lumsdaine thanked Dr. Garcia and the Board of Education for all their hard work throughout this pandemic. She stated that she is looking forward to the schools returning to normalcy soon.

Ms. Lumsdaine gave her appreciation to Mr. Kennedy for the many scholarships that he has granted to the students of DUSD over the years.

Ms. Lumsdaine gave a shout out to the True Lasting Connections (TLC) 5K and shared that she participated in it virtually and had a nice walk.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Superintendent; Peggine Chesser, President, CSEA Unit I (via Zoom); Marisol Alarid, 2<sup>nd</sup> Vice President, CSEA Unit I (via Zoom); John Shook, Director, M.O.T. Services (via Zoom); Andrea Iacovitti, Assistant Director, Budget & Finance; and all others present via Zoom.

Ms. Arko shared that the elementary and secondary students are returning to hybrid classes on Monday, March 29<sup>th</sup>. As such, the Districts school site staff will be returning on Thursday, March 25<sup>th</sup>. This also translates into the laid off Student Supervision Assistants and Instructional Media Technicians returning to work which is very exciting.

Ms. Arko shared that many of the Districts staff took advantage of the vaccine appointments that Ms. Mir and her team worked so diligently to secure and she thanked them for their efforts.

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

#136  
PUBLIC HEARD

Ms. Rademaker gave her appreciation to Dr. Garcia and Ms. Mir for all their hard work in securing the vaccine appointments.

Dr. Garcia recognized Ms. Alyda Mir, Ms. Ana Thorne, and Ms. Martha Machado and thanked them for their efforts in securing the COVID-19 vaccine appointments for our District employees. He shared that the vast majority of the District's employees have received at least one dose and some have even received both doses. He stated that this fact gave the Board of Education the confidence to make the decision to reopen the schools on March 29<sup>th</sup>.

Dr. Garcia shared that he was excited about bringing the laid off Student Supervision Assistants and the newly created Instructional Media Technician positions back to work and he thanked the Personnel Commissioners for all their support.

#137  
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 Item 138-139).

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

- #138  
RATIFY CERTIFICATION OF  
PAYROLL TECHNICIAN  
ELIGIBILITY LIST
- RATIFY** certification of Payroll Technician eligibility list established February 23, 2021.
- #139  
REMOVAL OF CANDIDATE  
FROM ATTEND./REC. CLERK  
BILINGUAL/BI-LITERATE  
ELIGIBILITY LIST
- REMOVE** candidate #7503776 from the Attendance/Records Clerk - Bilingual/Bi-literate eligibility list and from further consideration as a Downey Unified School District substitute or regular employee.
- #140  
OLD BUSINESS
- None.
- #141  
NEW BUSINESS
- Each of the following recommendations was reviewed by Director Arko prior to approval:
- #142  
DISCUSS 2021 SERVICE  
PIN AWARDS AND  
RETIREMENT CEREMONY
- A discussion was held regarding the possibility of changing the date for the 2021 Service Pin Awards & Retirement Ceremony to September 2021. The Commissioners felt that holding the ceremony in either September or October would be a possibility. Ms. Arko stated that she would look into the availability of a site that can accommodate the expected number of attendees safely, for a date in either September or October, and would report back to the Commissioners. Dr. Garcia offered the support of the Board of Education members and his office staff, if needed.
- #143  
NEXT REGULAR  
MEETING
- The next Regular Meeting of the Personnel Commission will be April 21, 2021, at 4:00 p.m., in the District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241.
- #144  
CLOSED SESSION
- The Personnel Commission retired to closed session at 4:39 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #145  
OPEN SESSION
- The Personnel Commission returned to open session at 5:04 p.m. There were no reportable actions taken during closed session.
- #146  
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned in memory of Joseph Castellanos, Custodial Services Coordinator, Operations Department and Brother of Kimberly Castellanos, Senior Instructional Assistant-BC at Alameda Elementary; Jeremy Schlittenhart, Son of Patricia Schlittenhart, Senior Instructional Assistant at Price Elementary and Chief Job Steward for CSEA Unit I; Kyle Thompson, Son of Rena Thompson, former Assistant Superintendent, Certificated Human Resources; and Clara Tiscareno, Substitute Intermediate Clerical Assistant, at 5:05 p.m. with the consent of the members.

Personnel Commission  
DOWNEY UNIFIED SCHOOL DISTRICT

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Dianne Lumsdaine, Chair

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BethAnn Arko, Director

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on April 21, 2021

Eligibility List Established on April 1, 2021

**COMMUNICATIONS SPECIALIST  
BILINGUAL/BI-LITERATE (ENGLISH/SPANISH)**

**DUAL RECRUITMENT**

**Date Range of Eligibility List: 04/01/21 – 03/31/22**

**Recruitment Process**

Applications Received and Screened:	69
Passed App. Screen & Invited to Performance:	30
Took Performance Exam:	22
Passed Performance & Invited to QAI:	7
Took QAI:	7
Passed QAI & Ranked on List:	5

**Number of Eligible Candidates per Rank**

Rank 1:	2
Rank 2:	1
Rank 3:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on April 21, 2021

Eligibility List Established on March 15, 2021

**GENERAL MAINTENANCE WORKER**

**PROMOTIONAL  
RECRUITMENT**

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**Date Range of Eligibility List: 03/15/21 – 03/14/22**

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**Recruitment Process**

Applications Received and Screened:	196
Passed App. Screen & Invited to Written Exam:	16
Took Written Exam:	14
Passed Written & Invited to QAI/Performance:	9
Took QAI/Performance:	7
Passed QAI/Performance & Ranked on List:	4

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**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	2
Rank 3:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on April 21, 2021

Eligibility List Established on April 9, 2021

**Instructional Assistant - Massage Therapy**

**OPEN RECRUITMENT**

**Date Range of Eligibility List: 04/09/21 – 04/08/22**

**Recruitment Process**

Applications Received and Screened:	14
Passed App. Screen & Invited to QAI:	5
Took QAI:	4
Passed QAI & Ranked on List:	3

