

**EL TEJON UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING**

TO: Members of the Governing Board

You are hereby notified that a Special Meeting of the Board of Trustees of the El Tejon Unified School District is called for:

DATE: Monday, June 24, 2019
TIME: Open Session: 6:00 P.M.
PLACE: Condor Academy
700 Falcon Way
Lebec, CA 93243

SAID MEETING IS CALLED FOR THE PURPOSE OF:

OPEN SESSION:

- Discussion and Approval of Coordinator of Technology Job Description to Updated Director of Technology Job Description.**
- Discussion and Action on Creation of Future New Job Descriptions.**
- Discussion and Approval of Special Education Aide II Position.**
- Discussion and Approval of Campus Security Position.**



El Tejon Unified School District
BOARD OF TRUSTEES

4337 Lebec Road, Lebec, CA 93243
PH: 248-6247 FAX: 248-6714

John Fleming, President
Misty Johnston, Trustee Lisa Duncan, Trustee
Kathleen Eggman, Trustee Lark Shillig, Clerk

BOARD OF TRUSTEES
SPECIAL BOARD MEETING
Monday, June 24, 2019
Condor Academy
700 Falcon Way, Lebec, CA 93243

OPEN SESSION: 6:00 p.m. Condor Academy

AGENDA

Agendas are posted at the El Tejon Unified School district at least 72 hours prior to each meeting as well as at each school site. Any materials required by law to be made available to the public prior to the meeting of the Board of Trustees of the El Tejon Unified School District can be inspected at the following address between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday: El Tejon Unified School District, 4337 Lebec Road, Lebec, CA 93243.

SPECIAL NEEDS ACCOMMODATIONS

Assistive listening devices, agenda in Braille and/or alternate formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Board meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Board, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent feasible. Please contact the Superintendent's Office, El Tejon Unified School District at 661-248-6247 from 7:30 a.m. to 3:30 p.m., Monday through Friday (Government Code 54954.2).

HEARING OF INDIVIDUALS ON AGENDA ITEMS

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. Each member of the public wishing to speak must fill out a "Request to Address the Board Regarding Items on the Agenda" (blue card) prior to the start of the meeting. The presiding officer must first recognize each person who addresses the Board.

PRELIMINARY

Call to Order – Time _____

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

FLAG SALUTE

PUBLIC PRESENTATIONS

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board’s consideration of each item of business to be discussed at regular or special board meetings. The time allotted shall be limited to 3 minutes. This time may be used to address any item on the agenda, or any matter of concern within the jurisdiction of the El Tejon Unified School District. Each person who addresses the Board must be first recognized by the presiding officer.

If a member of the public initiates specific complaints or charges against an employee(s), the Board president shall inform the complainant of the appropriate complaint procedure.

The Board and staff are not obligated to comment on, or respond to, addresses by the public.

PUBLIC COMMENT

REVISION/ADOPTION/ORDERING OF AGENDA

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

ITEMS FOR DISCUSSION AND ACTION

Business Items

A. Discussion and Approval of Coordinator of Technology Job Description to Updated Director of Technology Job Description.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

B. Discussion and Action on Creation of Future New Job Descriptions.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

C. Discussion and Approval of Special Education Aide II Position.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

D. Discussion and Approval of Campus Security Position.

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

ADJOURNMENT – Time _____

MOTION _____ SECOND _____ AYES _____ NAYES _____ ABSENT _____

El Tejon Unified School District
Director of Technology
Classified Administration

JOB SUMMARY

Reports to: Superintendent

DESCRIPTION

The Director of Technology iteratively designs all district technology services and tools. This process includes receiving and documenting feedback from staff, designing and building the service or tool, implementing and training staff, and documenting the results, updating strategic plans as needed. The Director is responsible for everyday support activities and supervising support staff, as well as aligning activities to district needs and goals. The duties and responsibilities of the Director align closely with the Administrator Standards set by the International Society for Technology in Education.

Duties and Responsibilities

1. Leadership

- o Promote and shape the district's technology vision to support student success.
- o Maintain the district's strategic technology plan in consideration of teacher and student needs, learning goals, and administrative efficiency.
- o Advocate for support of vision and plans
 - i. Create budgets for proposed projects
 - ii. Negotiate favorable contracts that meet project needs
- o Serve as part of the district administrative team
- o Identify and apply for appropriate grants that support the district vision.

