

**CHICO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT**

DEFINITION

Under direction, to perform a variety of highly responsible, confidential and complex administrative and secretarial duties in support of assigned executive administrative and management staff; to plan, organize and oversee support activities and operations of the assigned office; and to provide information and assistance to students, faculty, staff and the general public.

SUPERVISION EXERCISED

May exercise technical and functional supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participate and assist in the administration of the assigned executive administrative and management staff's office; plan, organize and oversee activities and operations associated with the office; relieve administrator of a variety of complex and routine administrative and technical details.
- Serve as initial contact/resource person for the assigned executive administrative and management staff's office; screen calls, visitors and mail; respond to sensitive requests for information and assistance; interpret policies, rules and regulations in response to inquiries and complaints; resolve concerns and complaints; refer inquiries as appropriate.
- Organize the flow of communication through the assigned executive administrative and management staff's office in an efficient and effective manner with District personnel, students, news media, the general public and other agencies.
- Perform the full range of secretarial duties for the assigned executive management staff and other administrators; type and assemble reports, manuals, correspondence and other materials; independently respond to letters and general correspondence; compose and prepare letters, memoranda and reports pertaining to standard policies.
- Maintain calendars for assigned executive administrative and management staff; coordinate activities with other District departments, divisions, the general public and outside agencies; arrange locations and logistics for meetings; arrange travel and hotel accommodations.
- Record and transcribe minutes at various workshops and conferences as assigned; prepare and distribute meeting notices, agendas and minutes.
- Collect, compile and analyze information from various sources on a variety of specialized topics related to programs in assigned area; prepare documents and reports which present and interpret data; research and recommend department policies, procedures and programs.
- Initiate and maintain a variety of administrative files and records for information related to the assigned programs; process necessary forms and paperwork; maintain and update resource materials.
- Assist in preparing and monitoring assigned budgets, compiling annual budget requests, recommending expenditure requests for designated accounts and monitoring approved budget accounts.
- Participate in supervising and training assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review work products, methods and procedures.
- Perform special projects and assignments as requested; serve on and maintain records for committees as assigned.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge and to stay abreast of new additions and amendments to District policy and regulations.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern principles and practices of office management;
- Principles and practices of fiscal, statistical and administrative data collection and report preparation;
- Basic principles of supervision and training;
- Modern office procedures, methods and equipment, including computer equipment;
- Principles of business letter writing;
- Practices used in minute taking and preparation;
- Principles and procedures of record keeping;
- Principles and practices of data collection and report preparation;
- Techniques used in public relations;
- Word processing methods, techniques and programs, including spreadsheet and data base applications;

- Basic accounting and purchasing procedures;
- Basic mathematical principles;
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn the operations, services and activities of the District;
- Learn, interpret and apply pertinent laws, codes and regulations, including administrative and departmental policies and procedures and applicable sections of the Education Code;
- Perform responsible and difficult administrative and executive secretarial work involving the use of independent judgment and personal initiative;
- Understand the organization and operation of the assigned office and the District as necessary to assume assigned responsibilities;
- Independently prepare correspondence and memoranda;
- Compile and tabulate data and information and prepare summaries and reports;
- Maintain and prepare complex, extensive and confidential records and reports;
- Participate in supervising and training assigned staff;
- Perform accurate mathematical computations quickly and accurately;
- Analyze situations carefully and adopt effective courses of action;
- Plan and organize work to meet schedules and timelines;
- Work effectively and efficiently under pressure with constant interruptions;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Meet and deal tactfully and effectively with the public;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of increasingly responsible administrative secretarial support experience which included decision making responsibilities and exercising of independent judgment.
- Experience in a school district is highly desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices, business administration or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

DEFINITION

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- ### JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safe work and food handling practices in a commercial or institutional bakery environment;
- Procedures, methods, and techniques used in commercial preparation and scratch cooking and baking of breads, snacks, and desserts in large quantities;
- Principles of sanitation and personal hygiene, including proper cleaning and sanitizing methods;
- Use, care, and operational characteristics of commercial bakery utensils, appliances, and equipment;
- Basic mathematical principles.

Skill to:

- Correct and adjust recipes to achieve desired outcome:
- Operate, clean, and maintain commercial bakery equipment:
- Perform mathematical computations quickly and accurately:
- Communicate effectively and professionally both verbally and electronically:

Ability to:

- Follow and maintain bakery production sheets.
- Plan and prioritize work to meet needs and timelines.
- Maintain consistency and quality of bakery products.
- Communicate clearly and concisely, both orally and in writing.
- Effectively manage work time.
- Complete required Local, State, and Federal training/certification programs.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of high-volume baking from scratch experience in a commercial or institutional kitchen.

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Chico Unified School District
Baker Assistant,

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Supplemental training or course work in food preparation, child nutrition, or a related field is preferred.

SPECIAL REQUIREMENTS:

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to stand for long periods of time, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, chemicals and mechanical hazards.

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**CHICO UNIFIED SCHOOL DISTRICT
BAKERY MANAGER**

DEFINITION

Under direction, to lead, oversee, and participate in the more complex and difficult work of a bakery commissary; to perform a variety of duties involved in the high volume preparation and baking of entrees, bread, pastries, cinnamon rolls, and other baked goods following State approved recipes; maintain clean and sanitary kitchen facility and equipment; plan use of commodities into bakery production.

SUPERVISION EXERCISED - Exercises technical and functional supervision over bakery staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan and perform all activities related to the bakery production and school site distribution of breads, pastries, cakes, pies, cookies, cinnamon rolls, and other dessert and bakery products.
- Plan, develop, and adjust bakery production schedule to coordinate with school menu, timelines, and efficient use of commodities.
- Lead, plan, direct, and participate in the work of staff responsible for providing bakery products.
- Develop and successfully execute recipes.
- Scale recipes using conversion factors.
- Order supplies for baking functions and to meet menu requirements. Ensure proper storage of supplies and baked goods.
- Maintain baking and food service areas, facilities, and equipment in a clean and sanitary condition.
- Train less experienced bakery staff.
- Attend meetings and trainings.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Safe work and food handling practices in a commercial bakery environment;
- Procedures, methods and techniques used in commercial preparation, scratch cooking and baking of breads, snacks, and desserts in large quantities;
- Principles of sanitation and personal hygiene, including proper cleaning and sanitizing methods;
- Use, care and operational characteristics of commercial bakery utensils, appliances, and equipment;
- Principles of training and lead supervision. Basic principles and procedures of record keeping, ordering, and inventory control;
- Basic mathematical principles;
- Modern office practices, methods, and computer equipment/programs.

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Skill to:

- Correct and adjust recipes to achieve desired outcome;
- Operate, clean, and maintain commercial bakery equipment;
- Operate basic office equipment;
- Maintain records and prepare reports;
- Perform mathematical computations quickly and accurately;
- Communicate effectively and professionally both verbally and electronically.

Ability to:

- Provide lead supervision and training to assigned staff. Plan bakery workflow to produce baked goods on schedule;
- Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Effectively manage work time;
- Complete required Local, State, and Federal training/certification programs.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years of high-volume baking from scratch experience in a commercial or production kitchen.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, child nutrition, or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to stand for long periods of time, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, chemicals and mechanical hazards.

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**CHICO UNIFIED SCHOOL DISTRICT
BEHAVIOR SPECIALIST**

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DEFINITION:

Under the general supervision of the Director of Special Education, the Behavior Specialist provides support, training, consultation and assessment to staff in support of students with behavioral challenges in CUSD. The Behavior Specialist works collaboratively with other service providers, provides staff development, classroom interventions, instructional best practices, core teaching interventions, and technical behavior assistance to CUSD.

CAREER HIERARCHY WITHIN SPECIAL EDUCATION

1. **Behavior Specialist** is the senior-most classified hourly position within Special Education and works directly with management staff. The Behavior Specialist provides support, training, consultation and assessment to staff in support of students with significant behavioral challenges in CUSD.

2. **Instructional Paraprofessional – Intensive Behavior Interventionist (IBI)** is the second most senior position and works directly, training and coordinating, with **Behavior Management Assistants** and provides training to Instructional Paraprofessionals. The IP-IBI provides support and assistance to the classroom teacher and Instructional Paraprofessionals in the development and implementation of intensive behavioral supports to students with behavioral issues including implementation of comprehensive positive behavioral support plans, effective behavior management strategies, and data collection.

3. **Instructional Paraprofessional - Extensive Student Needs (IP-ESN)** works directly with Instructional Paraprofessionals and **Education Specialists** in providing instructional and behavioral interventions for supporting students with extensive needs. Support could include academic, communicative, behavioral and/or medical strategies.

4. **Instructional Paraprofessional (IP)** works within all areas of special education supporting teachers and all levels of the special needs population. They perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of students in various special education programs and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED – May exercise technical and functional supervision over lower level staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files.
- Develop, implement and monitor strategies for positive student behavior management.
- Conduct comprehensive functional analysis & behavioral assessments including classroom observations.
- Intervene and model effective classroom and behavioral interventions with students, staff, and administrators.
- Work as part of a multi-disciplinary team.
- Plan, organize, and conduct staff development trainings for school staff.
- Work with a variety of service providers and agencies.
- Maintain strict confidentiality on job related matters.
- Keep abreast of new developments and research.

- Consult with teachers, psychologists, paraprofessionals, and parents about student progress with interventions.
- Attend Individual Education Plan (IEP) meetings as necessary to review assessment data, consult on the program, and develop goals and objectives.
- Perform related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Child development and developmental disabilities including, but not limited to, autism spectrum disorders, emotional disturbance, intellectual disabilities, and with behavioral manifestations;
- DSM IV disorders and development of behavior intervention strategies appropriate to such disorders;
- Techniques for developing comprehensive behavioral assessments and behavioral intervention plans;
- General and special education classroom instructional and management strategies and methodologies;
- Educational evaluation tools, materials, theories and trends in assessing and identifying student learning and behavioral characteristics.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Read and write at a level sufficient for performance and assigned duties, including independently producing professionally written reports and documents;
- Plan, organize, implement, and supervise individual behavior programs;
- Travel to various work sites and inspect work in progress;
- Keep and compile complex records and reports;
- Understand and carry out oral and written directions;
- Communicate effectively, tactfully and persuasively, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Meet the physical requirements of the job;
- Manage time with independent judgment and a high degree of initiative;
- Perform efficiently within restricted timeframes.

EXPERIENCE, EDUCATION AND TRAINING GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Experience:

- Experience in conducting student functional behavior analysis.

Education:

- Bachelor's degree required.
- Bachelor of Arts or Science in applied behavioral sciences, psychology, social work, sociology, education, or mental health related field.
- Board Certification as a Behavior Analyst (BCBA); or

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- Actively enrolled in BCBA program and program completion within two (2) years of employment.

Training:

- Training in behavioral interventions such as Crisis Prevention Intervention (CPI) techniques.

DESIRABLE CREDENTIALS, LICENSES, AND DEGREES

- A valid Special Education California Teaching Credential and/or a Pupil Personnel Services Credential in School Psychology.
- Valid California Administrative Services Credential.
- License as a Clinical Social Worker; or Marriage, Family & Child Counselor.
- National Behavior Analysis Certification.
- California Administrative Services Credential and three years' experience in Administration preferred.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to different worksites and locations, as needed.

PHYSICAL DEMANDS

- Physical ability to effectively restrain student in sometimes hostile situations.
- Ability to safely operate a motor vehicle to travel to school site.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job. See job analysis and for Instructional Paraprofessional for guidance on physical, mental and psychological requirements.

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CHICO UNIFIED SCHOOL DISTRICT
BICULTURAL LIAISON

DEFINITION

Under general supervision, to assist with home-school communications with students and parents of a designated second language other than English and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Serve as a liaison between the school staff, students, parents and related community resources.
- Facilitate communication between classroom teachers and students and between the school and parents; make home visits as necessary and provide translation services for parents and contact parents as needed by the schools.
- Attend District meetings to serve as parent representative as necessary.
- Provide translations of materials as needed.
- Attend and participate, daytime or evenings, in in-service activities, meetings, workshops, conferences and classes to increase professional knowledge of parent advocacy.
- Establish rapport with parents; help build confidence and self-esteem in parents.
- Lead parent support group(s).
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic subjects taught in schools;
- Language, vocabulary and grammar of a designated second language;
- Basic cultural characteristics of students and families served;
- English usage, spelling, grammar and punctuation;
- Simple record keeping procedures;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices;
- Case management;
- Safe driving principles and practices;
- State of California vehicle code.

Skill to:

- Communicate effectively with parents, staff and community representatives.
- Operate a motor vehicle safely.

Ability to:

- Learn the procedures and functions necessary to perform assigned duties;
- Read, write, speak and translate from and to English and a designated second language;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Recognize potential of students and their parents and encourage their participation in educational programs and activities;
- Maintain accurate records;
- Maintain confidentiality of student, family, and school information;
- Demonstrate an understanding, patient and receptive attitude toward students, parents and the school community;

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Chico Unified School District
Bicultural Liaison

- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Manage time wisely;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Working in an organized education setting and translating.
- Working with students.
- Working with parents as a liaison.
- Home visitations.

Education:

- Equivalent to the completion of the twelfth grade.
- The ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to different worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office or home environment and to travel to different sites and locations.