**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	1
Rank 3:	1



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on April 21, 2021

Eligibility List Established on March 26, 2021

**INTERMEDIATE CLERICAL ASSISTANT-BILINGUAL  
ORAL (ENGLISH/SPANISH)**

**OPEN/PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 3/26/21 – 3/25/22**

**Recruitment Process**

Applications Received and Screened:	203
Passed App. Screen & Invited to Written Exam:	100
Took Written Exam:	83
Passed Written & Invited to QAI:	30
Took the QAI and Bilingual:	28
Passed QAI and Bilingual & Ranked on List:	25

**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	1
Rank 3:	6
Rank 4:	7
Rank 5:	8
Rank 6:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on April 21, 2021

Eligibility List Established on March 26, 2021

**INTERMEDIATE CLERICAL ASSISTANT-BILINGUAL/  
BI-LITERATE (ENGLISH/SPANISH)**

**OPEN/PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 3/26/21 – 3/25/22**

**Recruitment Process**

Applications Received and Screened:	203
Passed App. Screen & Invited to Written Exam:	100
Took Written Exam:	83
Passed Written & Invited to QAI:	30
Passed QAI & Took the Perf:	25
Passed Perf & Ranked on List:	13

**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	4
Rank 3:	4
Rank 4:	3
Rank 5:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on April 21, 2021

Eligibility List Established on March 17, 2021

**SENIOR ACCOUNTING ASSISTANT**

**OPEN/PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 3/17/2021 – 3/16/2022**

**Recruitment Process**

Applications Received and Screened:	88
Passed App. Screen & Invited to Written Exam:	88
Took Written Exam:	73
Passed Written & Invited to second Written:	27
Took second Written Exam:	21
Passed Written & Invited to QAI:	21
Took the QAI:	17
Passed QAI & Ranked on List:	17

**Number of Eligible Candidates per Rank**

Rank 1:	2
Rank 2:	6
Rank 3:	6
Rank 4:	3

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

**MEMORANDUM**

**DATE:** April 21, 2021

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – ASSISTANT DIRECTOR, TECHNOLOGY AND INFORMATION SYSTEMS**

**ACTION ITEM**

Staff met with the Chief Technology Officer to update the class description for the Assistant Director, Technology and Information Systems due to the resignation of the incumbent. Staff was requested to revise the duties to the position of Assistant Director to accurately reflect the needs of the department. A revised statement of duties is attached.

The Personnel Commission will be asked to revise the remainder of the classification description to incorporate these revised duties. The salary range seems appropriate so there will not be any adjustments to the compensation for the classification.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description of Assistant Director, Technology and Information Systems, effective April 22, 2021.



**CLASS TITLE: ASSISTANT DIRECTOR, TECHNOLOGY AND INFORMATION SYSTEMS**

**BASIC FUNCTION:**

Under the direction of the ~~Director, Technology and Information Systems~~ Chief Technology Officer , plans, recommends, organizes, coordinates and leads the technology departmental functions; serves as the lead project manager for new systems implementations, supervises, manages and motivates lower level staff assigned to the Information Technology Department; serves as technical advisor to departments, schools, educators and administrators regarding educational technology and business systems. The Assistant Director assumes responsibility for the Technology Department upon the absence of the ~~Director, Technology and Information Systems~~ Chief Technology Officer.

**REPRESENTATIVE DUTIES:**

Coordinates, communicates and provides information to administrators, and other employees regarding the development of standards and plans for the use of educational technology, telecommunications, multimedia services and other technology for academic, educational support and administrative purposes; interpret and explain District rules, regulations, policies and procedures related to technology. **E**

Supervise, manage and motivate department staff by setting clear team goals, monitoring team performance and reporting on metrics. E

Identify training needs and fill those needs through workshops, online training, coaching and team building activities. E

Develop Departmental standard operating procedures related to providing support and ensure consistent application of standards by department staff. E

Plans, organizes and directs the selection, development, implementation, training and support of educational technology and administrative computer systems for the District's instructional program. **E**

Directs the installation, support, maintenance and repair of all District computer, telecommunications and multimedia equipment used in administrative, business and educational settings. **E**

Communicates with various District departments and personnel to answer questions and resolve issues; provides information concerning department functions; consults with department managers to develop system solutions consistent with organizational objectives. **E**

## REPRESENTATIVE DUTIES: (Continued)

Evaluates service requests and determine departmental ability to provide services internally or through outside service maintenance, meeting periodically with department and school administrators to ensure satisfaction with support. *E*

Serves as Technology Department liaison for modernization and construction projects ensuring technology standards and goals are met. *E*

Develops equipment and software capacity plans, upgrade, and replacement schedules. *E*

Supervises the design, maintenance, installation, and implementation of District/school site Local Area Network (LAN)/Wide Area Network (WAN), administrative and instructional delivery systems, District electronic mail, and Internet access and applications. *E*

Serves as a backup system administrator for all major District-wide application systems and online services; ~~evaluates, installs, troubleshoots and maintains database and web application services, tools and utilities and peripheral applications~~; provides technical expertise to District projects ~~involving assigned databases~~; assures effectiveness and accuracy of systems application design; recommends modifications to meet user needs. *E*

Recommends hardware purchases, software acquisitions/development and the utilization of contract services. *E*

Supervises and administers the backup of administrative, student, and educational data for disaster recovery through the development and monitoring of backup procedures. *E*

Investigate, log, collect and preserve evidence in computer crime incidents; manage chain-of-evidence procedures; work with authorities when requested and provide data and evidence in response to subpoenas. *E*

Selects, trains, assigns, sets standards of performance, and evaluate assigned staff. *E*

Prepares agenda materials, staff reports and maintain necessary records. *E*

Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.*



## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Server operating systems and software, such as Microsoft Windows, Linux and Apple OS X, Exchange, SQL Server, DNS, Hyper-V, Web Services, Active Directory.
- Managing online services such as Office 365 and Google Apps for Education using Active Directory.
- Communications equipment operating systems, such as Cisco Internet Operating System (IOS).
- Data policy and privacy issues associated with student data and school districts.
- Theory and practical use of technology in education and administration.
- Theory and practice of management information systems, telecommunications and computer networks.
- Software such as Excel, Access, SQL Server Management Studio, and Q SIS.
- Current industry-leading network operating systems, related hardware and software.
- Backup procedures and theory as related to servers and network data.
- Principles and practices of personnel administration, including training, supervision, and organization of work.
- Principles, procedures, and techniques of research, including planning studies and investigations, determining variables and application of statistics in operations and systems analysis.
- Principles and methods of effective oral and written communications.