2. Support 21st Century Learning

- o Provide services, tools, and direct technical support for instruction and instructional innovation.
- o Model and promote frequent, pervasive, and effective use of technology in the classroom, in pilot programs and the Technology Navigator program.
- o Provide, maintain, and update teaching environments to support modern learning methodologies, such as flipped and differentiated learning
- o Oversee, troubleshoot, and facilitate computer-based state testing (CAASPP)
- o Work with district curriculum staff to infuse technology into curriculum and practice its use

3. Facilitate Professional Development

- o Plan, organize, and lead technology-focused professional development workshops, trainings, and collaboration time.
- o Facilitate and participate in learning communities to support instructional staff.
- o Communicate and collaborate effectively and professionally at all times.
- o Stay current on technologies and best practices in the educational technology, computing, networking, and engineering industries, evaluating emerging technologies for feasibility and utility in the district.

4. Improve Systemic Efficiency

- o Design, implement, and evaluate changes directed in the district strategic technology plan.
- o Utilize data-driven decision making in all evaluation of services and tools both at the teacher and student scales.
- o Configure, maintain, and manage all district services and systems, including but not limited to

.Student information system

i.Help desk system

ii.Video security system

DIRECTOR OF TECHNOLOGY JOB DESCRIPTION

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iii. Phone and public address system

iv. Wireless network management

v. Computer image management

- Recruit, hire, and retain exemplary and qualified professionals that become an integral part of the district culture and workforce.
 - Design, build, maintain, evaluate, and document a robust and redundant network infrastructure and datacenter in accordance with networking best practices and procedures
5. Promote Ethical Technological Usage
- Ensure equitable access to resources and tools in accordance with Board policies, State, and Federal laws.
 - Establish, model, and promote district policies for safe, legal, and ethical use of technology both on and off campus.
 - Maintain the district and school web pages, overseeing and assisting staff and students with their use and maintenance.
 - Model and facilitate global citizenship.

QUALIFICATIONS

Knowledge of:

- A broad scope of modern and legacy computing hardware including desktops, laptops, tablets, and smartphones
- A broad scope of modern operating systems and software commonly used in educational environments.
- Local area and wide area networks (LAN and WANs), network cabling topologies and industry standards and practices. Prefer layer 3 routing knowledge and experience.
- Networking protocols and services such as IPv4, DNS, DHCP, 802.1Q VLANs, IPP, SAMBA, and FTP.

Preferred knowledge of:

- Student information systems, and best practices in usage and administration therein, preferably with Illuminate ISI and DnA.
- Instructional strategies for technology usage in the K-12 educational setting, specifically the Common Core standards
- Computerized state testing, specifically the CAASPP test

Skill in:

- Troubleshooting, repairing, and building desktop and laptop computers
- Design, construction, and maintenance of layer 2 networks, layer 3 preferred
- Independent complex problem solving, root cause analysis, and critical thinking
- Customer support, communication of technical material to non-technical audiences
- Detail-oriented documentation and record keeping, preferably in wiki, step-by-step walkthrough, and video formats
- Configuration, administration, and usage of a broad scope of modern operating systems and software commonly used in educational environments. Required knowledge of:
 - Microsoft Windows 7 and 10
 - Google ChromeOS
 - GNU/Linux Ubuntu 16.04 and 18.04
 - Apple iOS
 - Microsoft Office

DIRECTOR OF TECHNOLOGY JOB DESCRIPTION

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- Libre/Open Office
- Google Suite Applications
- Prefer knowledge additionally of:
 - Google Administration
 - Webmin Server Administration
 - Clonezilla Imaging Software
 - Linux KVM Administration
 - Adobe Creative Suite

Preferred skill in:

- Configuration, administration, and usage of the following systems, with the specific system in parenthesis:
 - Help desk system (osTicket)
 - Video security system (Zoneminder)
 - Phone and public address system (FreePBX and Asterisk)
 - Network management (Ubiquiti UniFi)
- Arduino microcontrollers, sensor use, and Arduino code
- Google SAML and single sign-on processes, as well as LDAP service
- Linux BASH shell scripting

Ability to:

- Work independently and cooperatively in a wide variety of circumstances.
- Work with a significant diversity of individuals and/or groups.
- Satisfactorily perform the functions of the job commensurate with the above description and example of duties
- Communicate effectively both orally and in writing.
- Lift and carry 45 pounds
- Physical capability sufficient to perform job tasks

Education and Experience

- Bachelors of Science degree from an accredited college or university in Educational Technology, Computer Engineering, Computer Science, or related field. Masters of Science preferred.
- One year of experience in computer/customer support, system administration, networking, or education.
- Two years of experience in a supervisory role in computer/customer support, system administration, networking, or education technology preferred.

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

License or Certificates

- A valid State of California Driver's License Class C.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, limited hazardous conditions, and mostly clean atmosphere.

DIRECTOR OF TECHNOLOGY JOB DESCRIPTION
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Work Schedule

Typical work day is during regular school hours, however incumbent may be required to work before or after school hours and a shifting work schedule. Work hours may start at various times during the day, depending on the needs of staff and district. Incumbent is on call at all times for any emergencies or critical system failures.