PC - September 1997, April 2008, March 2024

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**CHICO UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES ASSISTANT**

DEFINITION

Under the direction of the Assistant Superintendent of Business Services, plans and performs a variety of highly complex, skilled and responsible administrative, secretarial and clerical support. This position is distinguished by the high degree of initiative, independent judgment in the application of established business services policies and procedures including legal statutes, administrative regulations and bargaining unit agreements. The position requires confidentiality in the handling of written and oral assignments and the ability to multitask with strict timelines.

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SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Acts as an information source or liaison regarding policies, procedures, and operations of assigned administrative support functions.
- Conducts initial conversations or interviews in person or on the telephone with the public, employees, parents, students, vendors, and outside agencies and answers questions, interprets policies, resolves issues/problems/complaints.
- Exercises discretion and independent judgment in resolving problems. If needed, refers unexpected problems to the appropriate staff member.
- Responsible for all Public Record requests coordinating, responding and documenting.
- Makes decisions based on established policies and procedures.
- Provides administrative support and direction to program directors/managers/supervisors and provides guidance and assistance to other clerical positions assigned to the division.
- Researches Ed Code, California Code of Regulations, Government Code and other regulatory agencies' mandates and requirements relating to assigned areas of responsibility and recaps information, determines relevance to the program and/or makes recommendations to the administrator.
- Writes, edits, proofs and publishes policies, procedures, directives, reports, manuals, brochures, bulletins, memos, letters, and other forms of communication for the administrator.
- Routinely prepares and types correspondence, requisitions, reports, Board agenda items, resolutions, contracts, applications, forms, manuals, and other related documents and information.
- Schedules meetings, conferences, travel, and appointments.
- Prepares agendas, organizes, schedules, and attends meetings, takes notes and prepares official minutes and/or summaries, and distributes as required.
- Independently responds to social media posts and creates Divisional presence in social media.
- Assists in the preparation, organization and oversight of the department's budget.
- Compiles data from a variety of sources and prepares reports, summaries, charts, and timesheets, and distributes or forwards to the appropriate person for processing.
- Keeps special confidential correspondence and complex files and records, maintains control files on matters in progress, and expedites completion.
- Coordinates staff training, works with employees to correct deficiencies.
- Plan, coordinate and review the work plan for assigned staff, meet with staff to identify and resolve problems, assign work activities and projects, monitor work flow, and review work products, methods and procedures.
- Routinely designs, organizes and leads district wide meetings.
- Monitors and adjusts Intra and Inter-District enrollments.
- Research, compile, and analyze data and statistics using current technology tools for negotiations, salary projections, budget, and other employment areas; calculate costs for new positions, including salary, benefits, workers' compensation, and retirement costs; develop metrics and generate reports on human resources- related areas. Make recommendations based on interpreting data.
- Performs other related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Applicable sections of the California Education Code, California Code of Regulations, Government Code and other pertinent laws;
- Proper English, grammar, spelling, vocabulary, and punctuation;
- A variety of office equipment including but not limited to: personal computers, associated software programs (including Windows, word-processing, desktop publishing, spreadsheets, graphics, presentation, and database applications), e-mail, Internet, copiers, scanners, calculators, typewriters and telephones.

Skill to:

- Independently draft district wide correspondence to school sites and families;
- Research information, efficiently and effectively proof and edit documents, problem solve and use independent decision making;
- Effectively analyze situations and decide on procedural matters with minimal supervision;
- Use tact, patience, and courtesy in interpersonal relations and communicate effectively both orally and in writing; must have the ability to de-escalate situations in person and over the phone;
- Skill and ability to plan, organize, coordinate and prioritize workload to effectively manage multiple tasks and meet established timelines;
- Skill and ability to take notes or dictation at a rate required for successful job performance;
- Skill to safely operate a motor vehicle.

Ability to:

- Learn and interpret District and Department policies, procedures, rules, regulations and operations;
- Learn District organization, operations, and objectives;
- Establish and maintain effective work relations with those contacted in the performance of required duties;
- Work independently in the absence of supervision and be held accountable for results;
- Understand and apply technical procedures and requirements.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of increasingly responsible administrative, secretarial, or clerical experience including statistical record keeping.

Education:

- AA degree or higher preferred, with an emphasis in English, Math, Business, Accounting, or Education.
- Bachelor's Degree preferred.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid, driver's license and safe driving record.

Conditions of Employment

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

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PHYSICAL DEMANDS

- Physical, mental, and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions including the ability to deal with angry/upset individuals in a calm and professional manner.
- Willingness and ability to travel to various district offices, buildings, and school sites.
- This type of work requires occasional and/or frequent standing, walking, sitting, bending and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate office equipment, a telephone, and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

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**CHICO UNIFIED SCHOOL DISTRICT
BUYER**

DEFINITION

Under direction, to perform a variety of duties involved in purchasing commodities for use in the District, including to review and analyze requisitions for the purchase of commodities; to prepare specifications; to review bids; to secure the best price and value for commodities; and to maintain and monitor the stores inventory system.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Receive and analyze requisitions for the purchase of commodities; confer with school administrators concerning specifications for commodities and conditions of use; provide advice and recommendations on the types and brands of materials available that satisfy requirements.
- Prepare purchase specifications and bids; determine vendors from whom purchases will be made considering several factors, including compliance with specifications, delivery time, price and terms.
- Prepare purchasing and bidding calendars; coordinate product demonstrations and bid openings; perform bid recap, evaluation and recommendation; issue purchase orders awarded; prepare cost analyses.
- Ensure purchasing compliance with applicable provisions and guidelines, including public contracts; make decisions and recommendations in accordance with government, labor and education codes.
- Analyze Minority/Women and Disabled Veteran Business Enterprises (M/W/DVBE) forms as required; confer with vendors regarding M/W/DVBE goals and requirements; report to the State Office of Local Assistance.
- Maintain a variety of records and files; prepare financial and statistical reports relating to purchasing activities and expenditures, including Federal and State reports; compose correspondence and memoranda; maintain records of specifications, prices, sources of supply, catalogs and bidders.
- Combine orders from different requisitions for the same commodities in order to secure price discounts; advise requisitioning officials when larger purchases might result in a lower unit price.
- Confer with vendors and vendor representatives concerning availability of commodities, price changes, trade and cash discounts, deliveries, new innovations in items being offered for sale and concerns regarding delayed orders, returns, defects and lost, shorted and replacement merchandise.
- Confer with storekeeper; monitor stores inventory system; establish and record reorder point and quantities to be stocked.
- Review lists of vendors; make additions to lists to ensure adequate competition.
- Confer with school administrators and vendors concerning District purchasing and bidding procedures.
- Operate a variety of modern office equipment, including computer equipment, typewriters, mimeograph machines, calculators, adding machines and other related machines and equipment.
- Analyze, evaluate and modify purchasing methods and procedures; design, implement and maintain cost effective procurement procedures; recommend procedures and policies for warehouse and inventory control.
- Train, advise and guide employees in the use of established procurement procedures and forms, including legal and technical specialized contract development.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge.
- Participate in cooperative purchasing with other governmental agencies.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices used in centralized purchasing.
- Commodity markets, marketing practices and commodity pricing methods and differentials.
- Sources of supply for a variety of commodities, including terminology used in describing commodities and various uses of commodities.
- Principles, practices and procedures used in the preparation of bids and specifications, conditions of use and in making awards.
- Principles and procedures of inventory control, specification writing and contract administration.
- Pertinent federal, state and local laws, codes and regulations.
- Types of supplies, materials, commodities and services commonly used in educational institutions.
- Modern office practices, methods and computer equipment.

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Chico Unified School District

Buyer

- Principles of business letter writing, record keeping and statistical reporting;
- Techniques used in public relations;
- Word processing methods, techniques and programs, including spreadsheet and database operations.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Coordinate a centralized purchasing program for the District;
- Perform responsible and difficult purchasing work involving the use of independent judgment and personal initiative;
- Understand the organization and operation of the District as necessary to assume assigned responsibilities;
- Perform mathematical and statistical computations quickly and accurately;
- Gain cooperation through discussion and persuasion;
- Establish standards for specifications and bids;
- Prepare accurate and concise specifications;
- Research, collect, compile and analyze information and data;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Respond to requests and inquiries from the general public;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Work under limited supervision within a broad framework of standard policies and procedures;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of increasingly responsible experience in purchasing. Experience in a school district or other public agency is highly desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by course work in purchasing, business administration, public administration or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.

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**CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA ASSISTANT**

DEFINITION

Under general supervision, to perform and assist in performing a variety of duties, routine and special, in preparation, cooking and serving a variety of foods, including USDA approved school lunch operations. Such duties shall include setting up, cleaning and assisting in cleaning of facilities, equipment and utensils.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Serve students, teachers, parents and staff.
- Participate in the preparation of meals from scratch ingredients using standardized recipes; assist in cooking main dishes; assist in the preparation of meal items.
- Set up steam tables and serving counters, including trays and other items necessary for serving food.
- Participate in the preparation and serving of food, use and operation of computer system to track the sale of food and beverages, and maintaining the kitchen and food areas in a clean and sanitized manner.
- Assess leftovers; order items and supplies necessary for next day meal preparation; wrap and store leftovers.
- Clean serving counters, tables and kitchen areas; wash pots and pans; utilize the dishwasher for cleaning utensils, trays and other miscellaneous dishes.
- Collect and account for money collected and maintain records of items sold utilizing a Point of Sale system.
- Put away ordered stock items and leftovers as appropriate.
- Assist in posting Nutritional Value Charts in areas as assigned.
- May serve as Cafeteria Satellite Manager upon the request or absence of the Cafeteria Satellite Manager upon completion of required training.
- Ensure compliance by following Local, State and Federal regulations.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment;✖
- Basic principles, methods and techniques of inventory maintenance;✖
- Procedures, methods and techniques of preparing and serving meals;✖
- Principles of sanitation and personal hygiene applicable to food service and kitchen maintenance, including proper cleaning and sanitizing methods for food service and kitchen areas;✖
- Basic mathematical principles;✖
- Use and operation of weighing and measuring devices;✖
- Proper food handling and storage practices and procedures;✖
- Occupational hazards and standard safety practices necessary in the area of food preparation and service;✖
- Modern office practices, methods and equipment;✖
- Principles and procedures of record keeping and reporting.

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Skill to:

- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner;
- Prepare and serve a wide variety of foods;
- Operate basic office equipment;
- Perform mathematical computations quickly and accurately;
- Successfully utilize a Point of Sale system;
- Communicate professionally and effectively both verbally and electronically.

Ability to:

- Apply and maintain high standards of sanitation and personal hygiene;
- Follow applicable health and sanitation requirements;
- Work quickly and efficiently in performing a variety of food service duties;
- Accept payments and accurately make change;
- Read, understand and follow applicable health and sanitation requirements;
- Learn proper food handling and storage practices and procedures;
- Respond to requests and inquiries from students and school staff;
- Understand and follow oral and written instructions;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions;
- Complete required local, state, and federal training/certificate programs;
- Effectively manage work time.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of paid or volunteer food preparation and kitchen maintenance experience recommended.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Specialized training or course work in food preparation, basic child nutrition or a related field is desirable.
- Will receive on-site training upon hire.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA ASSISTANT COOK MANAGER**

DEFINITION

Under general supervision, to assist in the oversight of food service activities and services, including cooking, preparing and serving food, selling food, snack bar operations and maintaining clean and sanitary kitchen and food service areas; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED - May exercise technical and functional supervision over food service staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Serve as assistant to a Cook Manager in the performance of all functions required of a Cook Manager.
- Assist in supervising and participate in the work of staff responsible for providing food service activities and services, including cooking, preparing and serving food, selling food, snack bar operation and maintaining clean and sanitary kitchen and food service areas.
- Assist in training assigned employees, including in the areas of work methods, techniques and the use and operation of equipment.
- Prepare and maintain a variety of records; assist in preparing various reports on operations and activities.
- Order and prepare food to meet menu requirements; arrange for the proper storage of food and supplies; assist in the completion of inventories as needed.
- Maintain and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Operate and clean all kitchen equipment.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a school food service program;
- Principles of lead supervision and training;
- Procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area;
- Pertinent Federal, State and local laws, codes and regulations;
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance;
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods and techniques of inventory maintenance;
- Procedures and methods of food and supply ordering;
- Basic mathematical principles;

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Chico Unified School District
Cafeteria Assistant Cook Manager

- Use and operation of weighing and measuring devices;
- Proper food handling and storage practices and procedures;
- Modern office practices, methods and equipment;
- Principles and procedures of record keeping and reporting.

Skill to:

- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner;
- Operate modern office equipment.

Ability to:

- Learn the procedures and techniques used in managing a cafeteria;
- Supervise and train food service personnel;
- Perform the full range of food preparation and serving duties;
- Handle money and make change;
- Perform mathematical computations quickly and accurately;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Apply and maintain high standards of sanitation and personal hygiene;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Respond to requests and inquiries from students and school staff;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of responsible food service experience, including some supervisory experience.

Training:

- Equivalent to the completion of the twelfth grade.
- Specialized training or course work in food preparation, food service management, child nutrition or a related field is desirable.
- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.

