

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

3:30 PM July 24, 2025

SDUHSD District Office

710 Encintas Blvd, Encintas, CA 92024

(public may attend in person or virtually)

PUBLIC COMMENTS

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the commission on any item of interest to the public, before or during the commission's consideration of the item.

If you wish to speak regarding an item on the agenda, we request that you email the Director of Classified Personnel at susan.gray@sduhsd.net by 3:00 p.m. the day of the meeting or, if the meeting is being conducted in-person, you may complete a speaker slip located at the entrance to the meeting room prior to the start of the meeting. We request that you include your name, organization you represent (if applicable) and the nature of your comment including whether it is related to a specific item number on the agenda or a non-agenda item. If your comment is related to an item on the agenda, it will be heard at the time of the item. All non-agenda items will be heard during the public comments portion of the meeting. In accordance with Government Code §54954.2(3), no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the commission itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

Complaints or charges against an employee are not permitted in an open meeting of the Personnel Commission. Instead, such matters should be provided in writing to the Commission through the Classified Personnel Office.

AGENDA POSTING REQUIREMENTS

In accordance with the Brown Act and Personnel Commission Rules, agenda for Regular Personnel Commission Meetings will be posted at least 72 hours prior to the meeting. Agendas for Special Meetings will be posted at least 24 hours prior to the meeting.

PUBLIC INSPECTION OF DOCUMENTS

A copy of this agenda with all the supporting documents is available for review on the district website, www.sduhsd.net. In addition, a copy of the Personnel Commission Rules and Regulations may also be found on the district website. If you are unable to access the agenda packet on the website, please email susan.gray@sduhsd.net to receive a copy.

RECORDING OF PERSONNEL COMMISSION MEETINGS

All meetings of the Personnel Commission are audio and/or video recorded for record keeping purposes. Individuals may request the audio recording by emailing the director at susan.gray@sduhsd.net after the conclusion of the meeting. Recordings will be kept on file for 90 days following the date of the meeting.

CELL PHONES/ELECTRONIC DEVICES

As a courtesy to all attendees, please silence all electronic devices to silent mode and engage in conversations outside the meeting room. When meetings are conducted virtually, please mute your computer audio until you have been called to speak.

REQUESTS FOR DISABILITY-RELATED MODIFICATIONS OR ACCOMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Classified Personnel Office at (760) 753-6491 x5543. Notification 72 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with the meeting in appropriate alternative formats for the persons with a disability.

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Agenda

3:30 PM, July 24, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
2. Pledge of Allegiance
3. Approval of the Agenda for the July 24, 2025, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the agenda for the July 24, 2025, Personnel Commission Regular Meeting.
4. Approval of the Minutes for the June 2, 2025, Personnel Commission Regular Meeting.
Public Comments, if any
Motion by_____, second by_____, to approve the minutes of the June 2, 2025, Personnel Commission Regular Meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS
No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

 - A. California School Employees Association
 - B. San Dieguito Union High School District
 - C. Public

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED
Public Comments, if any

- A. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd – Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated on 05/05/2025, individual eligibility valid for six months.
- B. Motion by _____, second by _____, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 05/29/2025, individual eligibility valid for six months.
- C. Motion by _____, second by _____, to approve an Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated on 06/04/2025, individual eligibility valid for six months.
- D. Motion by _____, second by _____, to approve an Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, updated on 06/05/2025, individual eligibility valid for six months.
- E. Motion by _____, second by _____, to approve an Eligibility List for Learning Commons Technician I, SR40, Open/Promotional-Dual Certification, updated on 06/06/2025, individual eligibility valid for six months.
- F. Motion by _____, second by _____, to approve an Eligibility List for Executive Assistant to the Superintendent, Confidential Salary Range 2, Open/Promotional-Dual Certification, updated on 06/13/2025, individual eligibility valid for six months.
- G. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 06/17/2025, individual eligibility valid for six months.
- H. Motion by _____, second by _____, to approve an Eligibility List for Grounds Maintenance Worker II, SR39, Open/Promotional-Dual Certification, updated on 06/18/2025, individual eligibility valid for six months.
- I. Motion by _____, second by _____, to approve a Continuous Filing Eligibility List for Instructional Assistant SpEd, SR34, Open/Promotional-Dual Certification, updated on 06/24/2025.
- J. Motion by _____, second by _____, to approve an Eligibility List for Health Technician, SR35, Open/Promotional-Dual Certification, updated on 07/11/2025.
- K. Motion by _____, second by _____, to approve an Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated on 07/11/2025.

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments, if any

- A. Motion by _____, second by _____, to establish a six-month Eligibility List for Technology Supervisor, Supervisory Range 9, Open/Promotional.
- B. Motion by _____, second by _____, to establish a six-month Eligibility List for Maintenance Worker II, SR40, Open/Promotional-Dual Certification.
- C. Motion by _____, second by _____, to establish a six-month Eligibility List for Grounds Maintenance Equipment Operator, SR41, Open/Promotional-Dual Certification.
- D. Motion by _____, second by _____, to establish a six-month Eligibility List for

Health Technician, SR35, Open/Promotional-Dual Certification.

E. Motion by _____, second by _____, to establish a six-month Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification.

8. CLASSIFICATION REVIEWS – Job Description Revisions

Public Comments, if any

A. Health Technician

Motion by _____, second by _____, to approve the revised job description for Health Technician.

B. Translator/Interpreter

Motion by _____, second by _____, to approve the revised job description for Translator/Interpreter.

C. Technology Supervisor

Motion by _____, second by _____, to approve the revised job description for Technology Supervisor.

9. NEW CLASSIFICATION – Facilities Use & Aquatics Program Supervisor

Public Comment, if any

A. Facilities Use & Aquatics Program Supervisor

Motion by _____, second by _____, to approve the new classification of Facilities Use & Aquatics Program Supervisor, including the proposed job description and salary range as recommended.

10. RULES AND REGULATIONS FOR THE CLASSIFIED SERVICE

Public Comment, if any

Motion by _____, second by _____, to authorize Commission staff to review and make minor revisions such as typographical, spelling, and formatting errors to the Personnel Commission Rules and Regulations for the Classified Service.

DISCUSSION/INFORMATION ITEMS (See Supplements)

11. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments, if any

A. Vacancy Report Summary

B. Vacancy Report

C. Personnel List Report

12. CORRESPONDENCE

Public Comments, if any

13. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, August 12, 2025 at 3:30 p.m.

14. ADJOURNMENT

San Dieguito Union High School District
PERSONNEL COMMISSION

Regular Meeting Minutes

3:30 PM, June 2, 2025

MEETING/OPEN SESSION

1. Call to Order, Commission Chair
The meeting was called to order at 3:31 PM by Commissioner BAIRD.
2. Pledge of Allegiance
Commissioner BAIRD led the Pledge of Allegiance.

Personnel Commissioners in Attendance

John Baird

Jeff Charles

Justin Cunningham

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

Alyssa Avelar, Human Resources Technician

3. Approval of the Agenda for the June 2, 2025, Personnel Commission Regular Meeting.
Public Comments - None
Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve the agenda for the June 2, 2025, Personnel Commission Regular Meeting.
Jeff Charles
Justin Cunningham
John Baird
Passed with Three Ayes
4. Approval of the Minutes for the May 13, 2025, Personnel Commission Regular Meeting.
Public Comments - None
Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve the minutes of the May 13, 2025, Personnel Commission Regular Meeting.
Jeff Charles
Justin Cunningham
John Baird

Passed with Three Ayes

5. CLOSED SESSION – The commission will convene to closed session per provisions of the Rules & Regulations of Classified Service.

Public Comments, if any

- A. Administrative matter relative to possible litigation pursuant to (B) to (E) of 54956.9(b) (3).

6. RECONVENE TO OPEN SESSION

No report of action taken in closed session.

7. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

A. California School Employees Association - *None*

B. San Dieguito Union High School District - *None*

C. Public - *None*

ACTION ITEMS (See Supplements)

8. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated on 05/13/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- B. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve an Eligibility List for Grounds Maintenance Worker I, SR35, Open/Promotional-Dual Certification, updated on 05/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- C. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve an Eligibility List for HVAC Technician, SR49, Open/Promotional-Dual Certification, updated on 05/15/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

- D. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, updated on 05/15/2025, individual eligibility valid for six months.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

- E. Motion by Commissioner CUNNINGHAM, second by Commissioner CHARLES, to approve an Eligibility List for Director of Purchasing, Management Group 5 Range 10, updated on 05/27/2025, individual eligibility valid for six months.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

9. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

- A. Motion by Commissioner CHARLES, second by Commissioner CUNNINGHAM, to establish a six-month Eligibility List for Executive Assistant to the Superintendent, Confidential Range 2, Open/Promotional-Dual Certification.