Salary:

Board Approved:

El Tejon Unified School District

SPECIAL ED AIDE II Job Description

JOB SUMMARY

Under supervision of the Principal and Resource Specialist teacher, performs a wide variety of instructional, clerical, and light housekeeping functions. Performs yard duty and student supervision duties as assigned by the Principal. Aids teachers, but full responsibility for appropriate instruction, curriculum materials and evaluations remains with the teacher. As required, supervises students for a limited time, not to exceed 30% of normal work week, for situations related to the Resource Specialist Program. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Student behavior management strategies and techniques;
Appropriate English usage, punctuation, spelling and grammar;
Basic arithmetical concepts;
Routine record management, storage and retrieval systems and procedures.

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;
Communicate effectively in oral and written form in English and/or a second language, as required by the assignment;
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults.

Experience and Training Guidelines

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.

Complete CPI and any other necessary behavioral intervention training.

Education:

Equivalent to the completion of high school, supplemented by training or coursework in child growth and development. Proficiency in basic skills as evidenced by obtaining a passing score on the Bakersfield Adult School Proficiency Test, or diploma from a California high school obtained after 1980.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists instructional personnel with presentation of learning materials;
2. Tutors individual students and small groups of students to reinforce and follow up learning activities;
3. Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;

SPECIAL ED AIDE II JOB DESCRIPTION
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- 7. Maintains a variety of records and files, including student records and information;
- 8. Operates and assists students in a variety of instructional media machines and equipment;
- 9. Assists students with activities to develop small muscle and eye-hand coordination;
- 10. May assist students with toileting and personal hygiene;
- 11. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
- 12. May participate in parent conferences, as requested by the administrator;
- 13. Maintain confidentiality on school-related matters;
- 14. Assists classroom teacher with handicapped children to and from buses, with wraps and special equipment.
- 15. Assists in lifting, moving, and positioning students as necessary to render various forms of personal care which may include: feeding, dressing, grooming, toileting, diapering, therapy and specialized health care procedures; assists students in use Of wheelchairs, braces or orthopedic equipment; may be required to use mechanical lifting or other equipment.
- 16. Prepares and assists children during lunch and snack periods; checks and maintains lavatories
- 17. Assists with ProAct Crisis Intervention as needed.
- 18. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements:
 - 1 = Seldom = Less than 25 percent
 - 2 = Occasional = 25-50 percent
 - 3 = Often = 51-75 percent
 - 4 = Very frequent = 76 percent and above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

Board Approved:

El Tejon Unified School District

CAMPUS SECURITY Job Description

JOB SUMMARY:

To assist in providing a safe and secure school environment for students, staff and community under the direct supervision of the administration and campus supervisor.

REQUIRED QUALIFICATIONS:

Knowledge of:

Approved techniques and methods of youth supervision;
District rules and regulations pertaining to student behavior and conduct on campus;
Proper English usage, vocabulary, and grammar.

Ability to:

Learn appropriate laws, crime prevention methods, and district policies and procedures;
Relate well and exercise good judgment with students;
Analyze situations accurately and adopt effective course(s) of action;
Maintain order and discipline;
Understand and carry out instructions;
Communicate effectively in both oral and written form;
Read and write at a level sufficient to perform required duties;
Maintain records and write accurate, clear, concise reports;
Exercise tact and diplomacy in dealing with students, parents and campus visitors;
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training Guidelines:

Responsible experience working with youth;
Experience with high school age youth preferred.

Education:

Education, training and experience equivalent to completion of high school.

Candidates for the position will be finger printed and will undergo a thorough background check. A current DMV printout showing no felony or misdemeanor conviction will be required.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Supervise students on school grounds, including corridors, restrooms, parking lots and adjacent areas for purpose of enforcing rules and regulations pertaining to student attendance, behavior and conduct;
2. Work with student discipline problems as directed by the principal/and or campus supervisor;
3. Maintain discipline and order on campus and at school activities, including evening and weekend activities, as assigned by the principal/and or campus supervisor;
4. Intercede in and resolve students fights and arguments;
5. Cooperate with school personnel and law enforcement agencies in prevention, control and investigation of illegal activities by persons or groups directed against district pupils, personnel or facilities.

CAMPUS SUPERVISOR JOB DESCRIPTION
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- 6. Maintains inventory of assigned school equipment and supplies;
- 7. Maintains confidentiality on school-related matters;
- 8. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:
1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to separate and restrain students.

OTHER RELATED FUNCTIONS OF THIS POSITION:

Willingness to work irregular hours
Other related duties as assigned.

SALARY RANGE:

EVALUATION:

Performance of this job will be evaluated in accordance with Board Policies and Procedures and consistent with the CSEA Agreement when applicable.

Employee Signature _____ **Date** _____
District Representative _____ **Date** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Board Approved: