

**CHICO UNIFIED SCHOOL DISTRICT
OFFICE ASSISTANT ELEMENTARY ATTENDANCE - BILINGUAL**

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DEFINITION

Under general supervision, to primarily perform elementary attendance duties and a variety of general clerical duties and to provide back up for the School Office Manager; to provide word processing and data entry support; and to provide information and assistance to students, faculty, staff and the general public.

SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of clerical duties, including typing, proofreading, filing, checking records and recording information on records.
- Compile and prepare various departmental files, records and reports; search files for specified information.
- Type letters, reports, requisitions, purchase orders, forms, warrants, file cards and other material from rough draft, marginal notes, verbal instruction or transcribing machine recordings; respond to routine correspondence; shred confidential materials.
- Greet visitors and the general public in person and on the telephone; refer visitors and transfer calls to appropriate personnel; take and transmit messages for staff; assist the general public, staff, faculty and students by providing general information regarding the location, dates and times of events and District policies and procedures; relay messages to appropriate personnel regarding emergency calls and situations; schedule appointments.
- Maintain accurate attendance records, including issuing readmit slips, typing master absence lists, verifying student absences, providing information to parents, teachers and counselors, posting absences and preparing regular and annual tabulations on attendance; input absences into computer from a variety of sources, including class rolls, calling lists, tardy lists and parents; contact parents by telephone or in person regarding student absences; run reports of unverified absences.
- Maintain and review financial and attendance records and documents for clerical and arithmetical accuracy, completeness and for compliance with established procedures; sort and file documents and records according to predetermined classifications.
- Sort and distribute mail and fax correspondence.
- Receive, sort, duplicate and distribute various instructional materials; prepare materials for student packets, faculty handbook and other related materials for distribution.
- Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy; notify parents of student injury or illness as necessary; complete accident reports as needed.
- Review and monitor purchase orders and invoices; maintain records of expenditures.
- Monitor inventory of materials, supplies and equipment; examine the condition of inventory; repair or replace items as required.
- Contribute to the design, edit, duplication and distribution of the newsletter and bulletins to parents and staff.
- Supervise students present in the office for disciplinary reasons or who arrive early or leave campus late.
- Operate a variety of office machines, including typewriters, copiers, adding machines, transcribing machines and computer terminals.
- Read, write, speak, and/or translate from and to English and designated second language in duties including, but not limited to, letter writing, greeting visitors in person and on the telephone, providing general information, contacting parents regarding student absences, injury, or illness.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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Chico Unified School District

Office Assistant Elementary Attendance – Bilingual

- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping;
- Word processing methods, techniques and programs;
- Techniques used in public relations;
- Alphabetical, numerical and subject matter filing systems;
- 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;
- Read, write, speak, and translate from and to English and designated second language.

Ability to:

- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to student attendance and assigned programs and functions;
- Learn basic first aid principles and practices may be required for some positions;
- Perform responsible clerical work with accuracy and speed, with frequent interruption;
- Perform accurate mathematical computations;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Work independently in the absence of supervision;
- 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 general clerical experience.

Training:

- Equivalent to the completion of the twelfth grade.

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.

PC – October 2006, November 2006, July 2012, June 2024

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CHICO UNIFIED SCHOOL DISTRICT
OFFICE ASSISTANT ELEMENTARY ATTENDANCE

DEFINITION

Under general supervision, to primarily perform elementary attendance duties and a variety of general clerical duties and to provide back up for the School Office Manager; to provide word processing and data entry support; and to provide information and assistance to students, faculty, staff and the general public.

SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of clerical duties, including typing, proofreading, filing, checking records and recording information on records.
- Compile and prepare various departmental files, records and reports; search files for specified information.
- Type letters, reports, requisitions, purchase orders, forms, warrants, file cards and other material from rough draft, marginal notes, verbal instruction or transcribing machine recordings; respond to routine correspondence; shred confidential materials.
- Greet visitors and the general public in person and on the telephone; refer visitors and transfer calls to appropriate personnel; take and transmit messages for staff; assist the general public, staff, faculty and students by providing general information regarding the location, dates and times of events and District policies and procedures; relay messages to appropriate personnel regarding emergency calls and situations; schedule appointments.
- Maintain accurate attendance records, including issuing readmit slips, typing master absence lists, verifying student absences, providing information to parents, teachers and counselors, posting absences and preparing regular and annual tabulations on attendance; input absences into computer from a variety of sources, including class rolls, calling lists, tardy lists and parents; contact parents by telephone or in person regarding student absences; run reports of unverified absences.
- Maintain and review financial and attendance records and documents for clerical and arithmetical accuracy, completeness and for compliance with established procedures; sort and file documents and records according to predetermined classifications.
- Sort and distribute mail and fax correspondence.
- Receive, sort, duplicate and distribute various instructional materials; prepare materials for student packets, faculty handbook and other related materials for distribution.
- Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy; notify parents of student injury or illness as necessary; complete accident reports as needed.
- Review and monitor purchase orders and invoices; maintain records of expenditures.
- Monitor inventory of materials, supplies and equipment; examine the condition of inventory; repair or replace items as required.
- Contribute to the design, edit, duplication and distribution of the newsletter and bulletins to parents and staff.
- Supervise students present in the office for disciplinary reasons or who arrive early or leave campus late.
- Operate a variety of office machines, including typewriters, copiers, adding machines, transcribing machines and computer terminals.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping;
- Word processing methods, techniques and programs;
- Techniques used in public relations;

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- Alphabetical, numerical and subject matter filing systems;
- 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, interpret and apply the policies, procedures, laws and regulations pertaining to student attendance and assigned programs and functions;
- Learn basic first aid principles and practices may be required for some positions;
- Perform responsible clerical work with accuracy and speed, with frequent interruption;
- Perform accurate mathematical computations;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Work independently in the absence of supervision;
- 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 general clerical experience.

Training:

- Equivalent to the completion of the twelfth grade.

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.

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**CHICO UNIFIED SCHOOL DISTRICT
OFFICE ASSISTANT**

DEFINITION

Under general supervision, to perform a variety of general clerical duties in support of the program to which assigned; to provide word processing and data entry support; and to provide information and assistance to students, faculty, staff and the general public.

SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of clerical duties, including typing, proofreading, filing, checking records and recording information on records.
- Compile and prepare various departmental files, records and reports; search files for specified information.
- Type letters, reports, requisitions, purchase orders, forms, warrants, file cards and other material from rough draft, marginal notes, verbal instruction or transcribing machine recordings; respond to routine correspondence; shred confidential materials.
- Greet visitors and the general public in person and on the telephone; refer visitors and transfer calls to appropriate personnel; take and transmit messages for staff; assist the general public, staff, faculty and students by providing general information regarding the location, dates and times of events and District policies and procedures; relay messages to appropriate personnel regarding emergency calls and situations; schedule appointments.
- Provide information to parents, teachers and counselors and may provide assistance to Senior Office Assistant who maintains secondary student attendance.
- Maintain and review financial records and documents for clerical and arithmetical accuracy, completeness and for compliance with established procedures; sort and file documents and records according to predetermined classifications.
- Sort and distribute mail and fax correspondence.
- Receive, sort, duplicate and distribute various instructional materials; prepare materials for student packets, faculty handbook and other related materials for distribution.
- Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy; notify parents of student injury or illness as necessary; complete accident reports as needed.
- Review and monitor purchase orders and invoices; maintain records of expenditures.
- Monitor inventory of materials, supplies and equipment; examine the condition of inventory; repair or replace items as required.
- Contribute to the design, edit, duplication and distribution of the newsletter and bulletins to parents and staff.
- Supervise students present in the office for disciplinary reasons or who arrive early or leave campus late.
- Operate a variety of office machines, including typewriters, copiers, adding machines, transcribing machines and computer terminals.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and computer equipment.

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- Principles and procedures of record keeping;
- Word processing methods, techniques and programs;
- Techniques used in public relations;
- Alphabetical, numerical and subject matter filing systems;
- 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, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions;
- Learn basic first aid principles and practices may be required for some positions;
- Perform responsible clerical work with accuracy and speed, with frequent interruption;
- Perform accurate mathematical computations;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Work independently in the absence of supervision;
- 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 general clerical experience.

Training:

- Equivalent to the completion of the twelfth grade.

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.

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**CHICO UNIFIED SCHOOL DISTRICT
PAYROLL COORDINATOR**

DEFINITION

This position under general supervision performs a variety of duties for payroll processing. One of the primary functions will be the generation, collection, auditing, coding, and processing of time cards and extra assignment sheets. Additional functions include absence tracking, handling employee deductions, and responding to informational requests. This position requires considerable discretion, professionalism, initiative, accuracy, attention to detail, organizational skills, ability to multitask within strict timelines, and effective communication skills.

SUPERVISION EXERCISED

May exercise technical and functional supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Processing of payrolls including data collection, time card verification, audit hours, vacation, sick leave, and workers compensation including the coding of payroll.
- Balance payroll comparing inputs with outputs.
- Audit final payroll and distribute.
- Act as internal consultant to management and staff on issues of payroll.
- Receive calls, visitors and mail; respond to complaints and requests for information.
- Distribute preprinted time cards to appropriate sites.
- Ensure all sites have correctly completed and sent in their documents by the payroll deadlines.
- Applying the correct General Ledger accounts to the payroll employee expenses.
- Validating absence tracking documents versus generated extra assignment sheets.
- Checking personal leave balances before allowing payment for time not worked.
- Ensuring that employee activity complies with District and Bargaining Unit policies.
- Coordinating with Classified and Certificated Human Resource staff any personnel events that will impact employee's pay or position.
- Participate in coordinating, organizing, and maintaining the workflow of the payroll department and provide training to assigned staff.
- Respond to and assist in resolving difficult and sensitive requests; apply policies; procedures and employee contracts; work with district and site personnel concerning contract sections and employee reporting.
- Maintains payroll information system records and generates reports as needed.
- Perform related duties and responsibilities as required.
- Support Payroll/Benefits Specialist and management personnel as required.
- Meets payroll deadlines.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, practices, and terminology used in payroll and financial record keeping;
- Methods and techniques of data collection, analysis, and report preparation;
- Mathematical principles;
- Intermediate level MS Office Suite or equivalent;
- Federal and state Labor Law, Ed Code, Butte County and CUSD employment policies;
- Collective Bargaining Agreements and Merit System Rules.

Skill to:

- Operate 10-key by touch;
- Create documents, databases, spreadsheets, and reports using MS Office Suite;

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Chico Unified School District
Payroll Coordinator

- Type or operate a keyboard at a level proficient for successful job performance;
- Enter data and create reports using payroll information systems;
- Conduct and interpret research on pay related topics.

Ability to:

- Demonstrate exceptional customer service and respond to requests and inquiries for information regarding payroll;
- Multitask in a timeline driven environment;
- Maintain confidentiality of employee information;
- Demonstrate critical thinking skills and exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Perform mathematical computations quickly and accurately;
- Communicate clearly and concisely, both orally and in writing;
- Work independently in the absence of supervision;
- Work effectively and efficiently under pressure with constant interruptions;
- Maintain a professional environment within the office and district;
- Stay abreast of changes with employees, employment contracts, labor law, or other factors that may impact this function.

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 could be found in the following areas:

Experience:

- Two (2) year's experience in payroll operations, preferably in a public sector environment.

Education:

- AA/AS degree or higher with focus in accounting preferred.
- Additional appropriate college level coursework.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, 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:

- 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 and on the telephone.

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Chico Unified School District
Payroll Coordinator

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- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to work overtime on evenings and weekends, as needed.

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PC - November 2005, July 2012, June 2024

**CHICO UNIFIED SCHOOL DISTRICT
PAYROLL/BENEFITS TECHNICIAN**

DEFINITION

This position under general supervision performs a variety of duties for benefit administration and payroll processing. The primary function will be the administration of employee benefits, the ability to run the payroll system, and monitoring leaves of absence. This classification participates in the effective establishment & maintenance of a variety of payroll & benefit records, benefits administration, and generating reports that require independent judgment in the application of established policies, procedures, legal statutes, merit system rules, administrative regulations, and collective bargaining agreements. This classification requires considerable discretion, professionalism, initiative, accuracy, attention to detail, organizational skills, ability to multitask within strict timelines, and effective communication skills.

