

**MADERA UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**1902 Howard Road, Madera, CA 93637**

**AGENDA**  
**Regular Meeting**  
**Wednesday, February 19, 2025**  
**4:30 PM Public Meeting**  
**District Board Room**

**OUR MISSION**  
**Highest Student Achievement**  
**A Safe and Orderly Learning Environment**  
**Financially Sound and Effective Organization**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Adoption of Agenda**

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken before adopting the agenda.

**5. Public Comment**

Public Hearing for visitors who wish to speak on a subject outside the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. The Chair will recognize speakers.

**6. Consent Agenda**

Items listed under the Consent Agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items before the Commission's vote unless a member of the Commission, staff, or public requests specific items be considered and discussed separately and removed from the Consent Agenda before adopting the agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

**A. Approval of minutes:**

1. Consideration and approval of the minutes from Wednesday, January 22, 2025, Regular Meeting

**B. Consideration and approval of Eligibility List/s for:**

1. Accounting Technician IV - Open Competitive
2. Administrative Assistant II - Promotional
3. Administrative Assistant VI - Open Competitive

4. Paraprofessional Physically Impaired - Promotional/ Open Competitive
5. Paraprofessional Aide – Special Needs - Open Competitive
6. Paraprofessional Special Needs Preschool - Promotional/ Open Competitive
7. Transportation Operations Assistant - Promotional/ Open Competitive

**7. New Business**

- A. Discuss and approve the Initial Salary Placement for H. Wehner, candidate for Behavior Analyst
- B. Discuss and approve the Initial Salary Placement for S. Valeriote, candidate for School Bus Driver
- C. Discuss and approve the revised job classification for the Chief Executive Assistant.
- D. Discuss and approve the revised job classification for the Senior Executive Assistant to the Superintendent and Board of Trustees.
- E. Discuss and approve the revised job classification for the Cafeteria/Playground Aide.

**8. Information and Reports**

- A. Director's Report
- B. Commissioner's Report

**9. Next Regular Personnel Commission Meeting**

Wednesday, March 19, 2025 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. Adjournment**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 19, 2025

**Agenda Item:**

Consideration and approval of the meeting minutes from Wednesday, January 22, 2025, Regular Meeting.

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Wednesday, January 22, 2025, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Wednesday, January 22, 2025, Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, January 22, 2025, at 4:30 p.m.**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California, on Wednesday, January 22, 2025, at 4:30 p.m.

**1. Call to Order**

- Commissioner Hernandez called the meeting to order at 4:30 p.m.

**2. Pledge of Allegiance**

- Commissioner Wheat led the flag salute.

**3. Roll Call**

- Mary Siegl, Personnel Specialist Lead, took the roll call

- **Roll Call**

The following were in attendance:

David Hernandez, Personnel Commission Vice-Chair

Fran Wheat, Personnel Commissioner

Philip Janzen, Personnel Commission Chairperson, was absent.

Scott Yeager, Director – Classified Personnel

Mary Siegl, Personnel Specialist Lead

Joe Aiello, Assistant Superintendent of Human Resources

Jessica Vera, Expanded Learning Program Manager

There were other employees in attendance.

**4. Adoption of Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 26 -2024/25.

Ayes: Commissioners: Hernandez and Wheat

Noes: None

Absent: Janzen

Abstained: None

**5. Public Comment**

- Tanya Miranda, Chief Union Steward for CSEA Chapter 169, spoke on the following concerns within the PC department: inconsistency in work practices and the selection of an interview panel member. She also stated that CSEA has not brought issues to the Personnel Commissioners in the past, and that is something they will change. CSEA President Cheri Giddens has emailed Commissioner Wheat to review some other issues.



1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

- None were suggested.

**11. Adjournment**

- Commissioner Hernandez adjourned the regular meeting at 4:43 p.m.



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Scott Yeager, Director - Classified Personnel

Date: January 30, 2025



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** February 19, 2025

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open Competitive/Promotional job opportunities

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists have been placed on the agenda as a Consent Item. If, for some reason, any Commissioner would like to pull a list for further discussion, it can be done.

1. Accounting Technician IV - Open Competitive
2. Administrative Assistant II - Promotional
3. Administrative Assistant VI - Open Competitive
4. Paraprofessional Physically Impaired - Promotional/ Open Competitive
5. Paraprofessional Aide – Special Needs - Open Competitive
6. Paraprofessional Special Needs Preschool - Promotional/ Open Competitive
7. Transportation Operations Assistant - Promotional/ Open Competitive

**Recommendation:**

It is recommended that the Personnel Commission approve the Eligibility Lists as presented.