### **ABILITY TO:**

- Present District technology needs as well as capabilities of state-of-the-art and proven technologies in clear and simple forms to decision-makers.
- Plan, organize, coordinate and direct a variety of technological applications related to the District's needs.
- Analyze, recommend and select hardware and software appropriate to the District's information processing requirements and to demonstrate its potential efficiency and cost-effectiveness.
- Review and check the work products of others to ensure work and information systems standards are met.
- Manage network implementation projects.
- Perform advanced professional-level work in management information systems.
- Prepare proposals for technology projects.
- Provide strong leadership skills to technology department staff.
- Supervise, train and evaluate technical and support staff.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Operate motor vehicle safely within California Vehicle Code parameters.
- Demonstrate behavior that is professional and responsible.

**KNOWLEDGE AND ABILITIES: (Continued)**

- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Be motivated to produce high quality work product.
- Work independently and manage time effectively and flexibly to carry out routine tasks and respond to frequent emergencies.
- Manage multiple simultaneous projects.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree in information systems, computer science, business, public administration, or related field, and four years of analytical or administrative experience in a complex computer systems environment, including at least two years at a management or supervisory level. Prior school district experience is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Must have and maintain a valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor, outdoor, office and shop environment; subject to driving to conduct work; subject to noise from equipment operation.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of specialized equipment; standing for extended periods of time; mobility to move to locations within the District; bending at the waist; moderate lifting up to 25 pounds; carrying, pushing or pulling; and visual acuity to proofread completed work.

**HAZARDS:**

Various printing chemicals and associated fumes and working around and with machinery having moving parts, moving across rough and uneven surfaces, traveling to locations within the District.

Proposed Revision: April 2021 D.U.S.D.  
Created: August 2015, D.U.S.D.



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

**MEMORANDUM**

**DATE:** April 21, 2021

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources  
Prepared by Jaimie Valdez, Personnel Analyst

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION –  
SENIOR INSTRUCTIONAL ASSISTANT**

**ACTION ITEM**

In preparation for the recruitments for paraprofessionals within Special Education, the class descriptions were reviewed with staff and CSEA. After review, changes are recommended to the class descriptions to update outdated terminology, and to accurately reflect the essential duties, knowledge, and abilities for each classification.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description of Senior Instructional Assistant, effective April 22, 2021.

## CLASS TITLE: SENIOR INSTRUCTIONAL ASSISTANT

### BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher or specialist in providing instruction to individuals or small groups of students with ~~mild to moderate special needs disabilities~~; monitor and report student progress toward academic, regarding behavioral, or social-emotional goals and performance; perform a variety of instructional and clerical duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Senior Instructional Assistants ~~incumbents~~ work with students with ~~mild to moderate special needs disabilities~~ in a variety of settings which may include, but not limited to, a special day class, a resource program or a general ~~education program~~ classroom. Senior Instructional Assistants ~~incumbents~~ assist a ~~certificated~~ the classroom teacher by performing a variety of support functions in a ~~general education~~ classroom setting.

### REPRESENTATIVE DUTIES:

Provide instructional support, as directed by the teacher to individuals or small groups of students with ~~mild to moderate special needs disabilities~~; ~~utilize and operate computerized instructional equipment, as assigned~~ implement basic digitized instructional programs and applications for student learning and/or progress monitoring, and utilize the District's Learning Management System to support the students' instructional program. **E**

~~Under the Prepare instructional materials as directed by~~ direction of the teacher; prepare instructional materials and administer and score ~~informal assessments tests.~~ **E**

Monitor, observe and ~~report behavior~~ collect data on of students' academic behavioral, and social-emotional progress according to approved District procedures protocols; report students' progress regarding student performance and behavior to school staff as assigned by the classroom teacher. **E**

Perform a variety of instructional and clerical duties such as preparing instructional materials; grading papers and posting grades, creating graphic organizers for student use, researching online supplemental instructional resources, as assigned by the classroom teacher according to established guidelines; ~~compile and prepare reports, as assigned.~~ **E**



## REPRESENTATIVE DUTIES: (Continued)

Provide support to the classroom teacher by setting up work areas, displays and exhibits, operating computers and other equipment, and distributing and collecting paper and supplies. **E**

~~Assist~~ Support a positive school and classroom environment ~~students~~ by modeling ~~desired behaviors, and providing emotional support, a friendly attitude and general guidance~~ professionalism with dress, behavior, and communication. Create and maintain positive interactions with staff, students, and parents. **E**

~~Confer~~ Collaborate, as needed, with teachers ~~concerning~~ regarding instructional strategies, curriculum, programs, and materials to meet student needs. **E**

Assure the health ~~and safety,~~ and well-being of students by following District established health and safety practices and regulations. **E**

Assist students with ~~special needs~~ disabilities in learning ~~proper~~ personal hygiene and ~~in~~ developing self-help skills, as assigned.

Supervise and direct students at all times including lunch time, group activities, field trips, on the playground, and when mainstreamed into another class as needed; supervise the loading and unloading of students on school buses as assigned.

~~Direct group activities of students, as assigned.~~

Participate in meetings and in-service training programs, as assigned.

Follow all District and school established professional expectations.

Perform related duties, as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Basic child guidance principles and practices, especially as they relate to students with ~~mild to moderate~~ disabilities.
- ~~Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and~~ Reading, writing, and mathematics.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Safe practices in classroom and school yard activities.
- Basic classroom management strategies.
- Basic instructional strategies.
- ~~Interpersonal relations skills using tact, patience and courtesy.~~
- Basic data management and record keeping techniques.

### ABILITY TO:

- Use appropriate interpersonal relations using tact, patience, and responsibility. Be energetic and participative.
- Work collaboratively with others.
- Communicate effectively, in a positive manner, with all staff, students, and families.
- Assist with the instructional and related activities within a program for students with mild to moderate disabilities in Special Education.
- Assist with developing instructional materials for classroom or student use.
- Implement strategies learned in District provided trainings.
- Understand the unique developmental needs of individual students with special needs disabilities.
- Develop rapport and relate to students with diverse needs.
- Perform routine clerical duties such as filing, duplicating and maintaining records.
- Understand and follow oral and written directions.
- Read and follow all District and school rules, regulations, policies, procedures, and professional expectations.
- Print and write legibly.
- Learn the procedures, functions and limitation of assigned duties. Make mathematical calculations quickly and accurately.
- Understand and follow oral and written directions.
- Communicate effectively orally and in writing with students and adults. Read and follow rules, regulations, policies and procedures.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Work cooperatively with others.
- Work Maintain confidentially with discretion of sensitive and privileged information.
- Monitor and observe student behavior according to approved policies and procedures.
- Operate instructional and office equipment.
- Operate computer terminals Use technology in an computer-assisted instructional environment.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience working with children in an organized setting.