Jeff Charles

Justin Cunningham

John Baird

Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

10. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments - None

- A. Vacancy Report Summary

Susan Gray: There are just under 40 open positions. There have been some

resignations come through, but not many retirements. All summer school slots have been filled. More progress has been made towards filling the Instructional Assistant positions. Another Bus Driver Trainee completed the training program and promoted to a School Bus Driver.

B. Vacancy Report

C. Personnel List Report

11. CORRESPONDENCE

Public Comments - None

12. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Thursday, July 24, 2025 at 3:30 p.m.

13. ADJOURNMENT – 4:03 PM

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd-Behavior Intervention

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 5/5/2025

Applicant ID	Rank	Expiration Date	Source
7269	1	11/5/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

School Bus Driver

Eligibility List

Open/Promo-Dual Certification

Date: 5/29/2025

Applicant ID	Rank	Expiration Date	Source
8799	1	11/29/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Asst II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 6/4/2025

Applicant ID	Rank	Expiration Date	Source
7497	1	11/29/2025	Open
8768	1	11/29/2025	Open
7522	1	12/4/2025	Open

S. Gray

**San Dieguito Union High School District
Personnel Commission**

School Bus Driver

Eligibility List

Open/Promo-Dual Certification

Date: 6/5/2025

Applicant ID	Rank	Expiration Date	Source
8855	1	12/5/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Learning Commons Technician I

Eligibility List

Open/Promo-Dual Certification

Effective Date: 06/06/2025

Applicant ID	Rank	Expiration Date	Source
7400	1	12/6/2025	Open
7622	2	12/6/2025	Open
7399	3	12/6/2025	Open
7285	4	12/6/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Executive Assistant to the Superintendent

Eligibility List

Open/Promo-Dual Certification

Updated Date: 6/13/2025

Applicant ID	Rank	Expiration Date	Source
8921	1	12/13/2025	Open
8711	2	12/13/2025	Open
8873	3	12/13/2025	Open
8828	4	12/13/2025	Open
8767	5	12/13/2025	Open
7644	6	12/13/2025	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Nutrition Services Assistant I

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Effective Date: 6/17/2025

Applicant ID	Rank	Expiration Date	Source
5473	1	7/30/2025	Open
9025	1	12/17/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Grounds Maintenance Worker II

Eligibility List

Open/Promo-Dual Certification

Effective Date: 06/18/2025

Applicant ID	Rank	Expiration Date	Source
4169	1	8/6/2025	Open
8959	2	12/18/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the test is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Instructional Assistant SpEd

Eligibility List-Continuous Filing

Open/Promo-Dual Certification

Updated Date: 6/24/2025

Applicant ID	Rank	Expiration Date	Source
8942	1	12/12/2025	Open
7348	2	11/5/2025	Open
2856	3	10/3/2025	Open
8980	4	12/24/2025	Promo
2430	5	1/17/2026	Promo
4285	5	7/13/2025	Open

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

Health Technician

Eligibility List

Open/Promo-Dual Certification

Date: 7/11/2025

Applicant ID	Rank	Expiration Date	Source
8985	1	1/11/2026	Open
9052	2	1/11/2026	Open
8902	3	1/11/2026	Open
8941	4	1/11/2026	Open
8932	5	1/11/2026	Promo

Please note: individual eligibility list is valid for 6 months.

Scores are merged each time the exam is administered.

S. Gray

**San Dieguito Union High School District
Personnel Commission**

School Bus Driver

Merged Eligibility List

Open/Promo-Dual Certification

Date: 7/11/2025

Applicant ID	Rank	Expiration Date	Source
8855	1	12/5/2025	Open
9119	1	1/11/2026	Open

Please note: individual eligibility list is valid for 6 months.

S. Gray



710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees

Michael Allman
Phan Anderson
Jane Lea Smith
Rimiga Viskanta
Jodie Williams

Superintendent

Anne L. Staffieri, Ed.D.

Classified Personnel Commission

John Baird, Commissioner
Jeff Charles, Commissioner
Justin Cunningham, Commissioner
Susan Gray, Director

Classification Review Report

Classification	Health Technician
Classification Type	Classified
Salary Range	35
Submission to Classification Advisory Committee	June 27, 2025
Submission to Personnel Commission	July 24, 2025

Background Information

The Health Technician job description was last revised in 2017 following a reclassification request. No change in salary was recommend at that time.

The current Health Techs requested a new classification study to be conducted. The Health Techs reported that there have been some new duties added and that the current job description doesn't fully capture the first aid/emergency duties that they are required to perform. As part of this classification study, interviews were held with Health Techs, a Student Health Care Specialist, and the certificated School Nurses who direct and oversee much of the health related duties.

Based on the information provided through these interviews and reviewing job descriptions from other schools districts for similar positons, several revisions are recommended, including clarifying first aid duties, responsibility for contract tracing and reporting related to communicable diseases, and responsibilities related to new AED equipment. Some formatting changes are also being recommended.

Salary Compensation Review

Our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum, midpoint, and maximum of the comparison ranges have been presented to see whether the district is competitive.

Data from the comparison school districts indicates that SDUHSD is 5.3% above the market at the midpoint for the Health Tech position. Because the Health Tech classification is above the market midpoint an increase in pay would not be recommended.

District	Salary Range	Job Title	Min	Midpoint	Max
Carlsbad USD	19	Health Tech	\$23.36	\$26.03	\$28.70
Escondido UHSD	20	Health Office Clerk	\$19.42	\$22.72	\$26.02
Escondido USD	29	School Health Clerk	\$19.52	\$22.22	\$24.91
Oceanside USD	23	Health Tech	\$22.17	\$25.41	\$28.65
Poway USD	27	Health Services Technician	\$21.16	\$24.13	\$27.09
Ramona USD	19	Health Tech	\$20.05	\$22.82	\$25.59
San Marcos USD	25	Health Aide	\$21.07	\$23.96	\$26.84
Sweetwater UHSD	50	Health Tech	\$23.93	\$26.26	\$28.58
San Diego COE	41	Health Services Technician	\$24.57	\$27.97	\$31.36
Average			\$21.69	\$24.61	\$27.53
Delta			2.1%	5.3%	7.8%
SDUHSD	35		\$22.14	\$25.91	\$29.67

Recommendation

It is recommended that the job description for the Health Technician classification be revised as proposed. A change in salary range is not recommended at this time.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Dawn Campbell, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin
Yes	Corina McGraw	Yes	Jacqueline Chappell, Admin

HEALTH TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of a school site administrator and District Nurse, the Health Technician provides support in meeting the health needs of students, administers basic first aid and screens ill or injured students, documenting and maintaining student information required by federal, state, and local agencies, and providing appropriate care and/or referral for ill or injured students as may be required.

DISTINGUISHING CHARACTERISTICS

~~The Health Technician assists in establishing and maintaining accurate and timely student health and emergency data records, distributes medications to students in accordance with physician and parent instructions. The Health Technician provides first aid in the event of illness or injury to a student, assesses the degree of urgency in a situation and alerts site administrators and District Nurse of emergencies. The Health Technician notifies parents or other authorized persons when students need to be sent home and in emergency situations.~~

ESSENTIAL FUNCTIONS

- Evaluates student illness or injury, determines the kind of assistance to provide and the course of action to be taken for the welfare of the student.
- ~~_____~~
- Notifies appropriate staff and parents or other authorized persons when student becomes ill while at school, including -when students need to be sent home, emergencies, or social/emotional needs.
- ~~_____~~
- Maintains strict confidentiality of student health issues and student records.
- ~~Administers first aid in accordance with established procedures and provides appropriate care for injured or ill students or staff.~~
- Administers first aid to students, screens student health conditions, recognizes illnesses, injuries and medical emergencies; takes and records temperatures; cleans wounds according to established procedures; provides ice/heat packs and bandages; assists students in taking medication according to physician instructions; and prioritizes situations based upon medical urgency.
- Administers emergency medical care such as CPR as needed; assists in coordinating response to medical emergencies. Notifies site administrator and District Nurse in emergency situations to ensure timely and adequate medical treatment for injured or ill students.
- ~~_____~~
- Maintains health and immunization records and ensures records are up-to-date in accordance with state requirements and district policies.
- Reviews ~~new~~ student health and immunization records, notifies parent/guardian of missing information and updates student's records online.
- Distributes medications to students under prescription protocols and ensures appropriate and timely delivery of prescribed dosages. Communicates with physicians and parents to obtain authorization forms, notifies parents of prescription refills and expired medications as needed. Facilitates end of year medication pickup.
- Maintains documentation of health-related records (e.g., accident reports, mandated costs, illness, medical emergency cards, immunization records, student office visits, accident reports.)