Attachment: None



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** February 19, 2025

**Agenda Item:**

Discuss and approve the Initial Salary Placement for H. Wehner, a candidate for Behavioral Analyst.

**Agenda Placement:**

Action

**Background:**

The Supervisor of Behavioral Analysts has presented the Personnel Commission with a request for an initial salary placement for the behavioral analyst candidate (H. Wehner). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 58, Step 7 (\$51.76 hourly rate) of the classified salary schedule.

The candidate has over five years of experience completing comprehensive functional behavior assessments, behavior therapy, and behavior support plans, which include working with Autism Spectrum Disorder, ADHA, Anxiety Disorder, Schizophrenia, and Intellectual Disability. The candidate is skilled in serving populations with high levels of interfering behavior, dangerous behavior, and individuals with high support needs. The candidate's work experience exceeds the minimum qualification of two years of experience completing comprehensive functional behavior assessments and behavior support plans and one year of experience serving individuals exhibiting inappropriate or explosive behavior. The education requirement is a Master's degree from an accredited university and college with significant coursework in Human Services, Psychology, or a related field. This is difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who bring in the experience of working with challenging behaviors and can provide our most at-risk and vulnerable population with strategies for academic achievement and social-emotional support to increase their school engagement.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the course and PC Rule 8.2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

**Recommendation:**

The Personnel Commission is recommended to approve the Initial Salary Placement for (H. Wehner), a candidate for Behavioral Analyst candidate at Range 58, Step 7 (\$51.76 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** February 19, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for S. Valeriotte, candidate for School Bus Driver

**Agenda Placement:**

Consent

**Background:**

The Director of Transportation has presented the Personnel Commission with a request for an initial salary placement for the Bus Driver candidate (S. Valeriotte). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

The candidate has seven years of experience working as a school bus driver at a neighboring school district and five years of experience as a transportation manager. The candidate's work experience far exceeds the minimum qualification of being fully certified as a School Bus Driver and possessing a safe driving record that complies with the restrictions set forth by the California Vehicle Code. MUSD is thrilled to continue attracting highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to the vacancy needs of the course.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the School Bus Driver candidate (S. Valeriotte) at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

**No attachment:**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 19, 2025

**Agenda Item:**

Discuss and approve the revised job classification for the Chief Executive Assistant.

**Agenda Placement:**

Action

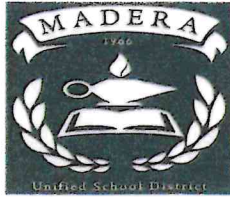
**Background:**

The Assistant Superintendent of Human Resources presented the Personnel Commission with revisions to the Chief Executive Assistant job classification. The proposed revisions are highlighted in blue in the Essential Functions, Duties, and Tasks sections. The recommended changes will bring the job classification up to date with the current day-to-day functions of the Chief Executive Assistant.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised job classification for the Chief Executive Assistant.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**CHIEF EXECUTIVE ASSISTANT**

<b>DEPARTMENT/SITE:</b> Office of the Superintendent	<b>SALARY SCHEDULE:</b> Classified Confidential <b>SALARY RANGE:</b> 16 <b>WORK CALENDAR:</b> 261 Days
<b>REPORTS TO:</b> Superintendent and/or Deputy Superintendent	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Superintendent, the Chief Executive Cabinet Assistant – Confidential leads strategic and tactical initiatives and projects as assigned by the Superintendent Executive Cabinet, Board of Trustees, Superintendent, and Deputy Superintendent to ensure the viable operations of the District and expand practices proven to raise student achievement; maintains constant and timely communication with the Superintendent regarding the day-to-day operation of the District; ensures the Superintendent's directives are implemented and represents the District as directed; receives and resolves concerns from staff, administrators, and the public in a timely manner to provide high quality services and ensure the credibility and integrity of the District, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

This is the highest level in the Administrative Assistant Series. The Chief Executive Assistant performs highly responsible, confidential and complex administrative duties for the Superintendent Executive Cabinet, Board of Trustees, Superintendent and Deputy Superintendent. The incumbent works closely and serves as the primary point of contact with high-level administrators, executives, and elected officials and members of the public.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Acts as the responsible designee for channeling incoming correspondence directed to the Superintendent's Office to appropriate personnel for action or information; conserve the Superintendent's time by reading, researching, responding to, and routing correspondence and email; collect and analyze information to ensure accuracy of data for reporting and presentation of information.
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.
- Communicates and collaborates with other administrators, district personnel, outside organizations, families, and community to coordinate activities and programs to improve learning and teaching in classrooms to eliminate the achievement gap.
- Directs and/or prepares and maintains a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities, and operations; analyzes, interprets, and provides recommendations to the Superintendent concerning District issues and other matters to meet the needs of students, families and the community.
- Facilitates timely communication among District administrators and staff to ensure efficient and effective services to schools in support of providing students a variety of options and activities to stay in school on target to graduate.