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CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA CASHIER

DEFINITION

Under general supervision, to collect money and tickets for cafeteria meals, a la carte items and milk; and to maintain records and account for all money and tickets issued and received and prepare reports.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Collect money and tickets for cafeteria meals, a la carte items and milk.
- Maintain records of type A meals, teacher purchases, a la carte items, free and reduced cost meals and tickets sold; prepare necessary reports.
- Prepare new tickets.
- Count daily receipts; prepare money for bank deposits.
- Assist in setting up for meals, preparing meals, cleaning equipment and utensils, putting supplies away and inventory taking as needed.
- Follow established procedures to ensure collection of data from satellites for daily menu worksheets.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Methods and techniques of handling money.
- Modern office practices, methods and equipment.
- Principles and procedures of record keeping and reporting.
- Basic mathematical principles.
- Basic use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment.
- Basic procedures, methods and techniques of preparing and serving main dishes, soups, sandwiches, salads, french fries, desserts and short order items.
- Basic principles of sanitation and personal hygiene, including proper cleaning and sanitizing methods for food service and kitchen areas.
- Basic principles, methods and techniques of inventory maintenance.
- Safe work practices.

Skill to:

- Operate basic institutional kitchen tools, appliances and equipment in a safe and effective manner.
- Operate modern office equipment.

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Chico Unified School District
Cafeteria Cashier

Ability to:

- Handle money and make change.
- Perform mathematical computations quickly and accurately.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Apply and maintain high standards of sanitation and personal hygiene.
- Follow applicable health and sanitation requirements.
- Work quickly and efficiently in performing a variety of cashiering and food service duties.
- Respond to requests and inquiries from staff and students.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of experience in the handling of money, including some experience in bookkeeping and/or financial record keeping.
- One (1) year of paid or volunteer food preparation and kitchen maintenance experience.

Training:

- Equivalent to the completion of the twelfth grade or specialized training or course work in food preparation, basic child nutrition or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to stand, walk, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, chemicals and mechanical hazards.

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**CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA COOK MANAGER 1**

DEFINITION

Under direction of the Director-Nutrition Services, to supervise, assign and participate in the work of staff responsible for providing food service activities and services, including cooking, preparing and serving food, selling food, snack bar operations and maintaining clean and sanitary kitchen and food service areas for an assigned non-satellite kitchen; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED - Exercises technical and functional supervision over food service staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, prioritize, assign and supervise the work of staff responsible for providing food service activities and services, including cooking, preparing and serving food, selling food, snack bar operations and maintaining clean and sanitary kitchen and food service areas.
- Supervise the use and operation of food service and kitchen utensils, equipment and appliances.
- Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Prepare and maintain a variety of records; prepare various reports on operations and activities.
- Utilize a Point of Sale system.
- Order and prepare food to meet menu requirements; arrange for the proper storage of food and supplies; complete inventories as needed.
- Review invoices on food items to ensure accuracy.
- Maintain and operate within a budget.
- Direct and perform major cooking tasks involved in preparing school meals in accordance with prepared menus for an assigned non-satellite kitchen.
- Participate in menu and facility planning and equipment specifications.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing food service services and activities; implement policies and procedures.
- Maintain and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Attend meetings and trainings.
- Ensure compliance by following Local, State, and Federal regulations.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Operations, services and activities of a food service program.
- Principles of supervision and training.
- Procedures, methods and techniques of scratch cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area.
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance.
- Pertinent Federal, State and local laws, codes and regulations.
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment.
- Occupational hazards and standard safety practices necessary in food preparation and service.
- Basic principles, methods and techniques of inventory maintenance.
- Procedures and methods of food and supply ordering.
- Basic mathematical principles.
- Use and operation of weighing and measuring devices.

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Chico Unified School District
Cafeteria Cook Manager 1

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- Proper food handling and storage practices and procedures.
- Modern office practices, methods and equipment.
- Principles and procedures of record keeping and reporting.

Skill to:

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- Read and execute standardized recipes from scratch and quick scratch.
- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner.
- Operate modern office equipment and input data using appropriate software.
- Perform the full range of food preparation and serving duties.
- Accept payments and accurately make change.
- Perform mathematical computations quickly and accurately.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Communicate professionally and effectively both verbally and electronically.

Ability to:

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- Supervise, organize and direct the work of food service personnel.
- Supervise and train staff.
- Establish and adhere to an efficient schedule in the preparation and serving of food.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Apply and maintain high standards of sanitation and personal hygiene.
- Respond to requests and inquiries from students and school staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Complete required Local, State, and Federal training/certification programs.
- Effectively manage work time.
- Learn principles and practices of First Aid and CPR.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

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- Three (3) years of responsible food service experience, including one (1) year of supervisory experience.
- One (1) year of scratch cooking.

Training:

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- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, food service management, child nutrition or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

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License and Certificate Requirement:

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- Ability to obtain and maintain certification for ServSafe by the end of 5th month of employment.
- Ability to obtain and maintain certification in First Aid and CPR by the end of the 5th month of employment.

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PHYSICAL DEMANDS

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Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise,

Chico Unified School District
Cafeteria Cook Manager 1

outdoors, mechanical hazards and electrical hazards.

PC - March 1996, February 2018, October 2018, September 2019, March 2024

CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA COOK MANAGER 2

DEFINITION

Under direction of the Director-Nutrition Services, to supervise, assign and participate in the work of staff responsible for providing food service activities and services, including cooking, preparing and serving food, selling food, snack bar operations and maintaining clean and sanitary kitchen and food service areas for an assigned site and designated satellite kitchens; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED - Exercises technical and functional supervision over food service staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Direct and perform major cooking tasks involved in preparing school meals in accordance with prepared menus for the assigned school and designated satellite kitchens.
- Develop and successfully execute recipes.
- Scale recipes using conversion factors.
- Participate in menu and facility planning and equipment specifications.
- Cater District events.
- Plan, prioritize, assign and supervise the work of staff responsible for providing food service activities and services, including cooking, preparing and serving food, selling food, snack bar operations and maintaining clean and sanitary kitchen and food service areas.
- Supervise the use and operation of food service and kitchen utensils, equipment and appliances.
- Train assigned employees, in the areas of work methods, techniques and the use and operation of equipment.
- Attend meetings and trainings.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Prepare and maintain a variety of records; prepare various reports on operations and activities.
- Utilize a Point of Sale system.
- Order food to meet menu requirements; arrange for the proper storage of food and supplies; complete inventories as needed.
- Review invoices on food items to ensure accuracy.
- Manage and operate within a budget.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing food service services and activities; implement policies and procedures.
- Establish and ensure adherence to standards of efficiency and sanitation in food preparation.
- Perform the full range of food service duties.
- Ensure compliance by following Local, State, and Federal regulations.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a food service program.
- Principles of supervision and training.
- Procedures, methods and techniques of scratch cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area.
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance.
- Pertinent Federal, State and local laws, codes and regulations.
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment.
- Occupational hazards and standard safety practices necessary in food preparation and service.
- Basic principles, methods and techniques of inventory maintenance.
- Procedures and methods of food and supply ordering.
- Basic mathematical principles.
- Use and operation of weighing and measuring devices.
- Proper food handling and storage practices and procedures.
- Modern office practices, methods and equipment.
- Principles and procedures of record keeping and reporting.

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Skill to:

- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner.
- Read and execute recipes from scratch.
- Perform the full range of food preparation and serving duties.
- Accept payments and accurately make change.
- Perform mathematical computations quickly and accurately.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Operate modern office equipment and input data using appropriate software.
- Communicate professionally and effectively both verbally and electronically.

Ability to:

- Supervise, organize and direct the work of food service personnel.
- Supervise and train staff.
- Establish and adhere to an efficient schedule in the preparation and serving of food.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Apply and maintain high standards of sanitation and personal hygiene.
- Respond to requests and inquiries from students and school staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Complete required Local, State, and Federal training/certification programs.
- Effectively manage work time.
- Learn principles and practices of First Aid and CPR.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of responsible food service experience, including two (2) years supervisory experience.
- One (1) year of scratch and quick-scratch cooking experience.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in food preparation, food service management, child nutrition or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain and maintain certification for ServSafe by the end of 5th month of employment.
- Ability to obtain and maintain certification in First Aid and CPR by the end of the 5th month of employment.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.

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**CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA COOK, SMALL SCHOOL**

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DEFINITION

Under direction of the Director-Nutritional Services, this classification prepares, cooks, and serves a variety of foods, serves as cashier, and prepares reports/documents for the Nutrition Services Office.

SUPERVISION EXERCISED - Exercises technical and functional supervision over nutrition services staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepares, cooks, and serves entrees, salads, sandwiches, and other food items;
- Sets up service counters including trays and other items necessary for serving food;
- Sanitizes the kitchen including, but not limited to, utensils, equipment, and appliances;
- Collects and accounts for money collected and reports daily meal totals utilizing a Point of Sale system;
- Order food and supplies to meet menu requirements; arrange for proper storage of food and supplies, complete inventories.
- Assist in maintaining inventory of beverage and meal items and supplies; put away ordered stock.
- Ensure compliance by following Local, State, and Federal regulations.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Operations, services, and activities of a school food service program;
- Procedures, methods, and techniques of cooking, preparing and serving food, and maintaining a clean and sanitary kitchen and food service area;
- Principles, practices, and procedures of proper sanitation and cleaning applicable to serving food and kitchen maintenance;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Use, care, and operational characteristics of modern institutional kitchen utensils, appliances, and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods, and techniques of inventory maintenance;
- Procedures and methods of food and supply ordering;
- Basic mathematical principles;
- Proper food handling and storage practices and procedures;
- Principles and procedures of recordkeeping and reporting.

Skill to:

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- Operate a variety of modern institutional kitchen tools, appliances, and equipment in a safe and effective manner;
- Operate basic office equipment and input data using appropriate software;
- Use and operate weighing and measuring devices;
- Accurately tabulate, record, and balance transactions;
- Successfully utilize a Point of Sale system;
- Communicate effectively and professionally both verbally and electronically.

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Ability to:

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- Understand and carry out oral and written instructions;

- Maintain cooperative working relationships with students, teachers, administrators, and co-workers;
- Learn procedures of reporting, ordering, and operation of a school cafeteria;
- Complete required Local, State, and Federal training/certification programs;
- Learn principles and practices of First Aid and CPR.

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of education and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

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Experience:

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- Two (2) years of institutional food preparation and kitchen maintenance experience.

Training:

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- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Specialized training or coursework in food preparation, basic child nutrition, or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

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License and Certificate Requirement:

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- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.
- Ability to obtain and maintain certification in First Aid and CPR by the end of the 5th month of employment.

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PHYSICAL DEMANDS

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- Essential duties require the following physical skills and work environment:
- Ability to stand, walk, crouch, stoop, squat, twist, and lift & move 50 lbs; exposure to cold, heat, noise, chemicals, and mechanical hazards.

**CHICO UNIFIED SCHOOL DISTRICT
CAFETERIA SATELLITE MANAGER**

DEFINITION

Under direction of the Director-Nutrition Services, to lead, oversee and participate in the more complex and difficult work of staff responsible for providing food service, cashiering and kitchen maintenance services relative to satellite kitchen operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION EXERCISED - Exercises technical and functional supervision over food service staff.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Lead, plan, direct and participate in the work of staff responsible for providing food service, cashiering and kitchen maintenance services relating to satellite kitchen operations.
- Plan, direct and participate in the serving of food, receiving and accounting for money, and cleaning and sanitizing the kitchen, including utensils, dishes, trays, counters, equipment and appliances.
- Supervise the use and operation of food service and kitchen utensils, equipment and appliances.
- Train assigned employees, in the areas of work methods, techniques and the use and operation of equipment.
- Ensure the adherence with applicable work methods and safe work practices; maintain cleanliness of work area and tools.
- Attend meetings and trainings.
- Order food and supplies to meet menu requirements; arrange for proper storage of food and supplies; complete inventories.
- Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Assume responsibility for opening and closing procedures involved in kitchen operations.
- Participate in planning meal menus.
- Maintain a variety of records and prepare necessary reports.
- Manage and operate within a budget.
- Perform the full range of duties in the assigned area of work.
- Collect and account for money collected and maintain records of items sold utilizing a Point of Sale system.
- Read and successfully execute recipes.
- Set up serving lines; participate in serving foods; maintain standards of efficiency and sanitation in food preparation.
- Direct and assist in preparing entrees, vegetables and fruit alternate.
- Ensure compliance by following Local, State, and Federal regulations.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a school food service program;
- Principles of lead supervision and training;
- Procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area;
- Principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance;
- Pertinent federal, state and local laws, codes and regulations;
- Use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment;
- Occupational hazards and standard safety practices necessary in food preparation and service;
- Basic principles, methods and techniques of inventory maintenance;
- Procedures and methods of food and supply ordering;
- Basic mathematical principles;
- Use and operation of weighing and measuring devices;
- Proper food handling and storage practices and procedures;
- Principles and procedures of record keeping and reporting;

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Chico Unified School District
Cafeteria Satellite Manager

Skill to:

- Read and execute standardized recipes from scratch and quick scratch as appropriate for this level of classification;
- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner;
- Perform the full range of food preparation and serving duties;
- Accept payments and accurately make change;
- Perform mathematical computations quickly and accurately;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Communicate professionally and effectively both verbally and electronically.

Ability to:

- Supervise, organize and direct the work of food service personnel;
- Supervise and train staff;
- Establish and adhere to an efficient schedule in the preparation and serving of food;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Apply and maintain high standards of sanitation and personal hygiene;
- Respond to requests and inquiries from students and school staff;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Complete required Local, State, and Federal training/certification programs;
- Efficiently manage work time;
- Learn principles and practices of First Aid and CPR.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of institutional food preparation and kitchen maintenance experience.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Specialized training or course work in food preparation, basic child nutrition or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.
- Ability to obtain and maintain certification in First Aid and CPR by the end of the 5th month of employment.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT
CAMPUS SUPERVISOR**

DEFINITION

Under general supervision, to patrol and supervise assigned school campus areas to ensure a safe and orderly environment on the school campus; and to assist in the enforcement of school rules.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Patrol and supervise assigned school campus areas, including playgrounds, classrooms, campus perimeter, restrooms, parking lots and eating areas to enforce school rules with regard to safety and student behavior.
- Detain and question students who are out of class to determine the nature of their activities; question visitors to the campus to ensure that they are properly authorized.
- Escort students to and from classrooms and the office as required; deliver messages, passes, books and paperwork to teachers and students as necessary.
- Administer first aid and CPR as authorized under current standard certification as necessary.
- Respond to rule infractions; report serious violations of school rules to school administrators; report suspicious or unauthorized activities to school administrators.
- Check for and report actual and potential safety hazards to appropriate administrators.
- Maintain records and files as necessary.
- May supervise students with in-school suspension and after school detention.
- Assist in putting up or taking down tables and benches, sweeping, picking up papers and general cleaning; may supervise students assigned to clean up.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic techniques to motivate students and manage student behavior.
- Techniques used in public relations.

Skill to:

- Perform immediate and authorized first aid and CPR as authorized under current certification.
- Respond appropriately in emergency situations.
- Deal constructively with conflict.
- Deal tactfully and effectively with students.

Ability to:

- Learn, interpret and enforce school and District rules, regulations and policies regarding student behavior and discipline.
- Learn principles and practices of First Aid and CPR.
- Learn basic techniques of crisis intervention, crowd control, traffic control and conflict resolution.
- Supervise and discipline students according to approved policies and procedures.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Establish and implement consistent, firm and appropriate limits.
- Enlist the cooperation of students in the enforcement of rules and regulations.

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- Work independently in the absence of supervision;
- Understand and follow oral and written directions;
- React to and exercise good judgment, flexibility, creativity and sensitivity to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Some experience in the care and supervision of secondary school age students in an organized education setting recommended.

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Training:

- The ability to read and write at a level necessary for successful job performance.
- On-site training upon hire.

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SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain certification in First Aid and CPR within 30 days of the date of hire.

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PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

DEFINITION

Under the supervision of a Registered Occupational Therapist (OTR), the Certified Occupational Therapy Assistant (COTA) will serve district students by providing occupational therapy and sensory motor integration therapy to IEP goals and objectives.

SUPERVISION EXERCISED - Exercises no supervision.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Responds to request for services in accordance with policies and procedures.
- Assists OTR with data collection and assessments.
- Assists OTR with development of treatment goals.
- Implements intervention under supervision of OTR.
- Can adapt intervention environment, tools and materials under supervision of OTR.
- Is part of a collaborative IEP team.
- Maintains treatment area, equipment, and supply inventory as needed.
- Maintains records and documentation required by work setting and under the supervision of the OTR.
- Travel to various school sites in Chico Unified School District for the provision of therapy services as designated by the supervising occupational therapist.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens, and communicable diseases;
- Functional knowledge of up-to-date therapy methodologies;
- Modern office practices, methods, and computer equipment;
- Principles and procedures of record keeping and reporting;
- Alphabetical, numerical and subject matter filing systems;
- English usage, spelling, vocabulary, grammar and punctuation;
- Safe driving principles and practices;
- Reading, language development, and mathematics equivalent to high school competencies.

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Skill to:

- Operate modern office equipment including computer equipment;
- Operate a motor vehicle safely;
- Communicate clearly and accurately, both orally and in writing.

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Ability to:

- Work closely with and under the supervision of the Registered Occupational Therapist;
- Respond appropriately in emergency situations;
- Adapt to individual needs of students and work with interruptions;

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- Remain calm in stressful situations;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Adapt to intervention environment, tools and materials under supervision of the Registered Occupational Therapist;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year experience in providing sensory integration therapy is preferred.
- One (1) year experience in a school setting is preferred.

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Education:

- Equivalent to the completion of the twelfth grade.
- The ability to read and write at a level necessary for successful job performance.

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Training:

- Specialized training in health, first aid, CPR, emergency medical services, or a related field may be required.

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SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

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License and Certificate Requirement:

- Possession of certification by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant (COTA).
- Possess and maintain an appropriate, valid driver's license and safe driving record.

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Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

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PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Regularly required to sit, listen, hear, and talk.
- Occasionally required to reach with hands and arms, and use hands to manipulate or feel objects, tools, or controls, to stand, walk, stoop, kneel, crouch or crawl, climb or balance, lift and/or move up to 25 pounds.
- Regularly required to lift and/or move up to 10 pounds.
- Occasionally required to lift and or/move up to 50 pounds.
- Specific vision abilities required include close, distance, and ability to focus.

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Chico Unified School District
Certified Occupational Therapy Assistant

- Noise level in the work environment is usually quiet.

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CHICO UNIFIED SCHOOL DISTRICT
CHIEF EXAMINER – GENERAL EQUIVALENCY DIPLOMA (GED)

DEFINITION

Under the direction of the Director-Alternative Education, this classification is responsible for the financial management and contractual responsibilities, test security, data collection, and administration of the GED exam.

SUPERVISION EXERCISED – Supervises the GED testing center staff members.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Comply with all jurisdictional policies and procedures.
- Ensure that all staff members comply with the contractual obligation to follow the policies of the *GED Testing Service Policies and Procedures Manual*.
- Comply with all applicable legal requirements relating to the activities of official GED testing centers.
- Attend all examiner meetings sponsored by the jurisdiction and attend training sessions.
- Maintain the overall quality of the testing program at official GED testing center.
- Respond to the needs of the community regarding test scheduling and resource referral.
- Assure the timely preparation and submission of the GED Annual Contract, the Test Security Memorandum, and other required documents.
- Create and implement a written receiving plan for secure testing materials and train all official GED testing center staff members to follow the plan.
- Inventory and place into secure storage all secure testing materials within one business day of receipt.
- Prepare a written inventory of all secure testing materials used during each test administration and maintain the inventory documentation in the permanent secure storage area.
- Inventory and check the condition of all secure testing materials when received from the GED Testing Service; prepare a written inventory at the beginning and end of each testing session and on a monthly basis when the tests are not in use.
- Develop a written, GED-specific emergency plan that includes test days and facilities.
- Verify the identity and eligibility of each GED candidate during registration and at admission to testing sessions.
- Maintain the security of all GED testing materials.
- Maintain testing surveillance logs, seating charts, and other documentation as required.
- Conduct testing sessions in accordance with GEDTS policies and procedures as set forth in this *GED Testing Service Policies and Procedures Manual* and in any supplemental memorandums from the GED Testing Service.
- Control testing sessions by following all GED Testing Service policies and procedures for conducting a testing session under standard conditions or, when appropriate, with accommodations for candidates with disabilities.
- Train and monitor GED Examiners and GED Proctors.
- Administer complete battery of GED Tests no fewer than four (4) times each year, unless the official GED testing center administers GED Tests fewer than four times per year.
- Adhere to GEDTS policies regarding preparing and submitting GED testing materials for scoring.
- Report test results to GED candidates in a timely, confidential manner.
- Inform the GED Administrator of all disruptions or suspicious events that take place during any testing session promptly and in writing.
- Conduct investigations into test compromises and testing irregularities.
- Schedule and publicize testing sessions for the local community.
- Make information about accommodations available and provide accessible testing with approved accommodations for GED candidates with disabilities.
- Cooperate in research and surveys sponsored by the GED Testing Service or by the GED Administrator.
- Provide information about the GED Tests to civic groups, adult educators, and high school counselors.
- Implement local initiatives (e.g., GED graduations, GED awards ceremonies, and GED free testing days).
- Send clippings of local program press coverage of the local program to the GED Administrator.

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Chico Unified School District
Chief Examiner - GED

- Inventory and return all secure GED Testing materials to the GED Testing Service no later than 30 days after the end of the contract year; using that contract year's picking plan to validate all secure materials being returned.
- Financial responsibilities of the GED office.
- Daily/monthly/yearly accounts receivable and accounts payable duties including the maintenance & oversight of the GED accounts and yearly District audits.
- Receipt of testing payments at time of registration and invoicing of testing fees.
- Receipt and reconciliation of GED transcripts/certificates for students and institutions.
- Ensure timely processing of payments of oversight organization invoices/bills.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.
- Educational program evaluation, the California educational system, elementary and secondary school culture, and the continuous improvement process.
- State and federal accountability systems, tools, and test data interpretation policies.
- Effective communication and training strategies

Skill to:

- Schedule tests to be administered.
- Place an accurate order and arrange for prompt payment for all testing materials.

Ability to:

- Manage and oversee a high-quality testing program that ensures access for all qualified candidates and ensures the integrity of the GED Tests and their administration.
- Work flexibly and effectively with District staff, students, the public, and various agencies.
- Work independently with little direction.
- Analyze and implement test administration manuals/procedures.
- Analyze situations accurately and adopt effective courses of action.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Training:

- Must meet California State GED Chief Examiner requirements.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

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Chico Unified School District
Chief Examiner - GED

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.

PC March 2011, July 2011, March 2024

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CHICO UNIFIED SCHOOL DISTRICT
CHILD CARE CENTER ASSISTANT

DEFINITION

Under general supervision, to assist in the operation of the child care center; to provide care to children of parents enrolled in the Young Parent Program; and to perform clerical duties as assigned.

SUPERVISION EXERCISED - May exercise technical and functional supervision over student aides and interns.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Provide complete care for infants and toddlers in the child care center.
- Assist in supervising students assigned to the center.
- Maintain a healthy, safe and clean environment in the center; maintain an orderly environment using established discipline procedures.
- Perform clerical duties, including preparing reports and correspondence and maintaining files.
- Assist in securing and maintaining childcare center records and supplies.
- Plan menus; shop for necessary food items and supplies; supervise student involvement in food preparation; prepare and serve food to infants and toddlers as appropriate.
- Maintain records and files as assigned.
- Drive the designated program van as needed.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles of child growth and development.
- Modern child care practices and procedures.
- Symptoms of common childhood diseases.
- English usage, spelling, vocabulary, grammar and punctuation.
- Safe driving principles and practices.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Learn the needs of teen parents.
 - Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
 - Provide complete care for infants and toddlers in the child care center.
 - Interact effectively and sensitively with individuals from diverse backgrounds.
 - Respond to requests and inquiries from staff and students.
 - Communicate in Spanish and English is desirable.
 - Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledges, skills

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Chico Unified School District
Child Care Center Assistant

and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Some experience working with infants and toddlers.

Training:

- Equivalent to the completion of the twelfth grade supplemented by course work in early childhood education
- Ability to obtain specialized training or course work in preventative healthcare education as specified in California Assembly Bill 243.
- Supplemental specialized training in child development, child nutrition, or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain certification in First Aid and CPR within 30 days of hire.
- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possession of, or ability to obtain, a child care center permit.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb and lift 30 lbs.; exposure to noise and outdoors; ability to travel to different sites and locations.

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**CHICO UNIFIED SCHOOL DISTRICT
COMPUTER OPERATOR**

DEFINITION

Under general supervision, to operate and maintain computer and peripheral equipment; and to troubleshoot and resolve problems with computer and peripheral equipment.

SUPERVISION **EXERCISED - Exercises** no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Operate and understand the operation of the District computer system and peripheral equipment, including main terminal, printer, tape drive, forms equipment, decollator and burster.
- Select and load input and output units with materials, including tapes, cards and paper forms.
- Observe equipment for proper operation; monitor computer systems for optimum user and job utilization; take corrective action as necessary; produce reports, documents and other output.
- Perform system backup on work stations.
- Respond to remote site equipment problems; determine which equipment link is not functioning properly, including modem, cables, bridge, routers, telephone lines, terminal, network interface card or protocol stack.
- Train and assist users in the implementation of new or changed on-line remote equipment.
- Order necessary supplies, paper and forms.
- Perform data entry operator duties as assigned.
- May perform personal computer software/hardware installation and troubleshooting as assigned.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge; stay abreast of new technologies and software.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Data processing operations, services and terminology;
- Capabilities, capacities, limitations and interrelated uses of computers and peripheral equipment;
- Computer operating systems and utility programs;
- Proper use and operation of data processing equipment, software and system applications;
- Principles and practices used in training staff;
- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping and reporting;
- Mathematical principles.

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Skill to:

- Operate a variety of highly technical computer equipment and related peripheral equipment;
- Operate modern office equipment, including computer equipment.

Ability to:

- Learn the operating characteristics and functions of District computers, peripheral equipment and school software;
- Independently operate computer systems and peripheral equipment;
- Install and troubleshoot computer software and hardware;
- Identify, troubleshoot and resolve equipment link problems relating to the telephone lines, modem, cables or terminals;
- Train and instruct staff in the use of computer applications and current or new terminals and scanners;
- Understand the organization and operation of the assigned office and the District in order to assume assigned responsibilities;
- Read, interpret and apply concepts found in complex technical publications, manuals and other documents;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Perform accurate mathematical computations quickly;
- Understand and follow oral and written directions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of experience in computer operations.

Training:

- Equivalent to the completion of the twelfth grade.
- Specialized training or college level course work in computer science, management information systems or a related field is desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to extreme noise, confining work space, chemicals, mechanical hazards and electrical hazards.

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Chico Unified School District
Computer Operator

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CHICO UNIFIED SCHOOL DISTRICT
COMPUTER TECHNICIAN

DEFINITION

Under direction of the Director-Information Technology and supervising manager, to perform a variety of duties involved in installing, maintaining and troubleshooting computer equipment and related materials; to provide assistance to students and staff in the use and operation of computer equipment; and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participate in the support of the computer technology program; facilitate the purchase, installation and maintenance of computer equipment and related materials; research hardware and software for purchase, including examining cost effectiveness and suitability for the educational setting.
- Advise, tutor, and instruct staff and students in the use and operation of computer equipment.
- Serve on site and district computer technology committees; serve as a liaison to the community.
- Perform maintenance and minor repairs on computer equipment; troubleshoot system errors; perform upgrades and installation of new software; perform backups of student and staff files and software.
- Perform a variety of clerical duties, including compiling and maintaining records and files, preparing reports, operating equipment.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Participate in ordering and maintaining supplies and equipment; inventory materials and equipment; store and discard materials according to standard procedures; receive, assemble and test new equipment.
- Research new products, vendors and costs; test and evaluate software packages and hardware; stay abreast of new trends, products and applications.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics of apparatus, equipment, peripherals and materials used in microcomputer laboratories;
- Wide variety of current microcomputer applications software;
- Basic mechanical function, maintenance and repair needs of computers and peripherals;
- Current trends in educational computer technology;
- Basic subjects taught in schools;
- Practices and procedures of record keeping;
- Modern office procedures, methods and computer equipment;
- General methods of education and tutoring;
- Basic child development theory and principles;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices.

Skill to:

- Operate a variety of technical computer equipment and related peripheral equipment;

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- Operate modern office equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn the procedures and functions necessary to perform assigned duties;
- Learn, interpret and apply department policies, procedures, rules and regulations;
- Learn and adjust rapidly to new applications software, operating systems, new technology and procedures;
- Diagnose problems in computer and peripheral equipment;
- Instruct staff and students in the use of computer equipment and software;
- Provide and attend in-services and workshops related to aiding in the computer lab;
- Demonstrate correct laboratory methods, practices and techniques;
- Prepare laboratory materials for student and staff use;
- Read, interpret and apply technical publications, manuals and other documents;
- Prepare and maintain accurate and complete records;
- Utilize diagnostic and problem-solving skills;
- Interact effectively and sensitively with staff and students from diverse backgrounds;
- Demonstrate an understanding, patient and receptive attitude toward children, staff, teachers, and community;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Effectively communicate technical concepts to staff, teachers, and community.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of paid or volunteer work experience, obtained within the past five (5) years, installing, maintaining, and troubleshooting computer equipment and related materials.

Training:

- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in computers is highly desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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CHICO UNIFIED SCHOOL DISTRICT
COMPUTER TECHNICIAN – TRAINING SPECIALIST

DEFINITION

Under direction of the Director-Information Technology and supervising manager, to perform a variety of duties involved in installing, maintaining and troubleshooting computer equipment and related materials; to provide assistance to students and staff in the use and operation of computer equipment; and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participate in the support of the computer technology program; facilitate the purchase, installation and maintenance of computer equipment and related materials; research hardware and software for purchase, including examining cost effectiveness and suitability for the educational setting.
- Advise, tutor, and instruct staff and students in the use and operation of computer equipment.
- Serve on site and district computer technology committees; serve as a liaison to the community.
- Act as a conduit between user and IT/District staff by answering questions, maintaining District contact lists, and directing staff to District resources.
- Elicit feedback from users and communicate with the IT department.
- Perform maintenance and minor repairs on computer equipment; troubleshoot system errors; perform upgrades and installation of new software; perform backups of student and staff files and software.
- Perform a variety of clerical duties, including compiling and maintaining records and files, preparing reports, operating equipment.
- Assist site personnel with essential functions of IT, including but not limited to software and hardware issues.
- Facilitate trainings on all software and hardware District-wide.
- Assist staff with implementation of software District-wide.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Plan District-wide mandated professional development based on administration and staff input, including but not limited to new teach training, staff meetings, District-wide after school days, and annual back to school day.
- Serve as local facilitator and trainer by providing training opportunities for District staff.
- Participate in ordering and maintaining supplies and equipment; inventory materials and equipment; store and discard materials according to standard procedures; receive, assemble and test new equipment.
- Research new products, vendors and costs; test and evaluate software packages and hardware; stay abreast of new trends, products and applications.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics of apparatus, equipment, peripherals and materials used in microcomputer laboratories;
- Wide variety of current microcomputer applications software;
- Basic mechanical function, maintenance and repair needs of computers and peripherals;
- Current trends in educational computer technology, including software updates and knowledge of said software;
- Basic subjects taught in schools;
- Practices and procedures of record keeping;
- General methods of staff training in group or 1:1 setting;

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Chico Unified School District
Computer Technician

- Modern office procedures, methods and computer equipment;
- General methods of education and tutoring;
- Basic child development theory and principles;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices.

Skill to:

- Operate a variety of technical computer equipment and related peripheral equipment;
- Operate modern office equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn the procedures and functions necessary to perform assigned duties;
- Learn, interpret and apply department policies, procedures, rules and regulations;
- Learn and adjust rapidly to new applications software, operating systems, new technology and procedures;
- Diagnose problems in computer and peripheral equipment;
- Instruct staff and students in the use of computer equipment and software;
- Provide and attend in-services and workshops related to aiding in the computer lab;
- Demonstrate correct laboratory methods, practices and techniques;
- Prepare laboratory materials for student and staff use;
- Read, interpret and apply technical publications, manuals and other documents;
- Prepare and maintain accurate and complete records;
- Utilize diagnostic and problem-solving skills;
- Interact effectively and sensitively with staff and students from diverse backgrounds;
- Demonstrate an understanding, patient and receptive attitude toward children, staff, teachers, and community;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Effectively communicate technical concepts to staff, teachers, and community;
- Maintain District-wide systems such as Aeries, school websites, Catapult, 0365, and Google;
- Prepare curriculum and training sessions for assigned staff.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of paid or volunteer work experience, obtained within the past five (5) years, installing, maintaining, and troubleshooting computer equipment and related materials.

Training:

- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in computers is highly desirable.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

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Chico Unified School District
Computer Technician

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CHICO UNIFIED SCHOOL DISTRICT CONSTRUCTION RECORDS TECHNICIAN

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DEFINITION

Under the direction of the Facilities Planning/Construction Supervisor, provide support to the Facilities Department by performing a variety of difficult, specialized, responsible, technical, construction oriented clerical duties.

SUPERVISION EXERCISED - May exercise functional and technical supervision over clerical staff.

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EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a wide variety of specialized clerical work in support of assigned areas, including the support of the District's Labor Compliance Program, including, but not limited to, reviewing and verifying certified payroll reports and monitoring apprenticeship programs through document analysis and travel to sites to perform field visits.
- Perform routine clerical duties (i.e., initiate and answer telephone calls, make appointments and interview callers including administrators, parents or other persons; provide information and assistance, refer caller to appropriate person, or arrange an appointment with a District official; attend meetings and conferences, prepare materials and agendas and take minutes) as assigned.
- Independently compose correspondence on routine matters not involving policy questions.
- Compile, process, and maintain a wide variety of information concerning specifications, change orders, reports and others.
- Prepare and compile Board agenda items, Board communications, reports, memoranda and other materials as assigned.
- Maintain files, including files of confidential material; use sound judgment in keeping information confidential.
- Maintain data for preparation and distribution of monthly construction report, construction status report, construction project form and other communications.
- Prepare and arrange for publication of Notice to Contractors; receive bids; prepare summary of bids; arrange for, and assist with, bid openings and contract signing.
- Prepare substitution of subcontractor letters and monitor process.
- Maintain boilerplate construction specifications and other documents with updates to ensure compliance with District approved standards; provide updates to architects on new projects.
- Monitor Department of the State Architect close out documents for various projects.
- Request proposals from architects, inspectors, testing laboratories and other specialized services.
- Maintain lists of firms providing current and future services for the District, including, but not limited to, architects, engineers, testing labs and contractors.
- Become familiar with legal process relating to construction projects (i.e., Public Contract Code, etc.).
- Maintain Plans Room, including fabricating plan holders, archiving, filing, and retrieving plans.
- Apply departmental and program policies and procedures in determining completeness of forms, records and files; provide information and forms to the staff and the general public; collect and process appropriate information.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Generalized knowledge of the construction field including, but not limited to, the basic construction process, construction terminology, etc.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Principles of business correspondence.
- Techniques used in public relations.
- Basic mathematical principles.

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- English usage, spelling vocabulary, grammar, and punctuation.

Skill to:

- Create documents, spreadsheets, databases, etc. using the Microsoft Office Suite.
- Operate modern office equipment including computer equipment.

- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Operate small hand tools (i.e., electric drills, screw drivers, etc.).
- Perform a variety of difficult, specialized, responsible, technical, construction oriented clerical duties.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment such as typewriter, calculator, copier, computer, printer, plans copier, and fax machine.
- Learn, interpret and apply pertinent school district policies and procedures, laws, rules, and regulations pertaining to assigned programs and functions.
- Multitask in a distracting environment.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and effectively both orally and in writing.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years of responsible clerical experience.
- One (1) year of related construction experience

Training:

- Any combination of training and experience that would likely provide the desired knowledge and abilities.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Willing to work in a construction office environment with constant interruptions.
- Maintain a valid California drivers license.
- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.

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CHICO UNIFIED SCHOOL DISTRICT
CONTACT TRACING ASSISTANT

DEFINITION

Under the direction of the Director of Categorical Programs, this classification is responsible for the tracking of all staff and students COVID confirmed positive results, including quarantining of staff and students. The position will coordinate COVID tracking and communicate all data collection surrounding COVID tracking.

SUPERVISION EXERCISED – No direct supervision is expected in this position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Ensure that the district meets or exceeds all California Public Health Department compliance requirements surrounding tracking of COVID test participants, testing and related documents.
- Ensure that all staff members are aware of the contractual obligations to follow COVID testing and tracking requirements.
- Ensure that all staff are aware of the compliance requirements surrounding COVID compliance requirements of the Board of Education.
- Comply with all applicable legal requirements relating to the tracking and reporting of COVID results.
- Attend all required trainings/webinars/seminars surrounding the tracking and reporting of COVID.
- Respond to the needs of the community regarding COVID test scheduling and resource referral.
- Update the Districts written compliance program for COVID reporting and tracking.
- Provide continuous updating to District staff on COVID testing and tracking.
- The position is a resource for facility and school sites to ensure COVID compliance.
- Verify the identity and eligibility of students and staff to return to CUSD upon being quarantined.
- Maintain the privacy of all staff and students surrounding COVID related testing, quarantine and positive COVID tests.
- Communicate with administrators and nurses about testing surveillance logs, seating charts, and other documentation as required.
- Ensure that the tests utilized for students and employees meets the CPHD requirements.
- Train staff regarding COVID protocols.
- Work directly with our workers compensation provider (Keenan) to ensure that required reporting occurs on a timely basis.
- Understand and respond to inquiries regarding COVID accommodations.
- Under the guidance of your supervisor comply with external reporting.
- Track all related COVID documents to ensure compliance and documentation to support District decisions.
- Track all student and staff testing and results. Reconcile results to ensure the District follows CPHD guidelines while ensuring that the students and staff return on a timely basis.
- Support and assist the school nurses in COVID related health protocols.
- Verify staff and student compliance with State mandated regulations relating to COVID.
- Compile, and maintain records, reports, correspondence and statistical information related to COVID.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.
- Local, State and federal guidelines for COVID tracking, and reporting.

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Chico Unified School District
Contact Tracing Assistant

- Effective communication and appropriate software for tracking COVID related incidences

Skill to:

- Type or operate a keyboard at a level proficient for successful job performance.
- Perform accurate mathematical calculations with speed and accuracy.
- Analyze and implement test administration procedures.

Ability to:

- Manage and oversee a high-quality testing/tracking program that ensures accurate, timely reporting of COVID related issues.
- Analyze situations accurately and adopt effective courses of action.
- Work flexibly and effectively with District staff, students, the public, and various agencies.
- Follow up with required communications with sites and nurses.
- Demonstrate strong soft skills (Interpersonal) demonstrating confidence and reassurance.
- Work independently with little direction.
- Learn applicable software applications used by the district.
- Organize and maintain a system of consistent operations.
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Prepare, examine and verify COVID documents, statements, reports and analyses.
- Prepare and maintain complex reports.
- Research, compile and collect data and information.
- Respond to requests and inquiries for information regarding COVID.
- Plan and organize work to meet schedules and deadlines.
- Work effectively with students, co-workers, school officials, and the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted during the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- 1-2 years of tracking and reporting complex data.
- Previous experience in a health related field.
- 1-3 years of increasingly responsible experience in the maintenance of statistical records including some experience in the specific area of assignment.
- Health Aide/Health care experience preferred.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

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- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.