HEALTH TECHNICIAN

- Coordinates hearing and vision testing for District Nurse at assigned site and updates students' online records.
- ~~Maintains a list of students who have a long-term P.E. medical excuse.~~
- Compiles data for reports (e.g., medication logs, dosage changes, lists of students visiting the health office, status reports, etc.)
- ~~Notifies site administrator and District Nurse in emergency situations to ensure timely and adequate medical treatment for injured or ill students.~~
- Maintains a sanitary work environment (e.g., sinks, counters, cots, etc.) including a clutter-free work space to minimize the potential of student health risks. Disposes of biomedical waste and hazards according to established procedures.
- Contacts District Nurse to report cases of communicable disease.
- Performs required inspections of AED equipment, including completing logs and records as required by district policy and applicable laws.
- Performs contact tracing and provides required notifications during periods of pandemic or disease outbreak (i.e., COVID, measles, etc).
- May assist in performing attendance related activities.
- Participates in meetings as directed to convey and/or receive information.
- Assists the District Nurse in coordinating required health-related documents.
- Inventories health office supplies and requests supplies through the appropriate staff.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

~~There is a potential need to upgrade the knowledge and abilities listed below in order to meet changing job conditions.~~

KNOWLEDGE OF:

- Basic math
- CPR and basic first aid techniques
- Health and safety regulations and practices including those related to cleaning and sanitization
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- ~~Telephone techniques and etiquette~~
- Knowledge of public and private health agencies, programs and services, applicable sections of State Education Code and other applicable laws. District policies and basic diagnosis terms can be learned on the job.
- ~~Knowledge of public and private health agencies, programs and services, applicable sections of State~~

HEALTH TECHNICIAN

~~Education Code and other applicable laws. District policies and basic diagnosis terms can be learned on the job.~~

ABILITY TO:

- Understand written and oral instructions
- Schedule activities
- Collect and enter information into a database and generate reports
- Complete required documents
- Prepare and maintain accurate records
- Use basic, job-related equipment including pertinent software applications
- Work with others in a wide variety of circumstances
- Work cooperatively with a significant diversity of individuals and/or groups
- Work under limited supervision and within the scope of authority for the position
- Problem solve to analyze and resolve issues
- Evaluate student illness or injury
- Administer basic first aid
- Store and administer medications to students using legally accepted practices
- Adhere to safety practices
- Handle hazardous materials
- Establish and maintain files, records, reports and referrals
- Meet schedules and time lines
- Complete work while encountering many interruptions
- Plan and organize work
- Exercise confidentiality and discretion
- Communicate effectively both orally and in writing
- Read, interpret and follow rules, regulations, policies and procedures

DISTINGUISHING CHARACTERISTICS

The Health Technician assists in establishing and maintaining accurate and timely student health and emergency data records, distributes medications to students in accordance with physician and parent instructions. The Health Technician provides first aid in the event of illness or injury to a student, assesses the degree of urgency in a situation and alerts site administrators and District Nurse of emergencies.

The Health Technician is distinguished from the Student Health Care Specialist classification which is a licensed position requiring either a LVN or RN license. The Student Health Care Specialist provides specialized medical care services and procedures to support students' medical and health needs.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

HEALTH TECHNICIAN

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing on step stools; with assistance and devices provided, lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet; pushing/pulling, including students in wheelchairs; kneeling; squatting/crouching; stooping/bending
Occasionally	Lifting up to 10 lbs. and carrying up to 20 feet (supplies), pushing and pulling; handling/simple grasping; reach at, above, and below shoulder; standing; twisting back; neck flexion/rotation
Frequently	fingering/fine manipulation; sitting; walking

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Exposure to bodily fluids.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job functions, typically consistent with graduation from high school or equivalent. Requires one year of clerical experience involving frequent contact with the public.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

CPR/First Aid Certificate

Healthcare Provide CPR/First Aid preferred

CONTINUING EDUCATION/TRAINING

Maintain current CPR/First Aid Certification, participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

HEALTH TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of a school site administrator and District Nurse, the Health Technician provides support in meeting the health needs of students, administers basic first aid and screens ill or injured students, documenting and maintaining student information required by federal, state, and local agencies, and provides appropriate care and/or referral for ill or injured students as may be required.

ESSENTIAL FUNCTIONS

- Evaluates student illness or injury, determines the kind of assistance to provide and the course of action to be taken for the welfare of the student.
- Notifies appropriate staff and parents or other authorized persons when student becomes ill while at school, including when students need to be sent home, emergencies, or social/emotional needs.
- Maintains strict confidentiality of student health issues and student records. Administers first aid to students, screens student health conditions, recognizes illnesses, injuries and medical emergencies; takes and records temperatures; cleans wounds according to established procedures; provides ice/heat packs and bandages; assists students in taking medication according to physician instructions; and prioritizes situations based upon medical urgency.
- Administers emergency medical care such as CPR as needed; assists in coordinating response to medical emergencies. Notifies site administrator and District Nurse in emergency situations to ensure timely and adequate medical treatment for injured or ill students.
- Maintains health and immunization records and ensures records are up-to-date in accordance with state requirements and district policies. Reviews student health and immunization records, notifies parent/guardian of missing information and updates student's records online.
- Distributes medications to students under prescription protocols and ensures appropriate and timely delivery of prescribed dosages. Communicates with physicians and parents to obtain authorization forms, notifies parents of prescription refills and expired medications as needed. Facilitates end of year medication pickup.
- Maintains documentation of health-related records (e.g., accident reports, mandated costs, illness, medical emergency cards, immunization records, student office visits, and accident reports.)
- Coordinates hearing and vision testing for District Nurse at assigned site and updates students' online records.
- Maintains a list of students who have a long-term P.E. medical excuse. Compiles data for reports (e.g., medication logs, dosage changes, lists of students visiting the health office, status reports, etc.)
- Maintains a sanitary work environment (e.g., sinks, counters, cots, etc.) including a clutter-free work space to minimize the potential of student health risks. Disposes of biomedical waste and hazards according to established procedures.
- Contacts District Nurse to report cases of communicable disease.
- Performs required inspections of AED equipment, including completing logs and records as required by district policy and applicable laws.
- Performs contact tracing and provides required notifications during periods of pandemic or disease outbreak (i.e., COVID, measles, etc).
- May assist in performing attendance related activities.
- Participates in meetings as directed to convey and/or receive information.

HEALTH TECHNICIAN

- Assists the District Nurse in coordinating required health-related documents.
- Inventories health office supplies and requests supplies through the appropriate staff.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic math
- CPR and basic first aid techniques
- Health and safety regulations and practices including those related to cleaning and sanitization
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Telephone techniques and etiquette.
- Knowledge of public and private health agencies, programs and services, applicable sections of State Education Code and other applicable laws. District policies and basic diagnosis terms can be learned on the job.

ABILITY TO:

- Understand written and oral instructions
- Schedule activities
- Collect and enter information into a database and generate reports
- Complete required documents
- Prepare and maintain accurate records
- Use basic, job-related equipment including pertinent software applications
- Work with others in a wide variety of circumstances
- Work cooperatively with a significant diversity of individuals and/or groups
- Work under limited supervision and within the scope of authority for the position
- Problem solve to analyze and resolve issues
- Evaluate student illness or injury
- Administer basic first aid
- Store and administer medications to students using legally accepted practices
- Adhere to safety practices
- Handle hazardous materials
- Establish and maintain files, records, reports and referrals
- Meet schedules and time lines
- Complete work while encountering many interruptions
- Plan and organize work
- Exercise confidentiality and discretion

HEALTH TECHNICIAN

- Communicate effectively both orally and in writing
- Read, interpret and follow rules, regulations, policies and procedures

DISTINGUISHING CHARACTERISTICS

The Health Technician assists in establishing and maintaining accurate and timely student health and emergency data records, distributes medications to students in accordance with physician and parent instructions. The Health Technician provides first aid in the event of illness or injury to a student, assesses the degree of urgency in a situation and alerts site administrators and District Nurse of emergencies.

The Health Technician is distinguished from the Student Health Care Specialist classification which is a licensed position requiring either a LVN or RN license. The Student Health Care Specialist provides specialized medical care services and procedures to support students' medical and health needs.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Climbing/balancing on step stools; with assistance and devices provided, lift students weighing more than 100 lbs. at waist height and carrying up to 30 feet; pushing/pulling, including students in wheelchairs; kneeling; squatting/crouching; stooping/bending
Occasionally	Lifting up to 10 lbs. and carrying up to 20 feet (supplies), pushing and pulling; handling/simple grasping; reach at, above, and below shoulder; standing; twisting back; neck flexion/rotation
Frequently	fingering/fine manipulation; sitting; walking

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Exposure to bodily fluids.

HEALTH TECHNICIAN

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job functions, typically consistent with graduation from high school or equivalent. Requires one year of clerical experience involving frequent contact with the public.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

CPR/First Aid Certificate

Healthcare Provider CPR/First Aid preferred

CONTINUING EDUCATION/TRAINING

Maintain current CPR/First Aid Certification, participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.



710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees

Michael Allman
Phan Anderson
Jane Lea Smith
Rimiga Viskanta
Jodie Williams

Superintendent

Anne L. Staffieri, Ed.D.

Classified Personnel Commission

John Baird, Commissioner
Jeff Charles, Commissioner
Justin Cunningham, Commissioner
Susan Gray, Director

Classification Review Report	
Classification	Translator/Interpreter (Spanish)
Classification Type	Classified
Salary Range	41
Submission to Classification Advisory Committee	June 27, 2025
Submission to Personnel Commission	July 24, 2025

Background Information:

The Translator/Interpreter (Spanish) job description was reviewed in anticipation of an upcoming vacancy. The job description was in need of more detail in specifying the essential functions of the job, and it needed a formatting update. No additional duties were added to the classification.

Salary Compensation Review

Comparable classifications were identified among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum, midpoint and maximum of the comparison ranges are reviewed to see whether the district is competitive.

District	Salary Range	Job Title	Min	Midpoint	Max
Escondido UHSD	30	Translator/Interpreter	23.68	27.70	31.71
Escondido USD	39	District Translator	24.99	28.44	31.89
Grossmont UHSD	45	District Translator/Interpreter	27.26	30.99	34.72
Oceanside USD	30	District Translator Interpreter I	25.90	29.69	33.48
San Marcos USD	50	District Translator Interpreter I	25.15	28.63	32.11
Sweetwater UHSD	56	Translator/Interpreter	27.69	30.38	33.07
Vista USD	52	District Translator/Interpreter	25.55	29.96	34.36
Average			25.75	29.40	33.05
SDUHSD	41	Translator/Interpreter	25.67	30.04	34.41
Delta			-0.3%	2.2%	4.1%

Recommendation

For the Translator/Interpreter job classification, SDUHSD is 2.2% above the market midpoint for this position. It is recommended that the salary remain at Salary Range 41.

Resources:

Translator/Interpreter (Spanish), Carmen Blum

Senior Director of Special Education, Orletta Nguyen, Ed.D.

Other Districts: Escondido Union School District, Escondido Union High School District, Grossmont UHSD, Oceanside USD, San Marcos USD, Sweetwater Union High School District, and Vista Union High School District.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Dawn Campbell, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin
Yes	Corina McGraw, CSEA	Yes	Jacqueline Chappell, Admin

TRANSLATOR / INTERPRETER SPANISH

OVERALL JOB SUMMARY PURPOSE STATEMENT

Under the supervision of the Senior Director of Special Education~~the Director of Pupil Personnel Services~~, the ~~job of~~ Translator/Interpreter (Spanish) ~~is done for the purpose/s of~~ translating a variety of documents and interpreting for functions and meetings as assigned, to/from English/Spanish and primarily in support of the District's special education program.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: The Translator/Interpreter (Spanish) is responsible for the accurate translation of documents that serve as the official recordation of eligibility determination and subsequent educational plans affecting the course of study for affected students. Content of translated material is subject to administrative and higher level appeal and legal action related to program entitlements, hence accuracy and precision are of critical importance~~

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Translator/Interpreter (Spanish) may perform any combination of the following:

- Translates accurately and concisely documents and other materials from English to Spanish and Spanish to English for ~~the purpose of providing translation and interpretation for~~ school and District-level meetings and functions.
- Performs interpreting and translation functions in a wide variety of settings to include Individual Education Plan (IEP) meetings, district meetings, community forums, special events, extracurricular activities, and by phone.
- Translate IEPs; interpret student and parental concerns to school administrators; prepare related records.
- Translate at audiological, speech cases, hearings and evaluations as requested.
- Serves as a liaison between and resource for teachers, school personnel, parents, and outside agencies.
- Interprets spoken statements or conversations of teachers, staff and others to facilitate effective communication.
- Reads and rewrites material in Spanish ~~for the purpose of providing materials in Spanish~~ following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.
- Prepares written translations for duplication ~~for the purpose of providing to provide~~ materials in Spanish and English as needed.
- Schedule and coordinate translation calendar.
- Answer and receive telephone calls; greet and assist visitors; provide general information and assistance to callers and visitors.
- Type and/or record written translations and other materials.
- Prepare for translations and interpretations by reading a variety of materials, including letters, instructional materials, IEPs, and reports.
- Provide support to school sites or departments by reviewing, editing, and proofreading translations for accuracy, readability, grammar, and mechanics.

TRANSLATOR / INTERPRETER SPANISH

- Assists instructional personnel in the implementation of IEPs.
- Composes routine correspondence from brief instructions ~~for the purpose of providing written documentation.~~
- Maintains files and records as assigned to provide ~~for the purpose of providing~~ an up-to-date reference trail.
- Drives a vehicle to school sites to provide interpretation services.

OTHER FUNCTIONS

- ~~Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.~~ Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Translation, interpretation and other interpretation techniques.
- Professional Code of Conduct for Translators and Interpreters.
- Current developments, trends and techniques in the field of translating and interpreting.
- Effective listening and notetaking techniques
- Correct English and Spanish grammar, spelling and punctuation
- District policies and procedures
- Special Education terminology (legal, medical, educational), policies, and procedures
- Business composition
- Effective oral and written communication skills
- Documentation and recordkeeping techniques.
- Current, up-to-date office practices and procedures
- Electronic and manual recordkeeping practices
- Computer-based applications that are used in the job role

ABILITY TO:

- Provide oral, voice and other interpretations.
- Translate information simultaneously at meetings and other events.
- Convey abstract concepts and technical terminology.
- Translate complex, specialized materials
- Accurately interpret rapid conversations or technical presentations from English to Spanish and Spanish to English
- Meet schedules and timelines
- Prepare translated materials
- Maintain confidentiality of sensitive information
- Establish cooperative working relationships with others
- Communicate with tact, sensitivity, good judgement and cultural awareness
- Communicate effectively orally and in writing
- Work effectively, independently with minimal supervision, and as part of a team.
- Provide translation and interpretation services under contentious meeting environments
- Use computer-based applications that are used in the job role

TRANSLATOR / INTERPRETER SPANISH

- Observe health and safety regulations
- Maintain various records and files

SKILLS, KNOWLEDGE AND ABILITIES

~~SKILLS~~ are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

~~KNOWLEDGE~~ is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: Special Education terms (legal, medical, educational); Special Education processes and programs; and protocol in confidential translation and interpretation.

~~ABILITY~~ is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem-solving is required to analyze issues and create action plans. Problem-solving with data frequently requires independent interpretation of guidelines; and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; and maintaining confidentiality.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school or equivalent, one year experience in translating and interpreting or the ability to pass the district-administered test. Experience working in a school setting is preferred.

DISTINGUISHING CHARACTERISTICS

The Translator/Interpreter (Spanish) is a stand-alone job classification responsible for the accurate translation of documents that serve as the official record of eligibility determination and subsequent educational plans affecting the course of study for affected students. Content of translated material is subject to administrative and higher level appeal and legal action related to program entitlements, hence accuracy and precision are of critical importance. The job class is also responsible for translating and interpreting information from English to Spanish and vice versa.