- Maintains contact with the Governing Board, employee groups, professional organizations, legal counsel, media and government on behalf of the Superintendent as directed.
- Organizes, coordinates or directs work on special projects as assigned by the Superintendent or Deputy Superintendent to accomplish stated goals; conducts research and assumes responsibility for the compilation of records and reports requested by the Superintendent or Deputy Superintendent.
- Oversees and coordinates Superintendent's executive cabinet-level meeting.
- **Plans and coordinates various District events as needed.**
- Provides direction to executive cabinet-level members' administrative assistants for the purposes of planning, coordinating, monitoring board agenda processes, established timelines, procedures, and standards of quality on special assignments and/or projects, etc.
- Provides information on established District policies and procedures; serves as a liaison between the Superintendent's Office and members of the community, families, and staff; represents the Superintendent on District and community boards and committees as assigned; participates in District Board of Trustees committee meetings, and other activities deemed necessary by the Superintendent.
- Provides technical expertise, information, and assistance to the Superintendent or Deputy Superintendent regarding assigned functions, unusual trends, or problems, and recommends appropriate corrective action.
- Researches material through various resources for information to support the Superintendent's action in the development of policies, budgets, external reports and Governing Board requests.
- **Reviews and revises board policies and bylaws as needed and recommended by the California School Board Association (CSBA) as needed.**
- Travels to school sites and other agencies/organizations as required for the management and support of the Superintendent and Board of Trustees.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Modern office practices, procedures and equipment
- Current policies, laws and procedures
- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- Use of job-related software applications, including virtual meeting platforms
- Preparing and maintaining accurate records
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office and/or Google Suite tools, and other applicable software applications
- Principles of supervision, office management and organization
- District policies and procedures associated with educational processes
- District organization and locations.
- General goals of public education

### **Skills and Abilities to:**

- Keyboard accurately at an acceptable rate of speed
- Read, interpret, apply, and explain current rules, regulations, policies, and procedures pertaining to the specialized areas of the position
- Display strong communication, organizational and writing skills
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working

- with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files
- Communicate with staff and the public using patience, and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Perform well under pressure for completing time-sensitive priorities
- Demonstrate resourcefulness, ability to solve problems and work independently with a high degree of professionalism, including discretion and attention to confidentiality
- Plan, organize and prioritize interdepartmental work in order to meet calendars and timelines
- Independently perform all of the duties of the position and strategically make sound judgements
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions
- Establish and maintain positive working relationships with staff, community, and employee organizations

### **RESPONSIBILITY:**

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

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor's Degree in Education, Psychology, Public/Business Administration, Organizational Development, or other related field from an accredited college or university.

### **EXPERIENCE REQUIRED:**

Five (5) years of progressively responsible senior management experience working with high-level administrators, executives, and elected officials with the demonstrated ability to effectively interact with all levels of management. Experience working in a school district environment is preferred.

**OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- This position is listed as Exempt per Ed Code 45272, section (b) (filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the District Superintendent and determined by the Personnel Commission
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**



*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** February 19, 2025

**Agenda Item:**

Discuss and approve the revised job classification for the Senior Executive Assistant to the Superintendent and Board of Trustees.

**Agenda Placement:**

Action

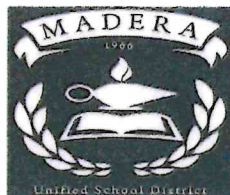
**Background:**

The Assistant Superintendent of Human Resources presented the Personnel Commission with revisions to the Senior Executive Assistant to the Superintendent and Board of Trustees job classification. The proposed revisions are highlighted in blue with strike-out language highlighted in red in the Essential Functions, Duties, and Tasks sections and the Experience Required section. The recommended changes will bring the job classification up to date with the current day-to-day functions of the Senior Executive Assistant to the Superintendent and Board of Trustees job classification and eliminate similar duties listed in the Chief Executive Assistant job description.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revised job classification for the Senior Executive Assistant to the Superintendent and Board of Trustees.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO.  
DOCUMENT NO.  
DATED:

**SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT  
AND BOARD OF TRUSTEES**

**DEPARTMENT/SITE:** Office of the  
Superintendent

**SALARY SCHEDULE:** Classified Confidential

**SALARY RANGE:** 11

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Superintendent

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direction of the Superintendent, the Senior Executive Assistant to the Superintendent and Board of Trustees performs highly responsible, confidential, and complex executive assistant duties and exercises independent judgment to assist the Superintendent in administrative detail, requiring considerable knowledge in the use and interpretation of District policies and procedures. Performs responsible secretarial duties for the Board of Education involving coordination, preparation, and dissemination of Board agendas and minutes, Board-appointed committees, and maintaining the Board calendar. The incumbent in this classification provides the school community with complex executive assistant duties in support of the Superintendent and the Board of Trustees, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the ninth level out of ten in the Administrative Assistant Series. The Senior Executive Assistant to the Superintendent and the Board of Trustees performs highly complex executive administrative assistant duties in support of the office of the District Superintendent and the Board of Trustees.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Answers questions during Board Meetings, upon request from Superintendent and/or Board Trustees.
- *Assists with planning and coordinating various District events as needed.*
- Attends Agenda Review meetings with Board leadership and the Superintendent to provide information to all concerned regarding modifications of agenda items and/or to relate directions from the Superintendent or the Board Trustees; supports the Superintendent with the preparation of Board agendas and minutes; prepares and distributes Board Agendas for Regular and Special Board meetings.
- ~~Attends and provides assistance to the Superintendent during executive cabinet level meetings; takes notes and follows up with staff actions taken during the meetings.~~
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.
- Communicates with outside organizations such as school districts, legal offices, media, elected official's offices, higher education administration, etc.
- Consults with legal counsel as requested by Superintendent and the Board of Trustees.
- ~~Coordinates the annual employee recognition program "Service with Pride" and other District events as needed.~~
- Maintains calendars for the Superintendent and the Board of Trustees; arranges for meetings of the



Superintendent with various groups within and outside the District; makes travel arrangements for the Superintendent and the Board of Trustees as required.

- ~~Maintains the Superintendent and Board of Trustees web pages on the District website.~~
- Oversees and coordinates Board meetings, Board Agenda Reviews meetings, individual meetings with staff and/or members of the community.
- Oversees and maintains the operating budget of the Superintendent's Office and for the Board of Trustees; monitors expenditures according to established guidelines.
- Oversees the accuracy of all correspondence, reference policies, rules and regulations prepared in written form on behalf of the Superintendent and Board of Trustees before it is made public; reviews and edits written material prepared by others.
- Performs basic to immediate image editing, typesetting, and layout for materials to be printed for the Superintendent's Office, such as event programs, meeting agendas, letterhead, newsletters, promotional items, and signage.
- Prepares reports and meeting minutes for distribution (e.g., Board minutes, Board Newsletters, Student Voice minutes, compilation of various journalism reports) to inform and maintain communication with relevant District groups.
- Provides information in accordance with established procedures and policies, refers problems requiring technical answers to appropriate administrators, and resolves problems or concerns as established through office protocols and procedures.
- ~~Reviews and revises board policies and bylaws as needed and recommended by the California School Board Association (CSBA) as needed.~~
- ~~Serves as a liaison between the Superintendent and the Board of Trustees when needed;~~ Serves as Secretary of the Board at Regular and Special Board meetings; supports the Board of Trustees, including Student Board Members, to ensure Board meetings and agendas are under Brown Act compliance.
- Administers the day-to-day activities and functions of the Superintendent's Office utilizing a high degree of independent judgment and initiative in coordinating and performing highly complex, technical, and responsible functions of the office.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Modern office practices, procedures and equipment
- Current policies, laws and procedures
- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- Use of job-related software applications, including virtual meeting platforms
- Preparing and maintaining accurate records
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office and/or Google Suite tools, and other applicable software applications
- Principles of supervision, office management and organization
- District policies and procedures associated with educational processes
- District organization and locations.
- General goals of public education

### **Skills and Abilities to:**

- Keyboard accurately at an acceptable rate of speed

- Operate standard office equipment including utilizing pertinent software applications
- Plan and manage complex and responsible projects
- Establish and maintain positive working relationships with representatives of local communications media, community, and employee organizations
- Display strong organizational skills and writing skills
- Display exemplary planning, prioritization and time management skills
- Perform well under pressure for completing time-sensitive priorities
- Demonstrate resourcefulness, ability to solve problems and work independently and a high degree of professionalism, including discretion and attention to confidentiality
- Take and transcribe notes and/or meeting minutes recollections accurately
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Communicate with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write and communicate clearly in both English; a second language (usually Spanish) may be required
- Perform independently all of the duties of the position and strategically make sound judgements
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

#### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

High school diploma or equivalent.