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Chico Unified School District
COORDINATOR – COMMUNITY RELATIONS

DEFINITION

The position reports to the Superintendent and performs a variety of highly responsible, complex, and confidential administrative duties in support of the Superintendent, School Board, and Senior District staff. The position is responsible for day-to-day coordination of information and communication activities for the District including execution of internal and external communications with the public, media, administration, and staff. The position is designated as the Public Outreach Coordinator for the District and, under general direction of the Superintendent and Board. This position plans, organizes, develops, and disseminates information and publicity pertaining to District events, functions, and activities. The position requires flexible work hours to accommodate evening and weekend meetings, assignments and events.

SUPERVISION EXERCISED - May exercise technical and functional supervision over lower-level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Compile agenda packets; establish, publish, and provide legal notice of all Board and Committee meeting agendas, as required by law, under the direction of the Board Secretary or designee.
- Attend Board and Committee meetings; record and maintain the official public and closed session proceedings of the Board of Education; prepare and maintain the official minutes of all meetings.
- Plan, coordinate, and supervise special events/meetings sponsored by the Board of Education and the School District.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge to stay abreast of new additions and amendments to District policy and regulations.
- Maintain Board resolutions, Board policy manuals, District documents, confidential files, and resource materials.
- Research, compile, and analyze reports that include conclusions and, if deemed necessary, recommendations for solutions of addressed problems.
- Assist with the oversight and maintenance of information on the District website and provide overarching support to individual school sites, and District departments, as requested.
- Develop and execute proactive media outreach strategies to foster public awareness and accurate information dissemination to the media and the community.
- Craft and deliver creative and informative digital content via electronic newsletters to both internal and external stakeholders.
- Create and maintain an active media database and identify essential community partner contacts.
- Assist in the preparation and monitoring of assigned budgets; prepare and process requisitions, purchase orders, expense claims, and other documents. Organize the flow of communication through the Superintendent's Office in an efficient and effective manner with District personnel, Board of Education, news media, the general public and other agencies.
- Develop and implement effective strategies for the distribution of information via printed materials, electronic publication, video, direct mail, and other means through the Superintendent's Office for District personnel, Board of Education, news media, the general public and other agencies.
- Provide leadership and oversight to department staff in the day-to-day implementation of established communication plans and creation of content in compliance of policies, regulations, and guidelines concerning public information.
- Work directly with other department leaders and school principals to proactively plan awareness, marketing and other campaigns designed to increase support or participation in District-sponsored programs.

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- Establish and maintain public information and news data files and records for development of news releases and feature stories.
- Research mass media, interview individuals and groups, and utilize other techniques to sample public attitudes and trends; research, plan, execute, and continually evaluate District culture and communication efforts.
- Create the social medial strategy, assisting in the development of information to stakeholders in multiple formats and venues across the District to ensure its effectiveness.
- Monitor the competition and be aware of market changes and developments.
- Provide support for the Superintendent including but not limited to solving public relations problems, issues, and concerns; screening calls, visitors, and mail; responding to sensitive requests for information and assistance; note taking, composing and preparing correspondence, memoranda, manuals, reports, and other materials.
- Support the effective response to emergency situations by supporting the consistent flow of factual information to key audiences both internal and external as directed.
- Interpret policies, rules, and regulations in response to inquiries and complaints; refer inquiries as appropriate.
- Support the effective response to emergency situations by supporting the consistent flow of factual information to key audiences both internal and external as directed
- Responsible for confidential and time sensitive materials.
- Regularly provide secretarial support in the development of management positions with respect to employer/employee relations.
- Develop and recommend management positions relative to negotiations.
- Provide oversight and general supervision of clerical support staff; review work upon completion for quality control and compliance with the intent of the original request.
- Promote a harmonious and effective working relationship with the members of the Board of Education, District staff personnel, members of the public, media groups, and personnel from other agencies.
- Perform other related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods, and procedures.
- Excellent verbal and written communication skills.
- Practices used in taking & transcribing minutes.
- Intermediate level MS Office Suite or equivalent software applications.
- Principles and practices of fiscal, statistical, and administrative data collection.
- Principles and practices of data collection and report preparation.
- Historical tracking and compilation of data.
- Basic principles of supervision and training.
- Legal mandates, policies, regulations, and guidelines pertaining to the distribution of news and public information.
- Methods, techniques, principles, and procedures pertaining to the preparation of news releases, news copy, brochures, and other information materials.
- Social media and networking platforms.
- Knowledge of principles and techniques of media relations.
- Ability to apply creativeness and originality in developing practical approaches to unique problems.
- Ability to translate and project educational objectives into broad terms of public understanding and circulation.
- Basic understanding of web accessibility requirements, social media guidelines and best practices for digital communication standards.

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Skill to:

- Operate modern technology and office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Accurately and quickly compute complex mathematical & accounting equations.
- Independently compose correspondence, memoranda, and legally required notices.
- Compile, maintain, prepare and complete complex and extensive records and prepare reports.
- Effectively manage and organize projects.
- Safely operate a motor vehicle.

Ability to:

- Understand, interpret, and apply policies, procedures, and other pertinent laws, codes, and regulations and applicable sections of the Education Code.
- Perform responsible and difficult duties involving the use of independent judgment and personal initiative.
- Conduct independent research of complex issues for preparation of concise reports with recommendations.
- Maintain confidentiality of sensitive information and records.
- Develop a working understanding of the Board and District operations.
- Respond to wide variety of support requests from the Board of Education.
- Establish functional priorities appropriate to the goals and objectives of the Board of Education.
- Plan, organize, and legally notice public agency meeting agendas in accordance with State law.
- Effectively and efficiently plan, organize, and coordinate a public information and community relations program.
- Work independently under stressful and flexible conditions in the absence of supervision.
- Maintain a positive, professional demeanor at all times.
- Demonstrate creative, diplomatic, and strong interpersonal and presentation skills.
- Build and leverage a strong network of peers and partners.
- Communicate and interact effectively, both orally and in writing.
- Plan, organize, direct, and supervise the work of clerical staff.
- Establish and maintain harmonious and effective working relationships with a wide variety of people that include senior management, employees, outside agencies, and the general public.
- Plan and organize work to meet schedules and timelines.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Increasingly responsible administrative support experience related to the important and essential duties specified which included decision making responsibilities and exercising of independent judgment is preferred.
- Knowledge of principles and techniques of media relations.
- Implementing comprehensive communication outreach plans utilizing a variety of programs and tools to effectively reach stakeholders.

Education:

- 4-year accredited college with specialization in Journalism, Communications, English or Public Relations plus five (5) years of experience in public relations, public information, public affairs, journalism or similar occupation.
- Educational or non-profit experience preferred.

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- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to different work sites and locations, as needed.

PHYSICAL DEMANDS:

Essential duties require the following physical skills and work environment:

- Occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see near and far and to read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

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(Originally Reviewed 4/16/2018)

CHICO UNIFIED SCHOOL DISTRICT

COORDINATOR-STUDENT INFORMATION & ASSESSMENTS

DEFINITION

Under the direction of the Assistant Superintendent-Business Services, the Coordinator of Student Information & Assessments maintains, coordinates, and monitors all data related to educational programs, services, and administers the standardized testing process. The Coordinator works with administration and teachers to develop and maintain the collection, analysis, interpretation, and use of demographic, process, and perception data and achievement data from federal, state, district, school, and classroom assessments as well as provides administrative direction and technical assistance to school and district office personnel responsible for entering, maintaining, and retrieving student data.

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SUPERVISION EXERCISED

May exercise technical and functional direction over lower level clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (May include but are not limited to the following)

- Facilitates the administration of testing, including acquisition of testing materials and coordination with the school sites' participation in testing procedures.
- Monitors, directs, and implements procedures for the input of student data into district database systems.
- Implements, manages, and maintains student database systems and data files in order to support district and school staff in meeting the needs of students and the integration of this data between agencies.
- Administers, collects, maintains, analyzes, interprets, and provides accurate student data information to district and school staffs, the Board of Education, and diverse audiences
- Oversees, coordinates, and complies with reporting requirements for student information systems within district policies, procedures, and governmental regulations.
- Develops and implements training for district and school staff on the entering, monitoring and extraction of student data for the purpose of collecting, tracking, analyzing, understanding, communicating, and reporting purposes.
- Provide technical assistance to develop or identify assessments to measure achievement objectives and to develop or select student achievement monitoring tools and student information systems.
- Develop relational databases utilizing student data files.
- Design and administer student, staff, and parent surveys; report results to district and school staffs, the Board of Education, and others.
- Oversees and maintains the security, integrity, and management of student data systems.
- Maintains extensive interaction with district level information analysts and school site level personnel in order to support student data and compliance requirements for district, site, county, and state reporting requirements.
- Coordinates and communicates with staff to comply with project timelines throughout the school year and resolve issues or concerns related to database systems involving students and programs.
- Manages electronic student records, transfers, and requirements between district, school sites, and county/state/private agencies.

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<#>Apply applicable sections of State Education Code and other applicable laws relating to student data.¶

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Deleted: <#>Provides direction of staff development activities for application and technology resources related to student information and attendance.¶
<#>Provides direction and procedures for the input of student data into district database systems.¶

Moved up [1]: <#>Implements, manages, and maintains student database systems in order to support district and school staff in meeting the needs of students and the integration of this data between agencies.¶

Deleted: <#>Collects, maintains and provides accurate information to district and school staffs for educational decision-

Deleted: <#>making and prepares mandatory reports requiring educational data.¶

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- Prepares departmental agenda materials and staff reports for Board, council, and committee meetings and attends Board meetings, upon request, to present reports and render professional advice.
- Communicate with outside vendors to resolve issues and conflicts and exchange information on behalf of District programs and services as they relate to student information services.
- Attend meetings, workshops, and conferences related to student data, assessment, evaluation, and testing.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- State and Federal sources of educational data and accountability systems, tools, and test data interpretation policies.
- Sources and uses of educational demographic, process, perception, and achievement outcome data.
- Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.
- Educational program evaluation, the California educational system, elementary and secondary school culture, and the continuous improvement process.
- Software applications with specific attention to database systems related to educational and assessment programs.
- Duties, responsibilities, and functions of student information systems.
- Educational codes related to use of student information systems.
- Course scheduling as it relates to student progress and management objectives.

Skill to:

- Plan and set agendas, design and conduct oral presentations, design and conduct training, prepare for and coordinate or facilitate collaborative group work.
- Effectively communicate training strategies and technical material in layperson language effectively, orally and in writing; create training materials, presentations, and handouts.
- Create and design programs and systems in order to disseminate educational data.
- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Create an annual District testing calendar and schedule tests to be administered; prepare and distribute testing flow charts.

Ability to:

- Manage multiple projects on different time tracks at one time requiring the flexibility to switch back and forth between complex long-term work and detailed short-term work.
- Collect, analyze, and interpret data; analyze and implement test administration manuals/procedures.
- Analyze situations accurately and adopt effective courses of action.
- Establish and maintain effective working relationships with teachers, principals, and district administrators to identify and accomplish local goals, and to accomplish long term state and county goals and mandates.
- Work independently with little direction.

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Deleted: <#>Establishes and manages student database systems in order to efficiently and accurately provide data to district and school staff to produce district reports in a timely and accurate manner.¶
<#>Manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short-term work.¶

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<#>Apply applicable sections of State Education Code and other applicable laws relating to student data.¶

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Moved up [5]: <#>Plan and set agendas, design and conduct oral presentations, design and conduct training, prepare for and coordinate or facilitate collaborative group work.¶

Deleted: <#>Communicate technical material in layperson language effectively, orally and in writing; create training materials, presentations, and handouts.¶

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Moved up [4]: <#>Create and design programs and systems in order to disseminate educational data.¶

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities required of this position would be through the Training and Education items listed below:

Experience:

- Three (3) years' experience in data collection and analysis, and research and evaluation in an educational setting.
- Two (2) years of progressively responsible experience in student information systems and/or database management.
- Three (3) years of experience in data collection and analysis, and research and evaluation in an educational setting.
- Two (2) years of experience maintaining complex records utilizing computers.

Education:

- Two (2) years of college with course work in computer science, information systems, data processing, business administration, or related field.
- Bachelor's degree with major course work in information systems and/or business administration preferred.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

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<#>Two 2-4 years of progressively responsible experience in student information systems and/or database management.¶

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Dexterity of hands and fingers to operate a computer keyboard.¶
Hearing and speaking to exchange information.¶
Ability to read and comprehend a variety of materials.¶
Sitting for extended periods of time.¶
Bending at the waist, kneeling or crouching to file materials.¶
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**CHICO UNIFIED SCHOOL DISTRICT
CUSTODIAN**

DEFINITION

Under general supervision, to follow a schedule in the performance of custodial and light maintenance duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

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SUPERVISION EXERCISED - Exercises no supervision.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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- Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned room, equipment, buildings and adjacent areas.
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets.
- Wash windows, walls, furniture, sinks, and fountains.
- Clean restrooms; fill paper and soap dispensers.
- Clean & condition whiteboards and trays.
- Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment.
- Change light globes and tubes and diffusers.
- Empty and clean pencil sharpeners and waste receptacles.
- Perform routine grounds keeping duties, including picking up paper and other refuse and debris on grounds, sweeping/blowing sidewalks and entrances.
- Operate a variety of hand and power equipment and tools, such as buffer, wet/dry vacuum cleaners, drills, and other custodial equipment and tools.
- Assist in performing routine maintenance duties, including repairing hinges, doors, desks and chairs; and performing routine painting, plumbing and other related maintenance tasks using hand and power tools.
- Perform special custodial work for faculty members or supervisors, including moving, arranging and setting up furniture and equipment for sporting and special events and meetings.
- Turn out lights and secure area by locking doors, windows and gates.
- Maintain equipment used in the course of work; report any emergency, safety, health, or fire hazards observed.
- Transport goods from one location to another as assigned; unload supplies off trucks.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Basic methods, materials and equipment used in cleaning and maintaining various types of building surfaces and furniture and equipment.
- Occupational hazards and standard safety practices necessary in the area of custodial work.
- Safe driving principles and practices.