TRANSLATOR / INTERPRETER SPANISH

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.~~

EXPERIENCE

~~Job related experience within specialized field is required.~~

EDUCATION

~~High School diploma or equivalent.~~

REQUIRED TESTING

~~Pre-employment proficiency test(s) testing and assessment is required in order to demonstrate the minimum qualifications for the position.~~

CERTIFICATES

~~Valid California driver license.~~

~~A professional certificate of translation skills from an accredited institution or program is highly desirable.~~

~~None Specified~~

CONTINUING EDUCATION/TRAINING

~~Participation in ongoing job-related training as assigned.~~

~~None Specified~~

CLEARANCES

~~California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances. Criminal Justice Fingerprint/Background Clearance; TB Clearance~~

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.~~

~~Physical Demands: Frequency Definitions Based on an 8-Hour Day:~~

~~Never = 0%~~

~~Seldom = 1-10% (<45 minutes)~~

CLASSIFIED

TRANSLATOR / INTERPRETER SPANISH

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

<u>Seldom</u>	<u>stooping/bending, squatting/crouching, climbing/balancing, kneeling,</u>
	<u>twisting back</u>
<u>Seldom/Occasionally</u>	<u>pushing and pulling, reach above shoulder, reach at shoulder</u>
<u>Occasionally</u>	<u>walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs.</u>
	<u>up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height,</u>
	<u>carrying up to 10 lbs. up to 25 feet</u>
<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexion/rotation, fingering/fine</u>
	<u>manipulation, reach below shoulder</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None

TRANSLATOR / INTERPRETER (SPANISH)

JOB SUMMARY

Under the supervision of the Senior Director of Special Education, the Translator/Interpreter (Spanish) translates a variety of documents and interprets for functions and meetings as assigned, to/from English/Spanish and primarily in support of the District's special education program.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Translator/Interpreter (Spanish) may perform any combination of the following:

- Translates accurately and concisely documents and other materials from English to Spanish and Spanish to English for school and District-level meetings and functions.
- Performs interpreting and translation functions in a wide variety of settings to include Individual Education Plan (IEP) meetings, district meetings, community forums, special events, extracurricular activities, and by phone.
- Translate IEPs; interpret student and parental concerns to school administrators; prepare related records.
- Translate at audiological, speech cases, hearings and evaluations as requested.
- Serves as a liaison between and resource for teachers, school personnel, parents, and outside agencies.
- Interprets spoken statements or conversations of teachers, staff and others to facilitate effective communication.
- Reads and rewrites material in Spanish following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.
- Prepares written translations for duplication to provide materials in Spanish and English as needed.
- Schedule and coordinate translation calendar.
- Answer and receive telephone calls; greet and assist visitors; provide general information and assistance to callers and visitors.
- Type and/or record written translations and other materials.
- Prepare for translations and interpretations by reading a variety of materials, including letters, instructional materials, IEPs, and reports.
- Provide support to school sites or departments by reviewing, editing, and proofreading translations for accuracy, readability, grammar, and mechanics.
- Assists instructional personnel in the implementation of IEPs.
- Composes routine correspondence from brief instructions.
- Maintains files and records as assigned to provide an up-to-date reference trail.
- Drives a vehicle to school sites to provide interpretation and interpretation services.
- Performs other job-related duties as assigned.

TRANSLATOR / INTERPRETER (SPANISH)

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Translation, interpretation and other interpretation techniques.
- Professional Code of Conduct for Translators and Interpreters.
- Current developments, trends and techniques in the field of translating and interpreting.
- Effective listening and notetaking techniques
- Correct English and Spanish grammar, spelling and punctuation
- District policies and procedures
- Special Education terminology (legal, medical, educational), policies, and procedures
- Business composition
- Effective oral and written communication skills
- Documentation and recordkeeping techniques.
- Current, up-to-date office practices and procedures
- Electronic and manual recordkeeping practices
- Computer-based applications that are used in the job role

ABILITY TO:

- Provide oral, voice and other interpretations.
- Translate information simultaneously at meetings and other events.
- Convey abstract concepts and technical terminology.
- Translate complex, specialized materials
- Accurately interpret rapid conversations or technical presentations from English to Spanish and Spanish to English
- Meet schedules and timelines
- Prepare translated materials
- Maintain confidentiality of sensitive information
- Establish cooperative working relationships with others
- Communicate with tact, sensitivity, good judgement and cultural awareness
- Communicate effectively orally and in writing
- Work effectively, independently with minimal supervision, and as part of a team.
- Provide translation and interpretation services under contentious meeting environments
- Use computer-based applications that are used in the job role
- Observe health and safety regulations.
- Maintain various records and files.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school or equivalent, one year experience in translating and interpreting or the ability to pass the district-administered test. Experience working in a school setting is preferred.

TRANSLATOR / INTERPRETER (SPANISH)

DISTINGUISHING CHARACTERISTICS

The Translator/Interpreter (Spanish) is a stand-alone job classification responsible for the accurate translation of documents that serve as the official record of eligibility determination and subsequent educational plans affecting the course of study for affected students. Content of translated material is subject to administrative and higher level appeal and legal action related to program entitlements, hence accuracy and precision are of critical importance. The job class is also responsible for translating and interpreting information from English to Spanish and vice versa.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

Valid California driver license.

A professional certificate of translation skills from an accredited institution or program is highly desirable.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder

CLASSIFIED

TRANSLATOR / INTERPRETER (SPANISH)

Occasionally walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet

Occasionally/Frequently handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None



710 Encinitas Boulevard, Encinitas, CA 92024
 Telephone (760) 753-6491
 www.sduhsd.net

Board of Trustees

Michael Allman
 Phan Anderson
 Jane Lea Smith
 Rimga Viskanta
 Jodie Williams

Superintendent

Anne L. Staffieri, Ed.D.

Classified Personnel Commission

John Baird, Commissioner
 Jeff Charles, Commissioner
 Justin Cunningham, Commissioner
 Susan Gray, Director

Classification Review Report

Classification	Technology Supervisor
Classification Type	Classified
Salary Range	Supervisory Range 9
Submission to Classification Advisory Committee	June 27, 2025
Submission to Personnel Commission	July 24, 2025

Background Information

The Technology Supervisor position was last revised in 2005 and in anticipation of recruiting for the position, the job description was reviewed. Updates were made to align the verbiage with current technology terminology, update format, and remove duties that are no longer applicable. The position requirements were updated to require four years experience as a network administrator. In addition, a combination of education and experience in lieu of a Bachelor's degree was also added. No new duties were added.

Salary Compensation Review

Comparable classifications were identified among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum, midpoint and maximum of the comparison ranges are reviewed to see whether the district is competitive. A review of comparison district reflects that SDUHSD is currently above market for this classification. No change in salary allocation is recommended.

District	Salary Range	Job Title	Min	Midpoint	Max
Escondido UHSD	34	Info Systems Supervisor	\$ 100,862.00	\$ 107,489.00	\$ 114,116.00
Poway USD	S24	LAN Admin Supervisor	\$ 76,464.00	\$ 84,564.00	\$ 92,664.00
Ramona USD	4	Computer Technology Supervisor	\$ 80,295.00	\$ 86,705.50	\$ 93,116.00
San Marcos USD	02-04	Coordinator, Technology Operations	\$ 93,307.00	\$ 107,088.00	\$ 120,869.00
Sweetwater UHSD	14	Info Systems Supervisor	\$ 111,384.00	\$ 122,196.00	\$ 133,008.00
Average			\$ 92,462.40	\$ 101,608.50	\$ 110,754.60
SDUHSD	Sup - 9		\$ 103,875.00	\$ 113,900.50	\$ 123,926.00
Delta			12.3%	12.1%	11.9%

Recommendation

It is recommended that the job description be revised as proposed with no change in a salary allocation.

Vote by Committee Members:

Vote	Member	Vote	Member
Abstain	Matt Colwell, CSEA	Yes	Dawn Campbell, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin
Yes	Corina McGraw	Yes	Jacqueline Chappell, Admin

TECHNOLOGY SUPERVISOR

OVERALL JOB PURPOSE STATEMENT JOB SUMMARY

Under the direction of the Director of ~~Educational~~ Technology, the job of Technology Supervisor is done for the purpose/s of planning, designing, installing, supervising and maintaining the District's technology services (WAN, LAN, Internet, Intranet, student and staff data management, distance learning, wireless security, backup systems, as well as general hardware and software); planning and installing network cabling; analyzing local area and wide area network traffic; providing network user support and assistance.

REPRESENTATIVE DUTIES

Supervise, train, and evaluate the performance of assigned staff with input from the Director of Technology and site administrators; participate in interviewing, selecting, assigning, and orienting personnel; make recommendations related to staffing according to established procedures; evaluate work assignments and modify as necessary.

DISTINGUISHING CHARACTERISTICS

~~This job is distinguished from similar jobs by the following characteristics: This single position, supervisory class is responsible for the planning, installation, maintenance, technical integrity and reliability of the District's wide area network and local area networks. This includes supervising assigned technical staff, providing technical support for software and hardware associated with network operation and maintenance, ensuring the reliable interface among the District's local area networks, access to mainframe systems and the World Wide Web/Internet, planning and maintaining network security. This position also serves as a technical resource for Computer Support Technicians and supervises their work, monitors their performance, and schedules their activities relative to network issues, standards, and protocols.~~

ESSENTIAL JOB FUNCTIONS

- Oversees the day-to-day management of the District's technology services ~~for the purpose of~~ to maintaining the integrity and operational capability of District systems.
- Plans and budgets projects in collaboration with the Director ~~for the purpose to~~ of achieving department and district goals.
- Supervises the activities of department staff relative to network issues, standards, and protocols. ~~for the purpose of ensuring that departmental work goals are achieved and network performance is maximized.~~
- Oversees the diagnosis, repair and testing of technology services equipment and ~~/~~ software. ~~for the purpose of maintaining integrity and reliability of district technology services.~~
- Analyzes network functioning for the purpose of identifying traffic congestion and/or defective equipment and then taking corrective action.

- Recommends the design and configuration of district technology services ~~for the purpose of to~~ meeting current and future District technology needs.
- Plans, supervises and monitors technology services systems, department ~~policies~~ procedures and procedures. ~~for the purpose of ensuring effective and efficient district and department operations.~~
- ~~Develops and provides~~ training programs for department staff. ~~for the purpose of maintaining the relevant~~
- ~~technical support skills of other computer-related support positions.~~
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information relating to professional requirements, upgrades, new products and other changes and trends in technology and/or reviewing and making recommendations on incorporating/acquiring advances in hardware, software and other facets of network technology.
- Meets with various site and district personnel and committees for the purpose of conferring, recommending and planning network installations and upgrades.
- ~~Maintains district's e-mail system for the purpose of ensuring its availability and reliable operation.~~
- ~~Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, exchange information (e.g., outage/emergency activities).~~
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS:– MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- LAN and WAN network software and hardware configurations and enhancements
- specific programming languages determined by current applications
- data processing system and procedures, data communications and network protocols
- appropriate diagnostic tools and program documentation
- advanced math, oral and written communication skills
- email systems, file server hardware, firewall hardware and software

ABILITY TO:

- review and interprets highly technical information
- write technical materials
- analyze situations to define issues and draw conclusions
- schedule a number of activities, meetings, and/or events
- gather, collate, and/or classify data, work with data of varied types
- be flexible while working others in a wide variety of circumstances
- analyze data utilizing defined and varied processes
- problem solves to analyze issues and create action plans

- independently interpret guidelines
- troubleshoot, diagnose, and repair equipment
- plan, organize and supervise
- recommend, design, install, maintain and administer LAN and WAN computer systems and peripherals
- install and configure a variety of microcomputer and data communication equipment
- develop new applications and programs
- plan and organize work, set priorities, work independently with little direction, and meet schedules and timelines.

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information; write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: LAN and WAN network software and hardware configurations and enhancements; specific programming languages determined by current applications; data processing systems and procedures and data communications and network protocols; appropriate diagnostic tools and programs documentation; oral and written communication skills; email systems; file server hardware; basic familiarity with Unix; and firewall hardware and software

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: plan, organize and supervise; recommend, design, install, maintain and administer LAN and WAN computer systems and peripheral; install and configure a variety of microcomputer and data communication equipment; develop new applications and programs; plan and organize work; setting priorities; work independently with little direction; and meet schedules and timelines.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and

~~monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.~~

WORKING ENVIRONMENT

~~The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some temperature extremes and a generally hazard-free environment.~~

EXPERIENCE

~~Job-related experience within specialized field is required. Four (4) years of experience as a network systems administrator as well as hands-on experience in installing, configuring and maintaining personal computers and networking systems, including software and hardware and infrastructure.~~

EDUCATION

~~Bachelors' Degree in job-related area.~~ Bachelors' Degree in job-related area or equivalent combination of education and experience.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: This single position, supervisory class is responsible for the planning, installation, maintenance, technical integrity and reliability of the District's wide area network and local area networks. This includes supervising assigned technical staff, providing technical support for software and hardware associated with network operation and maintenance, ensuring the reliable interface among the District's local area networks, access to Internet, planning and maintaining network security. This position also serves as a technical resource for IT Support Technicians and supervises their work, monitors their performance, and schedules their activities relative to network issues, standards, and protocols.

REQUIRED TESTING

Pre-employment proficiency test

CERTIFICATES

Certification in industry-leading systems preferred
Valid Driver's License and DMV issued driver's report
~~Valid Driver's License & Evidence of Insurability~~

CONTINUING EDUCATION/TRAINING

~~None Specified~~ Participation in ongoing job-related training as assigned.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from District work sites to perform assigned duties on a regular basis. The usual and customary methods of performing the job's functions require the following physical demands:

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

<u>Seldom</u>	<u>climbing/balancing, twisting back, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet</u>
<u>Occasionally</u>	<u>stooping/bending, squatting/crouching, pushing and pulling, reach above shoulder, reach at shoulder, kneeling, walking, standing, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet</u>
<u>Occasionally/Frequently</u>	<u>handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder</u>

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with students, staff, parents, phones; respond to safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is performed under some temperature extremes and exposure to dust.

FLSA STATUS

Nonexempt

SALARY RANGE

Supervisory

JOB SUMMARY

Under the direction of the Director of Technology, the Technology Supervisor plans, designs, installs, supervises and maintains the District's technology services (WAN, LAN, Internet, Intranet, student and staff data management, distance learning, wireless security, backup systems, as well as general hardware and software); plans and installs network cabling; analyzes local area and wide area network traffic; provides network user support and assistance.

REPRESENTATIVE DUTIES

Supervise, train, and evaluate the performance of assigned staff with input from the Director of Technology and site administrators; participate in interviewing, selecting, assigning, and orienting personnel; make recommendations related to staffing according to established procedures; evaluate work assignments and modify as necessary.

ESSENTIAL FUNCTIONS

- Oversees the day-to-day management of the District's technology services to maintain the integrity and operational capability of District systems.
- Plans and budgets projects in collaboration with the Director to achieve department and district goals.
- Supervises the activities of department staff relative to network issues, standards, and protocols.
- Oversees the diagnosis, repair and testing of technology services equipment/software
- Analyzes network functioning for the purpose of identifying traffic congestion and/or defective equipment and then taking corrective action.
- Recommends the design and configuration of district technology services to meet current and future District technology needs.
- Plans, supervises and monitors technology services systems, department policies and procedures.
- Develops and provides training programs for department staff
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information relating to professional requirements, upgrades, new products and other changes.
- Monitors trends in technology and/or reviews and makes recommendations on incorporating/acquiring advances in hardware, software and other facets of network technology.
- Meets with various site and district personnel and committees for the purpose of conferring, recommending and planning network installations and upgrades.
- Communicates with administrators, personnel, and outside organizations for the purpose of coordinating activities, resolving issues and conflicts, exchanging information such as outage/emergency activities to organization.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- LAN and WAN network software and hardware configurations and enhancements
- specific programming languages determined by current applications
- data processing system and procedures, data communications and network protocols

CLASSIFIED

TECHNOLOGY SUPERVISOR

- appropriate diagnostic tools and program documentation
- advanced math, oral and written communication skills
- email systems, file server hardware, firewall hardware and software

ABILITY TO:

- review and interprets highly technical information
- write technical materials
- analyze situations to define issues and draw conclusions
- schedule a number of activities, meetings, and/or events
- gather, collate, and/or classify data, work with data of varied types
- be flexible while working others in a wide variety of circumstances
- analyze data utilizing defined and varied processes
- problem solves to analyze issues and create action plans
- independently interpret guidelines
- troubleshoot, diagnose, and repair equipment
- plan, organize and supervise
- recommend, design, install, maintain and administer LAN and WAN computer systems and peripherals
- install and configure a variety of microcomputer and data communication equipment
- develop new applications and programs
- plan and organize work, set priorities, work independently with little direction, and meet schedules and timelines.

EXPERIENCE

Four (4) years of experience as a network systems administrator as well as hands-on experience in installing, configuring and maintaining personal computers and networking systems, including software and hardware and infrastructure.

EDUCATION

Bachelors' Degree in job-related area or equivalent combination of education and experience

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: This single position, supervisory class is responsible for the planning, installation, maintenance, technical integrity and reliability of the District's wide area network and local area networks. This includes supervising assigned technical staff, providing technical support for software and hardware associated with network operation and maintenance, ensuring the reliable interface among the District's local area networks, access to Internet, planning and maintaining network security. This position also serves as a technical resource for Computer IT Support Technicians and supervises their work, monitors their performance, and schedules their activities relative to network issues, standards, and protocols.