## **LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may be required to speak a second designated language. ~~Paraprofessionals~~ Senior Instructional Assistant who assist in classroom instruction must meet the education and experience requirement and the following requirements as set forth in the No Child Left Behind Act of 2001 Every Student Succeeds Act (ESSA):

Must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR reading, writing, and mathematic readiness OR, may meet requirements with completion of two years of higher education study OR possession of an Associate's or higher-level degree ~~in the field of education, or related field of study.~~

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Classroom environment for students with ~~mild to moderate~~ disabilities which may also include the general education setting.

### **PHYSICAL ABILITIES:**

Seeing to monitor student behavior during classroom activities; hearing and speaking to provide assistance and information related to classroom assignments; dexterity of hands and fingers to operate a computer, audio-visual and other educational training equipment; bending at the waist; kneeling; and standing and walking for extended periods of time.

### **INTELLECTUAL ABILITIES/PERSONAL CHARACTERISTICS:**

~~Must possess intact short-term and long-term memory, and the ability to work within stressful situations. Must demonstrate empathy, friendliness, patience and responsibility. Must be participative and energetic.~~

Proposed: April, 2021, D.U.S.D.

Revised:

October 2012, D.U.S.D.

July 2009, D.U.S.D.

July 2002, D.U.S.D.

June 1989, Ewing & Company



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

**MEMORANDUM**

**DATE:** April 21, 2021

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources  
Prepared by Jaimie Valdez, Personnel Analyst

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION AND TITLE  
CHANGE – SENIOR INSTRUCTIONAL ASSISTANT–BEHAVIORALLY  
CHALLENGED**

**ACTION ITEM**

In preparation for the recruitments for paraprofessionals within Special Education, the class descriptions were reviewed with staff and CSEA, Chapter 248. After review, changes are recommended to the class description for Senior Instructional Assistant–Behaviorally Challenged. These changes include updates for outdated terminology, and to accurately reflect the essential duties, knowledge, and abilities for the classification. It is also being recommended, to stay current with the industry classification titles, to change the classification title from Senior Instructional Assistant–Behaviorally Challenged to Senior Instructional Assistant–Behavior.

Staff recommends updating the method for candidates to meet the requirement for Every Student Succeeds (ESSA). It is being recommended that candidates can meet this requirement either through a district administered exam, an associate degree, or equivalent units. In adding this, staff hopes to assist in the recruitment and testing process.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description and title change of Senior Instructional Assistant–Behaviorally Challenged to Senior Instructional Assistant–Behavior, effective April 22, 2021.

**CLASS TITLE: SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIORALLY CHALLENGED**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher or specialist in providing instructional support to individuals ~~with behavior challenges~~ or small groups of students with disabilities in a Special Education program; provide behavioral support to students with challenging behaviors, collect behavioral data, implement behavior intervention plans, utilize behavioral strategies to support student progress toward Individual Education Program (IEP) goals, monitor, redirect and de-escalate and modify student progress regarding students during behavioral emergencies ~~inappropriate behaviors and performance~~; assist in meeting special specific student needs which may include feeding and toileting students; and perform a variety of instructional, behavioral, and clerical duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Senior Instructional Assistant-Behaviorally Challenged ~~incumbents~~ staff work with children with ~~severe~~ significant behavioral ~~challenges~~ needs. Senior Instructional Assistant Behaviorally Challenged ~~incumbents~~ staff use behavioral intervention strategies to ~~monitor~~, redirect, form and modify ~~inappropriate~~ challenging behaviors and they teach and reinforce new behaviors. ~~They~~ Senior Instructional Assistant ~~incumbents~~ work within a special education programs that work toward increasing the students' academic, social-emotional, adaptive, and vocational independence by focusing on their behavioral needs, ~~specially-funded, pull-out program, or other setting characterized by increased independence of action and increased complexity of work based on unique needs of the students served or equipment operated.~~ By contrast, Instructional Assistant incumbents assist a certificated teacher by performing a variety of educational support functions in a ~~regular classroom setting.~~

**REPRESENTATIVE DUTIES:**

Collect behavioral data, conduct ~~Observe~~ observations, monitor progress, and record behavioral incidents of students with disabilities according to approved District procedures; ~~report progress regarding student academic performance and behavior~~ academic, behavioral, vocational, social-emotional, and daily living skills progress toward IEP goals. **E**



## REPRESENTATIVE DUTIES: (Continued)

Utilize approved evidence-based behavior management techniques strategies to redirect and reduce inappropriate challenging behaviors and increase socially appropriate teach and reinforce pro-social behaviors. **E**

~~Tutor~~ Provide instructional support to individuals or small groups of students with disabilities, reinforcing the instruction as directed provided by the teacher. **E**

Monitor progress and provide assistance to students receiving special education services in prescribed learning activities during classroom instruction or related services. **E**

Utilize and implement operate basic computerized digitized instructional programs equipment as assigned and applications for student learning and/or progress monitoring, and utilize the District's Learning Management System to support the students' instructional program. **E**

Collect behavioral data and maintain behavioral data records on individual the implementation of behavior intervention plans and student progress on behavioral goals with high fidelity. **E**

~~Work collaboratively on educational teams to promote enhanced quality of life for students, staff, and the general classroom environment.~~ **E**

When necessary, and with the support of the classroom team, use Nonviolent Crisis Prevention and Intervention strategies to prevent and/or de-escalate challenging behavioral emergencies; reducing risk of injury and enhancing the safety of the students and staff. **E**

~~Assist students and parents by providing proper examples, emotional support, a friendly attitude and general guidance.~~ **E**

Confer Collaborate with and support teachers, as needed, concerning programs and materials to meet to ensure the appropriate strategies are utilized, the needed programs are implemented, and necessary materials are developed to meet student needs. **E**

Assure the health, ~~and safety, and well-being~~ of students by following District established health and safety practices and regulations. **E**



## REPRESENTATIVE DUTIES: (Continued)

~~Assist students receiving special education services in learning proper personal hygiene and in developing self-help skills as assigned. Provide students with disabilities with the necessary instructional supports to acquire the necessary self-help skills to maximize their independence. Assist students with learning personal hygiene; wash hands and faces; monitor individual toilet training schedules; toilet students and change diapers; change clothing as needed. *E*~~

Administer first aid and CPR as needed to students with chronic and acute medical problems. *E*

~~Perform a variety of clerical duties according to established guidelines. *E*~~

Provide support to the classroom teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment, and distributing and collecting paper and supplies. *E*

Perform routine custodial duties to maintain assigned facility in a clean and sanitary condition. *E*

Supervise and direct students at all times ~~and students during including~~ lunch time, group activities, field trips, on the playground, and ~~or~~ when mainstreamed into another class as needed; supervise the loading and unloading of students on school buses as assigned. *E*

~~Direct group activities of students as assigned.~~

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.*

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Behavior intervention strategies including, but not limited to, Nonviolent Crisis Prevention Intervention approaches, applied behavior ~~analytic~~ analysis ~~methods~~ (e.g, systematic prompting with fading, reinforcement systems), positive behavior intervention ~~support~~ plans, and communication-based strategies.

- Basic child guidance principles and practices, especially as they relate to students with learning disabilities, ~~developmental delays and behaviors demonstrated by individuals with autism.~~

#### KNOWLEDGE TO: (Continued)

- ~~Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and~~ Reading, writing, and mathematics.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- ~~Appropriate developmental tasks.~~
- Safe practices in classroom and playground activities.
- Basic classroom management strategies.
- Basic instructional strategies.
- ~~Appropriate interpersonal relations using tact, patience and courtesy.~~
- Basic record-keeping techniques.
- Behavioral data collection and management.
- First Aid and CPR procedures.

#### ABILITY TO:

- Use appropriate interpersonal relations using tact, patience and courtesy.
- Demonstrate empathy, friendliness, patience and responsibility.
- Work collaboratively with the classroom teacher and school staff to support students' academic, behavioral, vocational, social-emotional, and self-help learning.
- Communicate effectively, in a positive manner, with all staff, students, and families.
- Implement behavior management ~~techniques~~ strategies used with students with ~~special needs~~ disabilities.
- Implement ~~training techniques and chart behavior~~ strategies learned in District provided trainings.
- Assist with the all aspects of the instructional programs and related services activities of a in Special Education program. Assist with developing instructional materials for classroom and student use.
- Understand the ~~exceptional~~ developmental needs of students ~~receiving special education services~~ with disabilities.
- ~~Monitor and observe student behavior according to approved policies and procedures.~~
- Develop rapport with students that are unique and ~~relate to students with physical, mental or learning disabilities~~ have diverse needs.
- Perform routine clerical duties such as filing, ~~duplicating~~ creating and maintaining records.
- ~~Learn the procedures, functions and limitation of assigned duties.~~
- ~~Make arithmetic calculations quickly and accurately.~~
- Understand and follow oral and written directions.
- ~~Communicate effectively orally and in writing with children and adults.~~
- Read and follow District and school rules, regulations, policies, and procedures and professional expectations.



- Work cooperatively with others.
- ~~Work~~ Maintain confidentially ~~with discretion~~ of sensitive and privileged information.

#### ABILITY TO: (Continued)

- ~~Print and write legibly.~~
- Operate instructional and office equipment.
- ~~Operate computer terminals in a computer-assisted instructional environment.~~
- Demonstrate attendance sufficient to complete the duties of the position as required.
- ~~Possess mental acuity sufficient to perform the essential functions of the position.~~
- Work in a within stressful environment and respond quickly when behavioral emergencies situations occur.
- ~~Demonstrate empathy, friendliness, patience and responsibility.~~
- ~~Be participative and energetic.~~

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and one year of experience in working with children students in an organized instructional setting, or graduation from high school, completion of the Downey Unified School District Training Our Paraeducators for Success (TOPS) Program and six months experience working with children in an organized instructional setting. One year's experience ~~observing and collecting student behavioral charting data~~ with behavioral data collection preferred. Trained Training in implementing behavior analysis techniques is very highly desirable.

#### LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates issued by an authorized agency, as well as meeting requirements to keep certificates current. Some positions in this class may be required to speak, read, and write in a second designated language. Senior Instructional Assistants – Behavior who assist in classroom instruction must meet the education and experience requirement and the following requirements as set forth in the Every Student Succeeds Act (ESSA):

Must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR reading, writing, and mathematic readiness OR, may meet requirements with completion of two years of higher education study OR possession of an Associate's or higher-level degree in the field of education, or related field of study.

#### WORKING CONDITIONS:

**ENVIRONMENT:**

Special education, computer-assisted learning, or classroom environment.

**WORKING CONDITIONS: (Continued)**

**PHYSICAL ABILITIES:**

Seeing to monitor student behavior during classroom activities, hearing and speaking to provide assistance and information related to classroom assignments, dexterity of hands and fingers to operate a computer, audio-visual and other educational training equipment, bending at the waist, kneeling, and standing and walking for extended periods of time; lifting, carrying, pushing and/or pulling students weighing up to ~~50~~ 40 lbs. unassisted, and over ~~50~~ 40 lbs. with assistance.

**HAZARDS:**

Aggressive behavior of students and emergency situations. May be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching and biting.

Proposed: April 2021, D.U.S.D.

Revised:

February 2015, D.U.S.D.

November 2013, D.U.S.D.

January 2012, D.U.S.D. August  
2007, D.U.S.D.

January 2003, D.U.S.D.

July 2002, D.U.S.D.

November 1999, D.U.S.D.

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

**MEMORANDUM**

**DATE:** April 21, 2021

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources  
Prepared by Jaimie Valdez, Personnel Analyst

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION AND TITLE  
CHANGE - SENIOR INSTRUCTIONAL ASSISTANT–SEVERELY/  
MULTIPLY HANDICAPPED**

**ACTION ITEM**

In preparation for the recruitments for paraprofessionals within Special Education, the class descriptions were reviewed with staff and CSEA, Chapter 248. After review, changes are recommended to the class description for Senior Instructional Assistant–Severely/Multiply Handicapped. These changes include updates for outdated terminology, and to accurately reflect the essential duties, knowledge, and abilities for the classification. It is also being recommended, to stay current with the industry classification titles, to change the classification title from Senior Instructional Assistant–Severely/Multiply Handicapped to Senior Instructional Assistant–Medical.