Skill to:

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- Operate a wide variety of equipment and tools required for custodial work in a safe and effective manner.
- Operate a motor vehicle safely.

- Perform the full range of custodial duties under minimal supervision.
- Perform light to moderate manual labor.

Ability to:

- Learn to perform minor repairs on school equipment, including hinges, doors, desks, chairs and hose connections.
- Learn to perform routine maintenance duties, including painting, plumbing and other routine maintenance tasks using hand and power tools.
- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Understand, follow and maintain work schedules to ensure work is completed on time.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Complete required Local, State, and Federal training/certification programs.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of work experience, preferably in the custodial field.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain required Local, State, and Federal job-related licenses and certificates.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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CHICO UNIFIED SCHOOL DISTRICT DATA AND ASSESSMENT ANALYST

DEFINITION

Under the direction of the Director-Educational Services, the Analyst is responsible for a comprehensive student achievement assessment and monitoring system. The Analyst directly administers the standardized testing process, and works with administration and teachers to develop and maintain the collection, analysis, interpretation and use of demographic, process, and perception data and achievement data from federal, state, district, school, and classroom assessments. The Analyst provides teachers and administrator's professional development and technical assistance to meet state, county, district, or school identified needs. This position works directly with District management personnel to provide data and testing analysis.

SUPERVISION EXERCISED – Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate State, Federal, and District-mandated testing.
- Facilitate the administration of testing; including acquisition of testing materials and coordination with the school sites regarding their participation in the testing procedures.
- Administer, collect, compile, analyze, and interpret student performance data results from district assessments, curriculum embedded assessments, and from state and federal tests including but not limited to (California Standards Tests, CAHSEE, CELDT) and provides districts with technical assistance and information regarding the interpretation of their school data.
- Analyze, summarize, and communicate results of student assessment for District personnel, the Board of Education and diverse audiences.
- Work with staff to develop or identify assessments to measure achievement objectives.
- Design and implement professional development and provide ongoing training and technical assistance to classroom teachers, principals, assessment directors, and superintendents for the purpose of understanding, collecting, analyzing, and using formative and summative assessment results.
- Provide technical assistance in the development or selection of student achievement monitoring tools and student information systems; provide training and ongoing support in the use of same.
- Maintain student data files.
- Develop relational databases utilizing student data files.
- Design and administer student, staff, and parent surveys and report results to teachers, administrators, board members.
- Maintain current knowledge of state and federal sources of educational data, including but not limited to CALPADS and CALTIDES.
- Provide data to support the development and writing of grant applications.
- Attend when directed local, regional, and state meetings, conferences, in-services, related to assessment, evaluation, and testing.
- Manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short-term work.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.

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Chico Unified School District
Data & Assessment Analyst

- Database applications and current student achievement monitoring systems, assessment programs, and student information systems.
- Sources and uses of educational demographic, process, perception, and achievement outcome data.
- Educational program evaluation, the California educational system, elementary and secondary school culture, and the continuous improvement process.
- State and federal accountability systems, tools, and test data interpretation policies.
- Effective communication and training strategies

Skill to:

- Operate modern office equipment including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Collect, analyze, and interpret data; organize report material; translate technical material and data into clear, accessible language or tabular and graphical displays.
- Plan, set agendas, design and conduct oral presentations, design and conduct training, prepare for and coordinate or facilitate collaborative group work.
- Communicate technical material in layperson language effectively, orally and in writing; create training materials, presentations, and handouts.
- Analyze situations accurately and adopt effective courses of action; working flexibly and effectively with teachers, principals, and district administrators to identify and accomplish local goals, and to accomplish long term state and county goals and mandates.
- Establish and maintain effective working relationships with others.
- Create annual District testing calendar
- Prepare and distribute testing flow charts and schedule tests to be administered.
- Continuously monitor student information and test data to insure that data is accurate and complete.
- Analyze and implement test administration manuals/procedures.
- Work independently with little direction.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities required of this position would be through the Training and Education items listed below.

Experience:

- 2-4 years progressively responsible experience in student information systems and/or data base management.
- Three (3) years' experience in data collection and analysis, and research and evaluation in an educational setting.
- Knowledge and proficiency in school District databases such as SASI.

Education:

- Minimum two (2) years of college with course work in computer science, information systems, data processing, business administration or related field.
- Bachelor's degree with major coursework information systems and/or business administration preferred.

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Chico Unified School District
Data & Assessment Analyst

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

PC - September 2008, July 2012, March 2024

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CHICO UNIFIED SCHOOL DISTRICT DATABASE ANALYST

DEFINITION

Under direction of Information Services and Assessment management staff, to support, develop, secure and maintain databases and information systems. Integrate District systems with external and internal databases and applications, including data warehousing and analytic systems. Plan, coordinate and conduct activities related to data collection, analysis and reporting activities for assigned programs. Manage vendor relationships and contacts to benefit the organization.

SUPERVISION EXERCISED - May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Develops specifications, design and implementation of database queries, scripts and views; administers and monitors database servers; preserves the performance and integrity of data; monitors and tunes database for optimal performance; analyzes logs and other pertinent data to assess, anticipate and resolve potential database-related issues.
- Ensures that database archiving, backup, and recovery procedures are functioning correctly; performs timely upgrades to database systems and servers; assures that users may access secured data based upon job duties and responsibilities; develops, maintains and enforces database procedures, standards and security practices to safeguard information against accidental or unauthorized damage, modification or disclosure of data.
- Accurately assesses users' access requirements and resolves access problems; assists users with the development of ad hoc queries and reports; provides support to District staff in database installation, maintenance, tuning, backup and recovery; organizes and conducts user meetings for disseminating information on database system and its use; prioritizes and responds to help desk work requests concerning programs and systems.
- Maintains data standards, including adherence to laws and regulations such as the Family Educational Rights to Privacy Act (FERPA), Children's Online Privacy Protection Rule (COPPA) and Assembly Bill AB1584.
- Performs specialized duties in support of organizational student assessment programs and data warehousing; develops and implements databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality; the analyst will be expected to turn data into information, information into visualizations, which will be used to provide insight to inform educational and business decisions.
- Coordinates integration of disparate data and systems into organizational information systems and structures; plans, executes, and manages the integration of new applications into existing network infrastructure, systems and software throughout the enterprise; ensures that any new software integration into the organization systems meets functional requirements, system compliance, data privacy, data warehousing, and other specifications.
- Acts as liaison with vendors, manufacturers, District administrators and personnel concerning system needs, applications, integrations and to troubleshoot problems; attends meetings, workshops and seminars (including out-of-state training classes) to maintain current knowledge of technological advancements in the field.
- Perform other duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, methods and procedures of operating computers and peripheral equipment.
- Principles of database design, reporting, querying and data evaluation tools.
- Data control procedures and data entry operations.
- Principles and practices of data research, processing and evaluation.
- Record-keeping and report preparation techniques.
- Policies and objectives of assigned programs and activities.
- Methods of collecting and organizing data and information.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment and Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

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- Record retrieval and storage systems.
- Mathematical calculations.

Skill in:

- Problem analysis and resolution.
- Planning, organizing and managing multiple projects.

Ability to:

- Perform specialized duties in support of organizational student assessment and analytics programs.
- Operate computers and peripheral equipment properly and efficiently.
- Review and verify input and output data to assure accuracy and efficiency.
- Assemble and prepare analytic reports.
- Compile and analyze statistical data in a timely and efficient manner.
- Write queries using Microsoft Access, SQL and Aeries and provide disaggregated data to school sites.
- Establish and maintain files and records.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Determine appropriate action within clearly defined guidelines using troubleshooting techniques and tools.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- 2-4 years progressively responsible experience in database installation, management, troubleshooting and security.
- School district experience using SQL and other database systems currently in use by the District.

Education:

- Minimum two (2) years of college with major course work in computer science, information systems, data processing or related field.
- Bachelor degree with major coursework in information systems and/or business administration preferred.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Valid California driver's license, automobile insurance, good driving record, and use of private automobile.
- Willingness to respond to emergency calls at night or on weekends.
- For this position, it may be both practical and efficient to allow staff to work from a location other than their primary assigned work location ("telework") to ensure the goals of the division are accomplished in a productive and efficient manner.
- Occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aides, a computer screen and printed matter and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.

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- Ability to speak in an understandable voice to be heard in normal conversation, on the telephone, and addressing groups.
- Persons performing service in this position classification will exert 25 pounds of force frequently (up to 50 pounds infrequently) to lift, carry, push, pull or otherwise move objects.

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PC – OCTOBER 2021, March 2024

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**CHICO UNIFIED SCHOOL DISTRICT
DELIVERY WORKER**

DEFINITION

Under general supervision, to perform a variety of duties involved in picking up and delivering mail, supplies, equipment, food and other materials as assigned to and from various District sites; and to load, unload, stack and rotate supplies, equipment, food and other materials.

SUPERVISION EXERCISED Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Pick up and deliver mail, supplies, equipment, food and other materials as assigned to and from various District sites, including district communications, books, furniture, files and other miscellaneous items.
- Load, unload, stack and rotate supplies, equipment, food and other materials using a truck, forklift, pallet jack or other warehouse or delivery-related equipment.
- Assist in filling requisitions and restocking shelves in warehouse; notify supervisor when stock levels are low and when shipping inconsistency, overages or shortages of items occur in stock received or on hand.
- Pick up money from sites and make bank deposits.
- Perform general clerical duties such as taking inventory and ordering supplies.
- Maintain shelves and other storage spaces in a clean and orderly condition; maintain cleanliness in the warehouse area.
- Check condition of delivery vehicle before starting daily runs; make minor adjustments when necessary; report major vehicle repair or service needs to proper authority; clean and wash interior and exterior of vehicle as needed; maintain fluid levels such as gasoline, oil, and water.
- Pick up and deliver items to and from the warehouse and local vendors.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety practices necessary in assigned work area.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.
- State of California vehicle code.

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Skill to:

- Operate forklifts, pallet jacks and other standard warehouse equipment.
- Operate a motor vehicle safely.
- Perform heavy manual labor.
- Lift, carry and move heavy equipment and supplies.
- Communicate professionally and effectively both verbally and electronically.

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Ability to:

- Learn basic principles and practices involved in inventory taking and maintenance.

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- Learn procedures and functions of storage and delivery.
- Learn location of District campuses and cafeteria facilities.
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Effectively wrap and pack articles for shipping and storage.
- Work independently in the absence of supervision.
- Perform routine maintenance on delivery vehicle.
- Perform accurate mathematical computations.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Successfully manage work time.
- Successfully complete forklift training.

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EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of delivery driving experience is desirable.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record,
- Obtain a Class B California driver's license, if necessary.
- Obtain and maintain a Forklift Certificate by the 5th month of employment.

Conditions of Employment

- Must be at least 21 years of age.
- Possess and maintain proof of current automobile insurance.
- Insurability by the District's liability insurance carrier.
- Use of personal vehicle to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR – COMMUNICATIONS AND COMMUNITY RELATIONS

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DEFINITION

Under the general direction of the Superintendent, the Director of Communications is a Cabinet level position that works closely with District staff and the Board of Trustees. This leadership position will be responsible for creating a strategic communications plan and infrastructure; researching, writing, and disseminating information about District news, schools, current events and issues affecting Chico Unified School District students, staff and parents; engage and conduct outreach with the families in the District; and provide multiple pathways for the community to communicate with District leaders.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

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- Serves as the chief communicator for the District in contacts with the media and a wide variety of public and private organizations.
- Plans, implements and maintains public communications for the District, schools, and other District sites.
- Edits materials designed for internal and external communications for credibility, understandability, readability, format, style, content, grammar and composition.
- Creates opportunities such as surveys, advisory councils, community forums, etc., for the District to engage with and listen to the community.
- Assists the Superintendent with media relations by responding to news media inquiries, maintaining media databases, maintaining strong working relationships with reporters and editors covering the District, writing, and disseminating news releases, seeking story opportunities and contacting the press, as needed.
- Supports the Superintendent, Board, and members of Cabinet in responding to inquiries from the general public, educators, and the media regarding District decisions, issues and operations, statistical data, policies and procedures.
- Serves as a liaison with community agencies, organizations and community representatives.
- Designs and implements communication strategies that maximize community and stakeholder engagement.
- Facilitates meetings with special groups, such as District advisory councils and committees, community information meetings, etc.
- Represents the District at meetings, conferences and events as requested by the Superintendent.
- Serves on committees such as the Superintendent's Cabinet, District Safety Team and other District-wide groups, as appropriate.
- Attends Board of Education meetings and advises the governing board and administration on matters relating to community engagement.
- Performs other duties as assigned.

JOB RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and techniques of consumer and market research.
- Elements of writing content for social media, news media and general publications for internal and external distribution to the school District.
- Special event planning and project management.
- Public school organization, operations, policies and objectives.
- Education Code requirements as it relates to communication, student privacy and mandatory notification timelines and applicable federal, state and local laws, codes, regulations and District policies, regulations and procedures.

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Skill to:

- Effectively utilize interpersonal skills and provide effective oral and written communications.
- Understand and analyze data to produce comprehensive reports and presentations.
- Write clear, effective, culturally sensitive, audience-targeted communications including website copy, social media, letters, FAQs, press releases, speeches, presentations, brochures, event flyers, information materials, etc.
- Communicate effectively and present/engage large and small groups.
- Plan, edit, and produce publications and electronic/visual presentations.

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- Maintain and update District/school site website content.

Ability to:

- Analyze relationships among complex data and/or employee groups.
- Creatively and effectively, analyze situations and problems and adopt effective and appropriate courses of action.
- Collaborate with others in a variety of situations requiring specialized knowledge, tact, and good judgment.
- Assist the Superintendent in crisis communication strategies when unexpected situations arise.
- Establish and maintain effective relationships with District leadership, educational community, parents and the community.
- Apply excellent analytical and critical thinking and judgment skills.
- Apply creativeness and originality in developing practical approaches to unique problems;
- Translate and project education objectives into broad terms of public understanding and circulation;

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Experience:

Any combination equivalent to:

- A minimum of 5-7 years of increasingly responsible job-related experience.
- Previous experience working with public schools preferred.
- Educational or non-profit experience preferred.

Education:

- 4-year accredited college with specialization in Journalism, Communications, English or Public Relations plus five years of experience in public relations, public information, public affairs, journalism or similar occupation.

Training:

- Public Relations Certificate or equivalent.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain a current, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to different work sites and locations, as needed.

PHYSICAL DEMANDS:

Essential duties require the following physical skills and work environment:

- Occasional or frequent standing, walking, sitting and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see near and far and to read, with or without vision aids, a computer screen and printed matter and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

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CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR - EDUCATIONAL DATA & ASSESSMENT

DEFINITION

Under direction of the Assistant Superintendent-Educational Services, the Director works to ensure a comprehensive student achievement assessment and monitoring system is in place to improve teaching and learning. The Director works with districts to develop and maintain the collection, analysis, interpretation and use of demographic, process, and perception data and outcome data from federal, state, district, school, and classroom assessments. The Director designs, manages, and provides teachers and administrators professional development and technical assistance to meet state, county, district, or school identified needs.

EXAMPLES OF IMPORTANT ESSENTIAL DUTIES

- Administer, collect, compile, analyze, and interpret student performance data results from district assessments, curriculum embedded assessments, and from state and federal tests (including, but not limited to, the California Standards Tests, CAHSEE, CELDT) and provide districts with information regarding the interpretation of their school data.
- Prepare appropriate graphical interpretations of student, class, course, school or district data results for diverse audiences.
- Work with school or district grade level teams to develop or identify assessments to measure achievement objectives.
- Collaborate with other instructional coordinators and district administrators to build capacity in classroom teachers and administrators to use student assessment data to improve teaching and learning.
- Design and implement professional development and provide ongoing training and technical assistance to classroom teachers, principals, assessment directors, and superintendents for the purpose of understanding, collecting, analyzing, and using formative and summative assessment results.
- Manage the work of external professional development partners.
- Provide technical assistance in the development or selection of student achievement monitoring tools; provide training and ongoing support in the use of same.
- Develop relational databases and maintain student data files.
- Design and administer student, staff, and parent surveys and report results to teachers, administrators, board members.
- Supervise and evaluate department staff.
- Maintain current knowledge of state and federal sources of educational data including, but not limited to, CALPADS and CALTIDES.
- Write grant applications, support schools in the development and writing of grant applications.
- Serve on School Assistance and Intervention Teams.
- Represent Chico Unified School District at local, regional, and state meetings, conferences, in-services, related to assessment and evaluation.
- Engage in professional development to build personal and professional expertise related to job performance.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.
- Database applications, software development, user interface design, and current student achievement monitoring systems, assessment programs, and student information systems.
- Sources and uses of educational demographic, process, perception, and outcome data.
- Educational program evaluation, the California educational system, elementary and secondary school culture, and the continuous improvement process.
- State and federal accountability systems, tools, and test data interpretation policies.
- Adult learning; effective presentation and training techniques and tools.
- Effective communication strategies and facilitation techniques.

Skill to:

- Collect, analyze, and interpret data.
- Organize report material.
- Translate technical material and data into clear, accessible language or tabular and graphical displays.

Ability to:

- Manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short-term work.
- Plan, set agendas, design and conduct oral presentations, design and conduct training, prepare for and coordinate or facilitate collaborative group work.
- Communicate technical material in layperson language effectively, orally and in writing; create training materials, presentations, and handouts.
- Analyze situations accurately and adopt effective courses of action; working flexibly and effectively with teachers, principals, and district administrators to identify and accomplish local goals, and to accomplish long term state and county goals.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Work independently with little direction.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Five (5) years' experience in data collection and analysis, and research and evaluation in an educational setting.
- Experience in providing technology training to educators, software, development and user interface design, and facilitating change in an educational setting.

Education:

- Bachelor's Degree preferred.

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SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

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CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR – FACILITIES AND CONSTRUCTION

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DEFINITION

Under general direction of the Assistant Superintendent-Business Services, to plan, organize, coordinate, and implement the school housing and district facility program; including the design, financing, and construction of new school buildings and district facilities and the repair, alteration, reconstruction, and relocation of existing school buildings and district facilities.

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SUPERVISION EXERCISED

The Director is responsible for the direct supervision and evaluation of support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate and supervise the construction of new schools and district facilities and the reconstruction, modernization, and relocation of existing schools and district facilities.
- Assist with the selection, coordination, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, inspectors and other professional service agencies used in support of the facilities program.
- Serve as the district representative to the Office of Public School Construction, Division of State Architect, and other state and local agencies as required for construction-related approvals and funding applications.
- Research and coordinate preparation of bids, contracts, purchase orders, and related documents. Reviews and approves progress billings, retentions, etc. prior to payments being issued.
- Recommend building programs and properties; prepare and submit applications and plans for state funds, city funds, county funds, developer fees, and other funding programs, when appropriate.
- Coordinate activities on construction projects beginning with the preliminary plans through the conclusion of the warranties.
- Monitor and expedite construction time line information including prioritizing project deadlines.
- Prepare analyzes and reports on construction problems and keeps Assistant Superintendent of Business Services and the Superintendent informed in a timely manner of construction project problems and issues.
- Initiate mediation and claims when required. Represent district in claims and mediation when initiated by other parties.
- Direct coordination of construction projects with site administrators and personnel.
- Attend and participate in Board of Education, cabinet, staff, state agency, city, county, and community meetings as required.
- Develop cost, time, and material estimates for selected projects to include fund, location, program, and object coded budgets.
- Direct the coordination and administration of "joint use" agreements between the district and other agencies as they apply to District facilities.
- Direct and administer accounting and financial reporting of all funds received from agencies, fees, sale of bonds, and local funding sources in support of the facility program.
- Make recommendations to insure project compliance with legal requirements, construction project drawings and specifications.
- Serve as the districts California Environmental Quality Act (CEQA) officer and is responsible for ensuring and maintaining district compliance to CEQA.
- Coordinate the development and update of the District Facilities Master Plan using information obtained from departments responsible for student enrollments, student yield factors, address grid systems, building and planning data, district maps, and school boundaries.
- Evaluate special facility needs related to educational programs or unusual school problems, traffic flow, future growth possibilities, and master site planning.
- Prepare and present periodic or special facility housing and financial reports to the public, funding agencies, Board of Education, superintendent's cabinet, leadership team, school sites, and community groups.
- Create, monitors and communicates internal department budget.
- Create, monitors and communicates capital funds budget (including cash flow projections).
- Act as chief school district construction inspector and supervises construction inspectors and reviews all construction

Chico Unified School District
Director – Facilities and Construction

inspection reports.

- Respond to emergency calls evenings or weekends.
- May be required to oversee and supervise other maintenance and operations staff.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Building construction and materials;
- Preparation of cost estimates and specifications;
- Methods, materials, tools, and terminology used in the building trade;
- Applicable codes, ordinances, and regulations related to California school construction;
- Knowledge of local and state agencies and the applicable regulations.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Read and interpret specifications, architectural drawings, diagrams, and schematics;
- Prepare technical reports and specifications;
- Coordinate and inspect construction and maintenance projects;
- Analyze situations and develop appropriate recommendations for action;
- Drive a vehicle in the course of performing their duties;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational relationships.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Five (5) years of professional or management level experience in facilities planning, building construction, or a related field, including supervisory and management experience.
- Five (5) years of experience in California school planning and construction is desirable.

Education:

- Equivalent to the completion of a Bachelor's degree or higher in engineering, architecture, construction management, civil or structural engineering, or a closely related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Condition of Employment:

- Possess and maintain proof of current automobile insurance.
- Insurability by the District liability insurance carrier.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.
- Ability to stand for extended periods of time.
- Ability to hear and speak to make presentations and to exchange information in person and/or on the telephone.
- Dexterity of hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- See to read a variety of materials, to prepare documents and reports, inspect work in progress, and to supervise.

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Chico Unified School District
Director – Facilities and Construction

- Work at a desk, conference table, or in meetings in various configurations.
- Ability to reach overhead, above the shoulders, and horizontally.
- Work in an unfinished worksite and around obstacles and potential hazards.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather will be experienced.

PC - July 2011, March 2024

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Possession of a valid Class C California Driver's License and safe driving record.¶

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Condition of Employment¶

Insurability by the District liability insurance carrier.¶

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CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR- MAINTENANCE/OPERATIONS/TRANSPORTATION

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DEFINITION

Under general direction, to plan, organize, coordinate, and direct the District's maintenance, operations, and transportation functions and activities; to inspect, monitor, review, and audit the buildings, grounds, and equipment maintenance and operations related functions and activities and the performance of skilled maintenance and facilities cleaning and operation personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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- Plans, organizes, coordinates and supervises the cleaning, maintenance, repair, remodeling, and transportation functions of the District.
- Determines operational policies, guidelines, priorities, and the scheduling and control of various ongoing and major projects.
- Plans, organizes, develops and implements operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.
- Plans, organizes and supervises mid and long range facility, grounds and equipment preventative maintenance programs, including implementation and maintenance of a systematized data management, storage and retrieval system.
- Plans, organizes and supervises a program of inspection and review of facilities and equipment, to ensure that potential safety hazards are corrected and prevented.
- Reviews, approves, requisitions and orders maintenance and operations supplies, materials and equipment.
- Plans, organizes, develops and maintains inventory control and expenditure control procedures.
- Participates and gives input in the budget planning process, including the determination of maintenance and operations materials, supplies, equipment and service needs.
- Monitors contractors providing maintenance and operations related services to ensure adherence to project specifications, timelines and appropriate standards of performance.
- Counsels and advises District personnel and members of the education community regarding maintenance and operations related problems and concerns, including resolution of complaints and grievance issues.
- Assists maintenance and operations personnel in resolving technical and unusual and usual maintenance and operations related problems and concerns.
- Reviews and audits incident and accident investigation reports and determines appropriate action.
- Plans, coordinates and supervises the review, examination and testing of a variety of products and equipment, in determining product standards, and in the development of product bid specifications.
- Plans, develops and conducts personnel orientation and in-service training programs; evaluates the performance of maintenance, operations, and transportation personnel;
- Assists in the conduct of various personnel management processes, including the recruitment and selection of maintenance, operations, and transportation personnel.
- Other related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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- Principles, methods, techniques and strategies pertaining to comprehensive maintenance, operations, and transportation programs;
- Practices, procedures and trends of management, organization and supervision;
- Equipment, materials and supplies commonly utilized in the cleaning and maintenance of school facilities, grounds, offices and equipment;
- Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction, and cleaning of agency facilities and equipment.
- Practices, procedures, techniques and strategies for determining operational effectiveness;
- Safe and sanitary working methods and procedures.

Chico Unified School District

Director-Maintenance/Operations/Transportation

- Basic principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program.
- Legal mandates, policies, regulations and guidelines of a comprehensive pupil transportation and safety program.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Effectively and efficiently plan, organize and supervise the functions and activities of comprehensive maintenance and operations programs;
- Plan, organize, assign, supervise, and evaluate the functions and activities of maintenance and operational personnel;
- Accurately estimate time and material costs;
- Establish and maintain an effective data management, storage and retrieval system;
- Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Four (4) years of responsible experience in the construction, maintenance and repair of large buildings, grounds and equipment, including two years in a supervisory capacity.
- Two (2) years transportation industry experience is preferred.

Education:

- Equivalent to the completion of an Associate of Arts or higher degree, supplemented by advanced training or coursework in organization, supervision and operational management.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Ability to obtain appropriate certificates (i.e., asbestos, lead, etc.)

Condition of Employment

- Insurability by the District liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs,
- Scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.

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Chico Unified School District

Director-Maintenance/Operations/Transportation

• Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

PC - September 1997, July 2011, March 2024

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