REQUIRED TESTING

Pre-employment proficiency test

CERTIFICATES

CLASSIFIED

TECHNOLOGY SUPERVISOR

Certification in industry-leading systems preferred
Valid Driver's License and DMV issued driver's report

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from District work sites to perform assigned duties on a regular basis. The usual and customary methods of performing the job's functions require the following physical demands:

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, twisting back, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet
Occasionally	stooping/bending, squatting/crouching, pushing and pulling, reach above shoulder, reach at shoulder, kneeling, walking, standing, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexation/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with students, staff, parents, phones; respond to safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is performed under some temperature extremes and exposure to dust.

FLSA STATUS

Nonexempt

SALARY RANGE

Supervisory



710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees

Michael Allman
Phan Anderson
Jane Lea Smith
Rimiga Viskanta
Jodie Williams

Superintendent

Anne L. Staffieri, Ed.D.

Classified Personnel Commission

John Baird, Commissioner
Jeff Charles, Commissioner
Justin Cunningham, Commissioner
Susan Gray, Director

Classification Review Report

Classification	Facilities Use & Aquatics Program Supervisor
Classification Type	Classified
Salary Range	Supervisor Range 11
Submission to Classification Advisory Committee	June 27, 2025
Submission to Personnel Commission	July 24, 2025

Background Information

Torrey Pines High School Aquatics Center is expected to open in January 2026. In anticipation of this new facility, the District is seeking to establish a new supervisor classification. The key responsibilities for this position will be to supervise and maintain the operation of the aquatics center, including coordinating aquatic programs for instructional, athletic, community and recreational purposes. This position will be responsible for ensuring a safe, clean, and health code compliant environment and ensuring that the District complies with applicable laws.

This position will also be responsible for developing and overseeing the aquatics program at the District, which could include programs like lifeguard training, Red Cross classes, and pool safety.

In addition, this position will have oversight over the public use of district facilities, including working with sites on scheduling, ensuring policies are adhered to and managing the facilities use reservation system.

This position will supervise staff responsible for scheduling and coordinating facilities use and future staff which may be required for pool operations (e.g., lifeguards, maintenance technician).

Salary Compensation Review

Typically, our standard practice when making salary recommendations is to identify comparable classifications among comparison school districts to determine the market rate of pay. When reviewing salary allocation, the minimum and maximum of the comparison ranges have been presented to see whether the district is competitive.

However, in this instance, there is only one district which has a somewhat similar position, “Aquatics Coordinator” at Poway USD. The Aquatics Coordinator position, however, does not include responsibilities for facilities use. As there were not adequate matches at our comparison districts, compensation data was reviewed for similar positions at other public entities.

While there are no positions which are full matches, the data is helpful to determine a reasonable salary range. As such, a salary range 11 on the Supervisory salary schedule is being recommended.

District	Salary Range	Job Title	Min	Midpoint	Max
City of Oceanside		Aquatics Program Admin	\$ 38.55	\$ 45.11	\$ 51.67
City of Carlsbad	65	Aquatics Maintenance Sup	\$ 35.95	\$ 39.84	\$ 43.73
City of Carlsbad	64	Recreation Supervisor II	\$ 33.23	\$ 36.83	\$ 40.42
Poway USD	S26	Aquatics Coordinator	\$ 38.63	\$ 42.72	\$ 46.80
City of San Diego		Swimming Pool Manager II	\$ 27.85	\$ 30.74	\$ 33.64
Average			\$ 34.84	\$ 39.05	\$ 43.25
SDUHSD	Range 11		\$ 36.23	\$ 39.54	\$ 42.84
Delta			4%	1%	-1%

Recommendation

It is recommended that a new classification for Facilities Use & Aquatics Program Supervisor be established and the salary be set at Range 11 on the Supervisory salary schedule.

Vote by Committee Members:

Vote	Member	Vote	Member
Yes	Matt Colwell, CSEA	Yes	Dawn Campbell, Admin
Yes	Kalani Crosby, CSEA	Yes	Antonio Perez, Admin
No	Corina McGraw	Yes	Jacqueline Chappell, Admin

FACILITIES USE & ACQUATICS PROGRAM SUPERVISOR

JOB SUMMARY

Under the direction of the Director of Maintenance and Operations, manage the public use of district facilities, supervise and maintain the operation of district pool(s), and coordinate aquatic programs for instructional, athletics, community and recreational purposes. Oversee daily operations of aquatic facilities, ensuring a safe, clean and health-code compliant environment. Train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The position may perform any combination of the following:

- Manage and oversee facility use rentals, including administration of the scheduling and reservation process and system, collaborate with site administrators, school site office staff, custodial staff, facility management, foundation staff, and public agencies to provide community user groups with access to District facilities and grounds as provided for under the Civic Center Act.
- Approves payment requests, inspection reports, and specifications for capital improvements to ensure adherence to standards, regulations and timelines.
- Procures equipment, tools, supplies and materials.
- Designs plans, specifications and cost estimates and implements assigned improvement projects in accordance with the district's short and long-term plans.
- Develop and recommend policies and guidelines for public use of district facilities.
- Develop, supervise and coordinate districtwide aquatic programs and activities (curriculum and non-curriculum) to meet the needs of district pool(s).
- Ensure that all appropriate water, environment, health and safety standards are maintained, ensuring the environment is safe and clean.
- Ensure that all pools are compliant with applicable health codes and statutes.
- Perform all personnel related functions for regular and seasonal assigned staff. Schedule, train, supervise and evaluate performance. Schedule and assign work to ensure proper coverage.
- Conduct in-service training as required.
- Provide information related to new laws and changes in policies and procedures.
- Meet routinely with high school athletic directors and physical education staff to establish schedules and to provide support for high school athletic programs as needed.
- Design, lead and participate in safety and emergency training (e.g. lifeguard certification) for certificated and classified staff.
- Maintain and monitor aquatic staff certification records to ensure safety and compliance.
- Establish aquatic program operating procedures for handling emergencies, accidents/incidents and pool security.
- Research and oversee maintenance of rescue and safety equipment.
- Research, develop and sustain a preventative pool maintenance plan to identify current and future aquatic facility needs.

FACILITIES USE & ACQUATICS PROGRAM SUPERVISOR

- Oversee master facility use calendar. Serve as a liaison between curriculum and non-curriculum user groups for the purpose of coordinating facilities usage and/or communication. Ensure the availability of facilities and equipment as needed.
- Communicate with coaches and various community organizations to provide information related to facility scheduling and programs.
- Provide lifeguard staffing and equipment for events as required.
- Assist in developing procedures and a uniform fee structure for district facilities. Assist in collecting related fees (e.g. handling cash, securing cash, making deposits).
- Manage budget preparation (e.g. monitor expenses, prepare cost estimates) to ensure compliance with budgetary constraints. Work to maximize revenue opportunities.
- Maintain records and prepare reports. Prepare written materials (e.g. schedules, calendars, pool logs, reports, personnel evaluations, supply orders) documenting activities, providing written support and/or conveying information.
- Administer first aid, CPR and respond to emergency situations as required.
- Recommends methods to improve operational efficiencies and sustainability.
- Establish and maintain cooperative and effective working relationships with others.
- Load, unload, and move equipment and supplies; may place and remove pool covers and/or lane lines as needed.
- Perform job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of swimming pool operations including: health department codes, pool circulation, filtration and heating systems, water chemistry, chlorine and chemical types, sanitation, water testing, pool problems and solutions, safety considerations, and preventative maintenance.
- Health and safety regulations and procedures.
- Proper storage and disposal of chemicals.
- Supervisory principles and practices.
- Work hazards and common job safety precautions.
- Record-keeping techniques.
- Proper lifting techniques.
- District organization, operations, policies and objectives.
- Budget preparation and control.
- Use of cash registers and cash handling procedures.
- Physical education requirements.
- Principles and practices of water safety instruction, related certification procedures, lifeguarding, first aid and CPR.

ABILITY TO:

- Apply techniques, practices, laws, and regulations of the field.
- Recognize workplace hazards and follow health and safety procedures and regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

FACILITIES USE & AQUATICS PROGRAM SUPERVISOR

- Prioritize workload to meet schedules and timelines.
- Exercise independent judgment and initiative without close supervision.
- Take action to implement solutions and improvements.
- Demonstrate diligence in attending to details and quality.
- Perform and check work to ensure completeness and accuracy.
- Logically grasp and think through issues and problems.
- Identify information by locating appropriate sources and pursuing leads for additional resources.
- Use good judgment in choosing courses of action.
- Demonstrate principles and practices of effective supervision and training.
- Work effectively and cooperatively as part of a team.
- Communicate orally for the purpose of providing and obtaining information.
- Use correct spelling, grammar and punctuation when constructing written correspondence.
- Operate tools, equipment, vehicles safely.
- Operate a computer and assigned software.
- Perform moderate to heavy manual activities related to maintenance and operations work.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. Five years progressively responsible experience in the operation of an aquatics facility that includes swim instruction and lifeguarding. Two years lead or supervisory experience.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day supervision of facility use and aquatics program. This class differs from the Custodial Supervisor I and II and the Grounds Maintenance Supervisor in that the incumbent is responsible for oversight of the public use of facilities, including coordinating with sites and the public. Whereas the Custodial Supervisor I and II and the Grounds Maintenance Supervisor are responsible for ensuring the facility is prepared for usage, including staffing, cleanliness, equipment, etc. which fall under their respective areas.