Staff recommends updating the method for candidates to meet the requirement for Every Student Succeeds (ESSA). It is being recommended that candidates can meet this requirement either through a district administered exam, an associate degree, or equivalent units. In adding this, staff hopes to assist in the recruitment and testing process.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description and title change of Senior Instructional Assistant–Severely/Multiply Handicapped to Senior Instructional Assistant–Medical, effective April 22, 2021.



**CLASS TITLE: SENIOR INSTRUCTIONAL ASSISTANT- SEVERELY  
HANDICAPPED MEDICAL**

**BASIC FUNCTION:**

Under the direction of an Special Education Teacher or other certificated employee, assigned supervisor, assist a certificated teacher or specialist in providing instructional support to individuals or small groups of students with disabilities in a Special Education program; assist in implementing instructional education programs for students with severe/multiple disabilities; assist in meeting unique specific student instructional needs which may include feeding, toileting, positioning and monitoring health conditions of students with medical difficulties conditions; and perform a variety of instructional, medical, behavioral, and clerical duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Senior Instructional Assistant-Medical incumbents work with students with disabilities in a variety of settings which may include, but not limited to, a special day class, a resource program, or a general education classroom. SIA-Ms work within special education programs that work toward increasing the students' academic, social-emotional, adaptive, and vocational independence. They perform a variety of support functions, including supporting students' medical, self-care, toileting, and self-feeding needs.

**REPRESENTATIVE DUTIES:**

Provide instructional support as directed by the teacher to individuals or small groups of students with disabilities in a variety of areas including cognitive, gross and fine motor skills, feeding skills, self-help skills, vocational skills, and behavior; management, music and art utilize and implement basic digitized instructional programs and applications for student learning and/or progress monitoring and utilize the District's Learning Management System. E

Assist students using a wheelchair with when arriving and leaving classrooms; position and reposition students and with medical equipment as appropriate. E

Assist students getting on and off bus, including students in wheelchairs; accompany students with medical difficulties conditions on the bus, as assigned. E

## REPRESENTATIVE DUTIES: (Continued)

Assist the teacher in maintaining the health and safety of students with severe and multiple disabilities by ~~being aware of the~~ scanning the environment ~~and the for~~ potential hazards for each ~~child~~ student; assist the teacher to implement medical, health, and safety procedures according to established guidelines ~~and procedures~~. **E**

Serve lunch and feed students with ~~eating~~ mobility difficulties and monitor students who self-feed, as directed by a teacher; use gastronomy and suctioning equipment and take appropriate action when students have difficulty while eating. **E**

Assist students with personal hygiene; wash hands and faces; monitor individual toilet training schedules; toilet students and change diapers; and change clothing as needed. **E**

Monitor, ~~and observe, and collect data on~~ students' ~~conduct and utilize approved~~ academic, behavioral medical, and social-emotional progress according to approved District protocols; report progress to school staff as assigned by the classroom teacher; utilize approved behavior management techniques strategies to redirect ~~inappropriate~~ challenging behaviors. **E**

Assist District ~~Instructional Services~~ staff and ~~other~~ specialists with providing physical development activities. **E**

Operate a variety of medical equipment including oral suctioning, gastronomy and orthopedic equipment. **E**

Administer first aid and CPR, as needed, to students with chronic and acute medical ~~problems~~ conditions. **E**

Perform routine custodial duties to maintain assigned facility in a clean and sanitary condition; clean dishes, tables, mats and therapy equipment; wash aprons, ~~and towels~~ and other used materials/equipment. **E**

Collaboratively work with Individual Educational Program (IEP) teams to support students' growth and progress toward goals. **E**

Assist teacher in maintaining a variety of records including student data sheets, ~~graphs of student progress and medication records~~ and data on student progress toward (IEP) goals; assist in monitoring and reporting behavior changes and seizure activity as directed.



## REPRESENTATIVE DUTIES: (Continued)

Prepare, maintain, set up and take down instructional materials and bulletin boards as directed by the teacher. Provide support to the classroom teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment, and distributing and collecting paper and supplies.

Supervise and direct students at all times including lunch time, group activities, field trips, on the playground, and when mainstreamed into another class as needed; supervise the loading and unloading of students on school buses as assigned. *E*

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.*

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Basic child development practices as ~~it~~ they relates to students with ~~severe and multiple~~ disabilities.
- ~~Special~~ Unique needs of students with severe and multiple medical ~~problems-conditions~~.
- Strategies and techniques ~~of~~ to assisting in the instruction of medically fragile students ~~who are medically fragile~~.
- Reading, writing, and mathematics.
- Effective oral and written communications skills.
- Safe practices in classroom and playground activities.
- Basic instructional strategies.
- First Aid and CPR procedures.

### ABILITY TO:

- Use appropriate interpersonal skills of tact, patience and courtesy. Demonstrate empathy, friendliness, patience and responsibility.
- Work collaboratively with the classroom teacher and school staff to support students' academic, behavioral, health, vocational, social-emotional, and self-help learning.
- Maintain confidentiality of sensitive and privileged information.
- Effectively assist teacher in responding to students' emergencies.
- Assist in toileting ~~and feeding,~~ and basic health procedures.



#### ABILITY TO: (Continued)

- Prepare instructional materials as directed by teachers.
- Maintain records as directed by the teacher.
- Understand and follow oral and written directions.
- Work cooperatively with others and independently with limited direction and supervision as needed.
- ~~— Establish and maintain cooperative and effective working relationships with others.~~
- Assist in lifting students and equipment, including fully grown students.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- ~~- Work independently with little direction.~~
- Communicate effectively, both orally and in writing.
- ~~— Demonstrate mental acuity sufficient to perform the essential functions of the position.~~
- Demonstrate empathy, friendliness, patience and responsibility.
- ~~— Be motivated to produce high quality work product.~~
- ~~— Comprehend and follow directions.~~
- Maintain a work pace appropriate to the position.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of paid or volunteer experience working with individuals with ~~severe or multiple~~ medical disabilities, or possession of Certified Nursing Assistant (CNA) certificate and experience working with individuals with severe disabilities.

#### LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates issued by an authorized agency, as well as meeting requirements to keep certificates current. Some positions in this class may be required to utilize a second designated language. Senior Instructional Assistants - Medical who assist in classroom instruction must meet the education and experience requirement and the following requirements as set forth in the Every Student Succeeds Act (ESSA):

Must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR reading, writing, and mathematic readiness OR, may meet requirements with completion of two years of higher education study OR possession of an Associate's or higher-level degree.

## WORKING CONDITIONS:

### ENVIRONMENT:

Classroom environment for students with severe and multiple disabilities; subject to changing diapers and toileting students.

### PHYSICAL ABILITIES:

~~Vision to~~ Monitor students health and behavior during classroom activities;~~;~~  
~~hearing and speaking to~~ exchange information and provide assistance to  
students;~~;~~ bending at the waist, kneeling, walking and standing for extended  
periods of time, and dexterity of hands and fingers to operate specialized  
equipment and instructional equipment;~~;~~ lifting, carrying, pushing and/or pulling  
~~heavy~~ students up to 40 lbs. unassisted, and over 40 lbs. with assistance.

### HAZARDS:

Aggressive behavior of students and emergency medical situations.

Proposed: April 2021

Revised:

May 2015, D.U.S.D.

June 2013, D.U.S.D.

October 2012, D.U.S.D.

August 2007, D.U.S.D.

December 2003, D.U.S.D.

January 2003, D.U.S.D.

July 2002, D.U.S.D.

June 1989, Ewing & Company

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

**MEMORANDUM**

**DATE:** April 21, 2021

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources  
Prepared by Jaimie Valdez, Personnel Analyst

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – TRUE  
LASTING CONNECTIONS (TLC) RESOURCE CENTER ASSISTANT**

**ACTION ITEM**

In preparation for the upcoming recruitment for the True Lasting Connections (TLC) Resource Center Assistant the class description was reviewed with the staff and CSEA, Chapter 248. After review, staff recommends minor changes to the class description to more accurately reflect the duties of this classification and to update outdated terminology to remain current with industry standards.

Staff also recommends adding “some experience working with the community” to the minimum qualifications to assist with recruiting, as the primary focus of the classification is to assist families within the community.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description of True Lasting Connections (TLC) Resource Center Assistant, effective April 22, 2021.



**CLASS TITLE: TRUE LASTING CONNECTIONS RESOURCES CENTER ASSISTANT**

**BASIC FUNCTION:**

Under the direction of ~~the Director, Student Services, and/or~~ the True Lasting Connections (TLC) Family Resource Center Coordinator or assigned supervisor, perform clerical and social service support work that provides support services for student and family participants.

**DISTINGUISHING CHARACTERISTICS**

A True Lasting Connections (TLC) Family Resource Center Assistant performs support duties for the True Lasting Connections (TLC) Family Resource Center that focuses on outreach and intake services for students and families, especially those of lower social-economic status and demographic diversity. An incumbent maintains detailed data, files and records as part of case management program requirements. This position is distinguished from the A True Lasting Connections Resource Center Coordinator as the Coordinator develops and oversees District-wide collaborative school and community programs, as well as managing the daily activities, operations, and personnel assigned to the True Lasting Connections Family Resource Center.

**REPRESENTATIVE DUTIES:**

Meet with referred students and family members to obtain pertinent information about family circumstances including financial status, available transportation, housing, and medical insurance; refer families to social service agencies, community resources and appropriate public office according to established procedures; make home visits as assigned. **E**

Establish, organize and maintain confidential files, applications, and records on students and families receiving referral services and social services; maintain documentation for school-based programs; create intake logs and forms; assist families enroll into government health insurance programs; record accurate and complete data and applications on students and families required for effective and efficient case management; compile data for reports. **E**

Maintain contact and track status of a student or family who has been referred for services with local agencies; inquire about the service with the family and agency personnel for purposes of evaluating the outcome of the service; report findings to supervisor. **E**

## REPRESENTATIVE DUTIES: (Continued)

Perform a variety of general and varied clerical duties; take messages and provide information about the True Lasting Connections (TLC) Family Center; contact non-governmental funding sources; take telephone calls and direct to appropriate personnel; assist in the preparation of materials and information for staff and families regarding schedules, events and programs; update information on the True Lasting Connections (TLC) Family Resource Center website. ***E***

Operate a variety of office equipment including a copier machine, fax machine and telephone; operate a computer to update records and enter data; ***E***

Operate a vehicle to conduct home visits accompanied by another employee, while adhering to safety guidelines and within work hours. ***E***

Assist the TLC Coordinator with a variety of public presentations. ***E***

Organize various True Lasting Connections (TLC) Family Center donation and information programs and assist with fundraising and other events. ***E***

Attend trainings, School Attendance Review Board (SARB) meetings and any other meetings as required. ***E***

May translate and interpret as needed.

Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.*

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Various agencies in the community serving the needs of students and families.
- School District objectives, programs and requirements.
- Modern office practices, procedures and operation of office machines equipment including computer operation programs and software.
- Record keeping and filing techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Problems and concerns of families in the community.
- Multi-cultural community and specific populations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic math.



## KNOWLEDGE AND ABILITIES: (Continued)

### ABILITY TO:

- Respond to sensitive and confidential matters with discretion and tact.
- Actively listen to and provide direction on difficult, sensitive and confidential matters, sometimes involving issues that are emotionally upsetting.
- Work in and remain calm and professional within during stressful situations.
- Establish and maintain effective and cooperative working relationships with others, including members of the public.
- Understand and follow written and oral instructions.
- Work independently on assignments and meet schedules and timelines with little direction.
- Perform clerical duties including filing, ~~duplication~~ copying, typing.
- Operate a computer and standard office equipment.
- Operate a vehicle to conduct work.
- Observe legal and defensive driving practices.
- Work confidentially with discretion.
- Learn and explain applicable laws, codes rules and regulations and procedures.
- Maintain records and files, and prepare reports.
- Answer the telephone and greet the public and others courteously.
- Communicate effectively orally and in writing with parents, students, district employees, other public agencies and institutions that provide social, psychological and medical services.
- Adapt to changing priorities.
- Demonstrate flexibility, understanding, and patience, toward students and parents.
- ~~Operate a variety of office and equipment, including multi-line telephone and computer.~~
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Demonstrate empathy, friendliness, patience and responsibility.
- Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

## EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year's of clerical experience including some experience working with the community. An Associate's degree and experience working with children and public agencies is highly desirable.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate. Some positions in this class may be required to utilize a second designated language. Must obtain and maintain certification as a Covered California Enrollment Counselor within the first three months of employment.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office environment; subject to driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; hearing and speaking to exchange information in person or on the telephone; and seeing to read a variety of materials.