SUPERVISION EXERCISED

May exercise technical and functional supervision over student assistants. Will support payroll staff members with technical guidance.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepare and deliver appropriate benefit package to eligible employees and COBRA notifications in adherence of current employer benefit regulations.
- Must be able to support and perform the duties of Payroll Coordinator
- Assist in maintaining and adjusting all voluntary & involuntary deductions, payroll adjustments, receive & post sick leave, vacation, and other employee leave entitlements, reconcile all District payroll records such as new hire reporting, vacation/sick/holiday pay, differential, unemployment, disability, medical leave, workers' compensation, and wage garnishments; track & monitor IRS Section 125 plans.
- Act as internal consultant to District employees on issues of benefits and payroll including offering employee benefit consultations during open enrollment.
- Serve as liaison between employees, retirees, and insurance companies; work closely with insurance companies and plan administrators concerning payments and coverage; reconcile listing for health, vision, dental, and life insurance.
- Generate documentation and check requests for district payment of insurance benefits for active and retired employees.
- Handle collections for insurance benefits through normal payrolls or manual processes.
- Meet benefit implementation dates.
- Maintains payroll information system records and generates required reports as needed, such as Internal Revenue forms.
- Provide projections on employee costs, salary & benefit information, and other school based funding information to administrators.
- Process retirement records such as CalSTRS and CalPERS.
- Ensure payroll activities meet required deadlines and comply with legal statutes, merit system rules, administrative regulations, and collective bargaining agreements, as appropriate.
- Perform complex calculations for pay exceptions, increases, retroactive, adjustments, and non-routine payroll activities.
- Facilitate all payroll runs, reconcile payroll deposits, and prepare electronic funding paperwork.
- Receive calls, visitors and mail; respond to complaints and requests for information.
- Participate in coordinating, organizing, and maintaining the workflow of the payroll department and provide training to assigned staff.
- Respond to and assist in resolving difficult and sensitive requests; apply policies, procedures and employee contracts; work with district and site personnel concerning contract sections and employee reporting.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, practices, and terminology used in payroll and financial record keeping.
- Benefit administration, Long-term/Short-term disability plans, Medical/Dental/Vision/Life plans, Workers' Compensation, medical leaves, leave administration, and State & Federal leave requirements.

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Chico Unified School District
Payroll/Benefits Technician

- Methods and techniques of data collection, analysis, and report preparation;
- Mathematical principles;
- Intermediate level MS Office Suite or equivalent software applications;
- CalPERS and CalSTRS database software;
- Federal and State Labor Law, Education Code, and Butte County & CUSD employment policies;
- CUSD Collective Bargaining Agreements and Merit System Rules.

Skill to:

- Create documents, databases, spreadsheets, and reports using MS Office Suite;
- Compose, compile, and tabulate data and information for summaries & reports;
- Perform mathematical computations quickly and accurately;
- Enter data and create reports using payroll/benefit information systems;
- Conduct and interpret research on pay and benefits related topics;
- Multitask in a timeline driven environment;
- Operate 10-key by touch;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Learn, interpret, and apply pertinent codes, rules, regulations, and District policies & procedures pertaining to assigned functions;
- Demonstrate exceptional customer service and respond to requests and inquiries for information regarding benefits and payroll;
- Maintain confidentiality of employee information;
- Demonstrate critical thinking skills and exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Work independently in the absence of supervision;
- Work effectively and efficiently under pressure with constant interruptions;
- Maintain a professional environment within the office and district;
- Stay abreast of changes with employees, employment contracts, insurance contracts, labor law, or other factors that may impact this function;
- 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 could be found in the following areas:

Experience:

- Two (2) years of increasingly responsible experience in the administration of benefit plans.
- Two (2) years' experience in payroll operations, preferably in a public sector environment.

Education:

- AA/AS degree or higher with focus in accounting or human resources preferred;
- Additional appropriate college level coursework.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, human resources, 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:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.

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Chico Unified School District
Payroll/Benefits Technician

- 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 and on the telephone.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Available to work overtime on evenings and weekends as needed.

PC - November 2005, July 2012, October 2018, June 2024

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**CHICO UNIFIED SCHOOL DISTRICT
PRINTER**

DEFINITION

Under general supervision, to operate and maintain an offset press and related equipment in the preparation, printing and duplication of a wide variety of forms, charts, brochures and other instructional, informational and publicity materials.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Receive and prioritize production, reproduction and duplication orders; establish priorities and timelines for the production and/or reproduction of materials as required; estimate time, material and equipment for assigned jobs.
- Operate offset and duplicating machines for the reproduction of a wide variety and large quantity of materials; determine proper type and weight of paper for various printing jobs; adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; regulate ink and repellent flow; perform multi-color printing.
- Operate printing equipment and machinery, including a printing press, plate maker, vertical process camera and vacuum frame.
- Set up and operate a wide variety of printing-related equipment, including punchers, binders, collators, folding machines, cutters, staplers and paper drill.
- Perform a variety of bindery duties, including collating, binding, drilling, stapling and wrapping for delivery.
- Maintain files and records related to the types and quantity of materials reproduced, time expended and materials required to complete work orders.
- Mix chemicals; expose film; develop negatives in photographic darkroom.
- Clean and perform routine maintenance on machines and equipment; diagnose and repair equipment malfunctions; perform necessary adjustments and minor repairs to machines.
- Participate in maintaining an adequate level of various types of materials and supplies necessary to fulfill the requirements of the production department; track usage of materials; requisition materials as needed.
- Supervise and train volunteers, students and District personnel on site, for on-site use of equipment.
- Provide information regarding materials and methods in Printing industry.
- Serve as Key Operator for personnel using equipment available to walk-ins.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Procedures, methods, techniques, materials and equipment used in printing, assembling, binding and distributing printed materials;
- Maintenance, care, adjustment and operational characteristics of a variety of printing and related equipment, including offset and color presses, photocopiers and cutting, collating, punching, binding, mimeograph and other machines;
- Various types of inks, papers, chemicals and other supplies normally used in printing processes;
- Occupational hazards and standard safety practices necessary in the area of print shop operation;

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- Principles and practices used in exposing and developing film;
- Basic mathematical principles;
- Principles and procedures of record keeping.

Skill to:

- Operate, maintain, adjust and repair equipment used in printing, such as offset press, process camera, paper cutter, collator, drill punch, folder and copying machine.

Ability to:

- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions;
- Plan and lay out a variety of materials for printing;
- Perform photography tasks, including exposing and developing photographic film;
- Prepare and maintain accurate and complete records;
- Plan and organize work to meet schedules and deadlines;
- Respond to requests and inquiries from District personnel;
- 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:

- Two (2) years of experience operating an offset printing press.

Training:

- Equivalent to the completion of the twelfth grade.

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 60 lbs.; exposure to noise, confining work space, chemicals and mechanical hazards.

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CHICO UNIFIED SCHOOL DISTRICT
PROGRAM COORDINATOR - SUBSTANCE USE PREVENTION AND INTERVENTION

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PURPOSE

Under limited supervision serve as the school-site coordinator of the state and federally funded Safe and Drug-Free Schools (SDFS) and TUPE programs; to assist in implementing authorized prevention and intervention activities under these programs; and to serve as liaison with collaborating school staff and agencies in the development of services for students.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate the planning and implementation of prevention and intervention events and activities; organize and schedule Red Ribbon Week and other substance use prevention activities to ensure program compliance and meet objectives.
- Coordinate parent education and awareness sessions regarding the SDFS and TUPE programs.
- Coordinate and serve as liaison to outside agencies, including Butte County Department of Behavioral Health, Butte County Office of Education, and Healthy Chico Youth Coalition.
- Collect evaluation data for the purposes of monitoring the TUPE and CARE (Collaboration for Alcohol Education) grants.
- Create, publish, and distribute flyers, newsletters, and other materials to increase awareness of prevention and intervention activities and programs for students, staff and parents.
- Attend and participate in professional group meetings; attend conferences; stay abreast of new trends and innovations in the field of substance use prevention and intervention.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques used in program development and implementation in quality substance use prevention and intervention programs;
- Modern office practices;
- Computer software applications such as word-processing and publishing;
- Principles and practices of data collection and report preparation;
- Public relations;

Skill To:

- Deliver substance use prevention and intervention activities to students and staff;
- Operate modern office equipment including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

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Ability to:

- Provide ongoing prevention and intervention services to students, staff, and parents;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and maintain accurate and complete records and reports;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, 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:

- Two (2) years of responsible coordination and facilitation experience involving working with the public, school staff, and parents in the areas of substance use prevention and intervention.
- One (1) year experience project and/or program management.
- One (1) year experience in training and development.
- Two (2) years of experience with teaching life skills and substance prevention and intervention activities in an educational setting.

Education:

- Equivalent to the completion of the twelfth grade supplemented by two (2) years of college-level coursework in education, social services, or a related field, or equivalent combination of education and experience.

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.

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CHICO UNIFIED SCHOOL DISTRICT PROGRAM COORDINATOR

PURPOSE

Under general supervision plans, organizes, and implements assigned programs. Coordinates people and resources to achieve desired goals and serves as liaison with stakeholders.

SUPERVISION EXERCISED

Exercises technical and functional supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate the planning, implementation, assessment, and evaluation of the assigned program; organize and schedule activities to ensure program compliance and meet objectives.
- Coordinate and serve as liaison to outside agencies
- Act as informational resource for assigned program.
- Coordinate activities and goals with other programs as required.
- Assist in specifying the roles and responsibilities of volunteers and project team.
- Participate in the development and administration of the budget; monitor expenditures; recommend adjustments as necessary.
- Collect, prepare, analyze program-related data, and report on results using technology tools; makes recommendations based on data.
- Create, publish, and distribute flyers, newsletters, and other materials for recruitment and for program updates.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques used in program development and project management;
- Pertinent Federal, state, and local laws, codes, and regulations;
- Basic principles of budget preparation and control;
- Modern office practices;
- Intermediate-level software applications such as word-processing, publishing, spreadsheet, and database operations;
- Principles and practices of data collections and report preparation;
- Principles of business letter writing;
- Public relations.

Skill To:

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

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- Lead program team and facilitate the communication and interaction amongst team members.

Ability to:

- Assist with the preparation of grants and grant applications;
- Provide ongoing training to team members;
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Prepare and maintain accurate and complete records and reports;
- Prepare and administer budget;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, 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 administrative and clerical experience involving working with the public.
- One (1) year experience in project and/or program management.
- One (1) year experience in training and development.
- Experience with teaching and/or educational settings desirable but not required.

Education:

- Equivalent to the completion of the twelfth grade supplemented by two (2) years of college-level coursework in related field or equivalent combination of education and experience.

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
Program Coordinator

- 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 June 2004, July 2012, June 2024

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CHICO UNIFIED SCHOOL DISTRICT
PASSENGER VAN DRIVER

DEFINITION

Under general supervision, to drive a passenger van over designated routes for the purpose of transporting students and others to and from school and program sites. A passenger van does not require the operator to possess a School Bus Driver Certificate or Commercial Driver's License.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Operate a van within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- May transport special education students; escort and assist students on and off vans when necessary; secure seat belts.
- Obey and follow all student transportation rules and regulations as outlined by the District.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Administer first aid and/or CPR as authorized under current standard certification as necessary.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of van, including fueling, checking oil, water and power steering fluid levels and cleaning the van interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the van, including steam cleaning, washing and polishing.
- Maintain records and prepare reports; maintain student lists and check van passes.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including the areas of safety, first aid and related matters.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety practices necessary in the area of student transportation;
- Laws, rules and regulations pertaining to van operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code.
- CPR and First Aid principles and practices;
- Basic principles and procedures of record keeping;
- Basic mathematical principles;

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Chico Unified School District
Passenger Van Driver

- Pre-employment and random drug and alcohol testing is required. Passenger Van Driver's will be held to the same standard as commercial drivers as described in Board Policy #4112.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 70 lbs.; exposure to cold, heat, noise, vibration, chemicals and mechanical hazards.

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CHICO UNIFIED SCHOOL DISTRICT
REGISTRAR