This classification differs from the Maintenance Supervisor in that it is responsible for pool maintenance whereas the Maintenance Supervisor is responsible for facility maintenance, including the aquatics building facility.

This classification is also responsible for aquatics related programming.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

LICENSES/CERTIFICATES

All required licenses and certifications must be valid and unexpired.

- California Class C driver's license and record of driving history issued by the California DMV
- American Red Cross (ARC) CPR for the Professional Rescuer
- ARC Lifeguard Training
- Title 22 First Aid Certification within four months of hire

FACILITIES USE & ACQUATICS PROGRAM SUPERVISOR

- ARC Lifeguard Training Instructor
- ARC Water Safety Instructor certification or completion within four months of hire
- Certified Pool & Spa Operator CPO® certification or completion within six months of hire

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

This assignment requires the ability to travel to and from school sites and other work locations to perform assigned duties on a regular basis. The position is subject to on call availability in organizing responses to emergency situations.

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing
Occasionally	walking, lifting up to 50 lbs. at waist height, carrying up to 50 lbs. up to 5 yards, sitting
Occasionally/Frequently	stooping/bending, squatting/crouching, kneeling, twisting back, pushing/pulling, fingering/fine manipulation, power/firm grasping, reach above shoulder
Frequently	lifting up to 25 lbs. at waist and shoulder height, carrying up to 25 lbs. up to 10 yards, carrying up to 25 lbs. up to 5 yards, handling/simple grasping, reach at shoulder and below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Exposure to chemicals associated with a pool, contact with blood and other body fluids, communicable diseases, working around and with machinery having moving parts, exposure to noise and vibration. Indoor and outdoor environment, seasonal heat and cold or adverse weather conditions. May include evening, weekend, and varied hours. Subject to emergency situations.

Vacancy Summary Report

July 11, 2025

Site/Department	Full Time	Part Time	Grand Total
Canyon Crest Academy		2	2
Carmel Valley Middle School		3	3
Coast Academy	1	2	3
Diegueno Middle School		2	2
District Office	1		1
La Costa Canyon High School	2	5	7
Maintenance & Operations	3		3
Oak Crest Middle School		3	3
Pacific Trails Middle School		4	4
San Dieguito High School Academy		3	3
Technology	1		1
Torrey Pines High School	1	7	8
Transportation		5	5
Grand Total	9	36	45

Hard to Fill	Count
Grounds Maintenance Equipment Operator	1
Grounds Maintenance Worker II	1
Instructional Assistant - Behavior Intervention	9
Instructional Assistant Special Education	8
Instructional/Personal Care Assistant	2
Maintenance Worker II	1
Nutrition Services Assistant I	10
Nutrition Services Assistant II	1
School Bus Driver	5
Student Health Care Specialist	1
Grand Total	39

Status	Count
Hired	8
Interviews Scheduled	3
Recruitment in Progress	33
Selection Clearing	1
Grand Total	45

Vacancy Report							
SITE	SLOT	TITLE	# of Months	# of Hours a Week	# of Hours a Day	FTE	STATUS
La Costa Canyon High School	AO531	Campus Supervisor	10	40	8	1	Recruitment in Progress
Maintenance & Operations	AA182	Grounds Maintenance Equipment Operator	12	40	8	1	Recruitment in Progress
Maintenance & Operations	AQ504	Grounds Maintenance Worker II	12	40	8	1	Recruitment in Progress
Coast Academy	AQ612	Health Technician	10	40	8	1	Interviews Scheduled
Oak Crest Middle School	AQ610	Health Technician	10	30	6	0.75	Interviews Scheduled
Torrey Pines High School	AQ611	Health Technician	10	40	8	1	Interviews Scheduled
COAST Academy	AN154	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in Progress
COAST Academy	AI616	Instructional Assistant - Behavior Intervention	10	27.5	5.5	0.69	Recruitment in Progress
La Costa Canyon High School	AH757	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Oak Crest Middle School	AQ535	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Pacific Trails Middle School	AQ162	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AO407	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Hired
San Dieguito High School Academy	AQ432	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Hired
Torrey Pines High School	AO544	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AN952	Instructional Assistant - Behavior Intervention	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AQ545	Instructional Assistant Special Education	10	30	6	0.75	Hired
Oak Crest Middle School	AO548	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Pacific Trails Middle School	AQ100	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
San Dieguito High School Academy	AO417	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ556	Instructional Assistant Special Education	10	30	6	0.75	Hired
Torrey Pines High School	AJ226	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AO420	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Torrey Pines High School	AQ572	Instructional Assistant Special Education	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AQ435	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
Carmel Valley Middle School	AJ222	Instructional/Personal Care Assistant	10	30	6	0.75	Recruitment in Progress
La Costa Canyon High School	AG102	Learning Commons Technician I	10	40	8	1	Hired
Maintenance & Operations	AH909	Maintenance Worker II	12	40	8	1	Recruitment in Progress
Canyon Crest Academy	AN609	Nutrition Services Assistant I	10	18.75	3.75	0.47	Recruitment in Progress
Canyon Crest Academy	AH534	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Carmel Valley Middle School	AH121	Nutrition Services Assistant I	10	19.5	3.9	0.49	Hired
Diegueno Middle School	AA231	Nutrition Services Assistant I	10	15	3	0.38	Recruitment in Progress
Diegueno Middle School	AJ075	Nutrition Services Assistant I	10	17.5	3.5	0.44	Hired

La Costa Canyon High School	AA241	Nutrition Services Assistant I	10	12.5	2.5	0.25	Recruitment in Progress
La Costa Canyon High School	AJ076	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress
La Costa Canyon High School	AA261	Nutrition Services Assistant I	10	17.5	3.5	0.44	Recruitment in Progress
Pacific Trails Middle School	AJ950	Nutrition Services Assistant I	10	18.75	3.75	0.47	Hired
Torrey Pines High School	AA251	Nutrition Services Assistant I	10	19.5	3.9	0.49	Recruitment in Progress
Pacific Trails Middle School	AK203	Nutrition Services Assistant II	10	19.5	3.9	0.49	Recruitment in Progress
District Office	AN138	Student Health Care Specialist	10	40	8	1	Recruitment in Progress
Transportation	AF521	School Bus Driver	10	35	7	0.875	Selection Clearing
Transportation	AE711	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AE717	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA527	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Transportation	AA512	School Bus Driver	10	35	7	0.875	Recruitment in Progress
Technology	AQ616	Technology Supervisor	12	40	8	1	Recruitment in Progress

Classified Personnel List
June 11, 2025

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Lake	Karen	Grounds Maintenance Worker I to Instructional Personal Care Assistant	Maintenance & Operations to CVMS	05/19/2025		1.00 to 0.75
Employment	Classified	Crull	Erica	Instructional Personal Care Assistant	TPHS	05/21/2025		0.75
Employment	Classified	Garcia	Randy	Custodian Floater	Maintenance & Operations	05/08/2025		1.00
Employment	Classified	Garcia	Marlene	Secretary	PTMS	05/27/2025		1.00
Employment	Classified	Goodin	Craig	Custodian Floater	Maintenance & Operations	05/27/2025		1.00
Employment	Classified	Strano Daith	Dana	Instructional Personal Care Assistant	OCMS	05/19/2025		0.75
Employment	Classified	Swanson	Keith	Grounds Maintenance Worker II	Maintenance & Operations	05/27/2025		1.00
Resignation	Classified	Tran	Hao	Nutrition Services Assistant II	PTMS		05/16/2025	0.49

**Classified Personnel List
June 18, 2025**

Personnel Action	Classification	Last Name	First Name	Job Title	Site	Effective Date	Inactive Date	FTE
Change in Assignment	Classified	Nocito	Jason	Instructional Assistant-Special Education to Grounds Maintenance Worker I	SDA to Maintenance & Operations	06/02/2025		0.75 to 1.00
Employment	Classified	Rodriguez	Jonathan	School Bus Driver	Transportation	06/02/2025		0.88
Termination	Classified	Siperstein	Zackary	Instructional Assistant-Special Education	PTMS		05/27/2025	0.75