### **HAZARDS:**

Contact with dissatisfied or abusive individuals.

Proposed: April, 2021, D.U.S.D.

Revised:

June 2014, D.U.S.D.

July 2003, D.U.S.D.

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

DATE: April 21, 2021  
TO: Personnel Commissioners  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: FIRST REVIEW 2021-2022 PERSONNEL COMMISSION BUDGET

Information Item

The proposed Personnel Commission Budget for 2021-2022 reflects an increase of \$31,109. The increase is due to the increase in the employee benefits part of our budget. The budget items that we are able to “control” are being held at status quo.

It is anticipated that the proposed budget will meet the demands of the District. The Personnel Commission staff will continue to be conservative in our spending habits by limiting expenditures to those that are necessary to fulfill the role as the Classified Human Resources department and Personnel Commission office.

A history of the Personnel Commission budget is attached for your reference.



Downey Unified School District  
Personnel Commission / Office of Classified Personnel Services

Personnel Commission Budget

History of the P.C. Budget

<i>Year</i>	<i>Preliminary Review</i>	<i>Public Hearing</i>	<i>Adoption</i>	<i>Specific Comments</i>
2001	March	April	May	Zero increase
2002	March	April	May	Zero increase
2003	April	May	June	10% reduction in operation expenses incl. Reduction of mileage for Director – a reduction of \$3,011
2004	March	April	May	Loss of one Sr. Personnel Asst. position; reduction of \$54,501
2005	April	May	June	Zero increase
2006	March	April	May	Zero increase
2007	April	May	Sept.	Zero increase
2008	Feb.	March	April	\$2,278 increase due to change in insurance enrollment
2009	March	April	May	Reduction of \$6,857
2010	March	April	May	\$8,285 increase due to change in insurance enrollment and change in Unemployment Insurance and PERS costs.
2011	April	May	June	\$72 decrease due to changes in staff and increases in insurance enrollment, unemployment insurance, medical examinations / drug screening, and mandated fingerprinting.
2012	April	May	May	Proposed \$895 increase due to correction of staff salary levels and increases in employee medical benefits while adjusting for costs to fingerprinting and medical examinations.
2013	April	May	May	Proposed \$2,100 increase due to increases in employee medical benefits and increases to the Employee Recognition Program.
2014	April	May	May	Proposed \$59,723 increase due to negotiated salary increases; increased medical benefit contributions; and an increase in the Workers Compensation Rate.
2015	April	May	May	Proposed \$50,907 increase due to negotiated salary increases; increased medical benefit contributions; increases

				in the number of employee fingerprinting and medical examination rates; and an increase in the PERS rate.
2016	April	May	May	Proposed \$4,015 increase due to an 8% anticipated increase in the employee benefits and negotiated salary increases. The budget increase would have been more but there were 3 new hires this year that are lower on the salary schedule than their predecessors.
2017	April	May	May	Proposed \$6,016 increase due to negotiated salary increase, step advancements, increased employer contribution to CalPERS.
2018	April	May	May	Proposed \$31,827 increase due to staff step advancements and increased employer contribution to CalPERS.
2019	April	May	May	Proposed \$31,564 increase due to CalPERS increases and projected health insurance (with new hires with families).
2020	April	May	May	Proposed increase \$2,756 due to increased employer contributions to CalPERS and adjustments to actual costs for insurance.
2021	April	May	May	<i>Proposed increase \$31,109 due to increase cost of employee benefits.</i>

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
2021-22 Budget - Submitted for First Reading April 2021**

Acct No.	Description	2021-2022	2020-2021	Variance
<b>2000 Classified Salaries</b>				
2301	Personnel Commission	2,400	2,400	0
2303	*Personnel Director	155,148	155,148	0
	* Personnel Analyst	90,624	95,148	-4,524
2402	Staff:			0
	* Sr. Secretary	70,788	69,828	960
	* Sr. Personnel Assistants (2)	98,858	98,858	0
	* Personnel Assistant	59,256	59,256	0
	Substitute and Special Assignments	4,525	4,525	0

<b>3000 Employee Benefits</b>				
3212	* Retirement – PERS	113,188	108,450	4,737
3312	* OASDI	29,638	27,944	1,694
3332	* Medicare	7,111	6,923	187
3342	* APPLE Plan for Subs	113	113	0
3412	Health Insurance	170,014	142,173	27,841
3512	* Unemployment Insurance	245	239	6
3612	* Worker's Compensation Insurance	7,846	7,639	207

<b>4000 Books, Supplies &amp; Other Equipment</b>				
4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	0
	Employee Recognition Program	8,000	8,000	0
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	0

<b>5000 Contracted Services</b>				
5215	Mileage	900	900	0
5216	Mileage / Raters	200	200	0
5250	Travel/Conference	4,000	4,000	0
	Staff Development-Pers. Comm. Employees	1,500	1,500	0
5310	Memberships	6,290	6,290	0
5612	Service Agreements	2,400	2,400	0
5630	Repairs, Equipment	1,000	1,000	0
5715	Duplication Costs – Communications Center	1,667	1,667	0
5804	Consultants	3,000	3,000	0
5815	Software Support and Upgrade	14,500	13,000	1,500
5830	Personnel Advertising	300	1,800	-1,500
5860	Fingerprinting	22,000	22,000	0
5861	Medical Examinations	12,000	12,000	0
5862	TB Screening	3,000	3,000	0
5890	Professional Assistance	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	0
	Training and Development	2,000	2,000	0
5891	Panel / Rater Expenditures	1,600	1,600	0
<b>TOTAL:</b>		<b>910,111</b>	<b>879,002</b>	<b>31,109</b>

\*NOTE: Due to possible future cost of living changes, salary and health and welfare costs are indefinite.

Prepared March 2021