#### **EXPERIENCE REQUIRED:**

Seven (7) years of increasingly responsible secretarial and Executive Administrative Assistant **experience** that includes one or more of the following levels of the Administrative Assistant Series: V, VI, or the Executive Administrative Assistant and/or Executive Administrative Assistant – Confidential, **experience working in the role of the Superintendent's Senior Executive Cabinet Administrative Assistant is preferred**; **OR**; an equivalency of work experience performed from another educational institution or agency in the capacity of an Executive Administrative Assistant in the Administrative Assistant Series within the Madera Unified School District.

Equivalency - A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field may be substituted for some years of experience.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- This position is listed as Exempt per Ed Code 45272, section (b) (filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the District Superintendent and determined by the Personnel Commission)
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen





## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** February 19, 2025

**Agenda Item:**

Discuss and approve the revised job classification for the Cafeteria/Playground Aide.

**Agenda Placement:**

Action

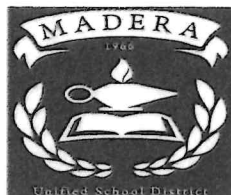
**Background:**

District Administration has requested a revision to the Cafeteria/ Playground Aide job classification. The proposed revisions are highlighted in blue under the License(s) Required section. These changes will keep this classification current and consistent with our other job classifications that require CPR/First Aid certifications.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

The Personnel Commission is recommended to approve the revisions for the Cafeteria/Playground Aide job classification.



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO  
DOCUMENT NO.  
DATED

**CAFETERIA/PLAYGROUND AIDE**

<b>DEPARTMENT/SITE:</b> School Site	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 4 <b>WORK CALENDAR:</b> 201 Days
<b>REPORTS TO:</b> Site Principal	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Site Principal, the Cafeteria/Playground Aide will maintain a positive environment through safe and efficient supervision of school activities. The Cafeteria/Playground Aide will perform a variety of assignments, monitoring and overseeing students in the cafeteria, lunch areas, restrooms, playgrounds, school hallways, nutrition breaks or other non-instructional times; intercedes in potentially harmful situations in accord with schools' procedures and do other related work as required. The incumbents in this classification provide the school community with student oversight and care which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification oversee students during non-instructional time, assisting in providing for a safe environment. This class differs from the School Safety Officer class which provides campus security for the full school day.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Actively supervise activities of students during outdoor activities, including clean-up activities.
- Assists in general welfare and safety of students; reports accidents and hazardous conditions immediately.
- Assists in guiding students in development of desirable and acceptable social skills and habits.
- Assists with accounting of school materials, supplies, and sports equipment as assigned.
- Encourages good bus/playground/cafeteria standards and behaviors and assisting in solving problems between students.
- Encourages healthy attitudes towards other adults in authority.  
Models personal and professional values of equity, integrity, caring, collaboration, personal and collective accountability.
- Observes noon games/activities and consistently encourages following of correct rules and organization of games to help establish habits of fair play in order to enjoy wholesome recreation activities.
- Promptly reports suspicious or concerning behavior to site administration.
- Routes visitors without visitor's pass to the school office.
- Supervises students in cafeteria, on playground, at bus stops, in halls, corridors, lavatories, and designated crosswalks to observe student activities to ensure safe and appropriate behavior.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.



## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Child behavior and stages of development
- Appropriate laws
- School safety procedures
- District policies and procedures

### **Skills and Abilities to:**

- Enjoy working with children and show patience and respect
- Solve problems effectively
- Be reliable and prompt
- Recognize signs of danger to school property and on campus
- Follow oral and written instructions
- Exercise good judgment, neatness, integrity, and punctuality
- Work and communicate effectively with staff as part of a team, and students and the community
- Respect confidential matters
- Contribute to successful fulfillment of the District's mission
- Learn and appropriately apply District policies and procedures and other regulations related to the position
- Learn and apply current technology to assigned duties

### **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Six (6) months of work experience in a school or youth organization; preferably experience working with children of various age groups.

### **LICENSE(S) REQUIRED:**

- CPR/ [First Aid](#) certificates

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam B through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Indoor and outdoor environment with exposure to various temperatures, humidity, dust and dirt. This job is performed in a generally clean and healthy environment, generally requiring walking and standing
- Lifting, carrying, pushing, and/or pulling of objects at lunchtime and on the playground
- Stooping, kneeling, and/or crouching to get to students' level and pick up trash
- Manual dexterity to handle job-related equipment and pick up trash
- Constant interruptions
- Hearing and speaking to exchange information
- Visual acuity to see/read