DEFINITION

Under direction, to provide complex administrative assistance to site administration involved in all aspects of registering, scheduling and programming students and in interpreting, evaluating and maintaining grades and credits on transcripts; and to perform a variety of related clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of clerical duties involved in registering and programming new students, including assisting counselors, parents and students in developing class schedules.
- Organize and implement the various phases of programming, including preparing the timeline, master schedule and programming materials through to completing the scheduling process after the grading period starts and changes are finalized.
- Develop creative and workable solutions to problems with the computer system meeting the needs of the school, including in the areas of scheduling design and conflicts, room assignments, student schedules, grades, transcripts, reports, inter and intra district forms and other areas as necessary.
- Set up the Master Schedule (Course Catalog) in the district computer system by assigning course numbers and sections, teachers, room numbers and number of seats available, periods, term and days taught for each section offered; enroll students after grading period starts; evaluate all data pertaining to programming.
- Coordinate with district psychologists, special education/special program teachers, ESL teachers and County personnel in the areas of enrolling and scheduling special education and special program students; create and maintain separate master schedules for special education and special program students.
- Prepare Master Schedules by alphabetical order, department and room assignment for distribution to staff, administration, District Office, students and the community.
- Make changes resulting from program errors, recommended student program changes and balance classes after the grading period starts.
- Prepare registration materials, curricular catalogs and program planning sheets; make student information materials available.
- Interpret and evaluate transcripts of new and returning students; enter grades and credits from previous schools into the computer to establish a current transcript; maintain grades, credits and transcripts for all enrolled students; may request new student cumulative folders and transcripts from previous schools.
- Research data, compile information and perform computations for Federal, State and District reports.
- Perform a variety of clerical duties, including collecting, checking and distributing report cards and transcripts, I-20 and Form 10 and 11 requests, language assessment (ESL), ethnicity reports, disadvantaged information, Chapter 1, GATE, Migrant Ed and other information.
- Maintain accurate lists of course offerings meeting college entrance requirements.
- Provide secretarial and clerical assistance to other staff as necessary.
- Order supplies and materials as needed.
- Design, prepare and revise a variety of documents, reports, handbooks, catalogs, forms, letters and other materials.
- Serve as a resource for school site and district administrators, teachers and other school personnel, parents, students and the community on various school and computer issues.
- May provide direction to office practice students and/or other clerical personnel.
- Operate modern office equipment, including various computer systems, typewriters, word processors, copiers, calculators, printing equipment, FAX and other office equipment.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.

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- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles and operational characteristics of computer systems.
- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping and reporting.
- Principles and practices used in dealing with the public.
- Principles of data collection and report preparation.
- Basic principles of business mathematics.
- 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 principles and practices of programming, scheduling classes and registering students.
- Learn principles and practices of course, grade and credit evaluation in relation to requirements.
- Learn the District policies, procedures and requirements related to the registrar function.
- Perform responsible and difficult administrative and clerical working involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the school and computer system as necessary to assume assigned responsibilities.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Evaluate courses, grades and credits in relation to the District graduation requirements and college entrance requirements.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Collect, compile and analyze information and data.
- Meet and deal tactfully and effectively with the public.
- Respond to requests and inquiries from the general public.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Work independently in the absence of supervision.
- 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:

- Three (3) years of increasingly responsible clerical experience.

Education:

- Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

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

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PHYSICAL DEMANDS

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- Please refer to the [Job Analysis](#).

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**CHICO UNIFIED SCHOOL DISTRICT
ROVING 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

- Fill in as Cafeteria Satellite Manager/Cafeteria Cook Manager 1/Cafeteria Cook Manager 2/Bakery Manager in absence of incumbent.
- 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.
- Must be willing to accept assignments at any school site.
- Must be willing to accept multiple assignments throughout the day as needed.
- Must be willing to accept assignments after typical hours on primary source of contact and/or email.
- Must be willing to travel from one site to another throughout the day for multiple assignments as needed.
- 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;
- 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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Chico Unified School District
Roving Cafeteria Assistant Cook Manager

- Safe driving principles and practices.

Skill to:

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

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.

Education:

- Equivalent to the completion of the twelfth grade.

Training:

- Specialized training or course work in food preparation, food service management, 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:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

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

PC - March 1996, August 2019, April 2022, June 2024

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CHICO UNIFIED SCHOOL DISTRICT
SCHOOL BUS DRIVER-~~TYPE 2~~

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DEFINITION

Under general supervision, to drive a school bus over designated routes for the purpose of transporting special needs students and others to and from school, program sites and on special trips.

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SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Operate a school bus within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- Transport students, teachers and non-students on special trips to various locations; plan necessary route(s) and stops as needed;
- Secure seat belts and wheel chair devices and operate wheelchair lifts; load and unload luggage and gear in storage areas of the bus.
- Transport special education students; escort and assist students on and off school bus and across streets when necessary.
- Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol.
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Administer first aid as authorized under current standard certification as necessary.
- Evacuate the vehicle in a safe and timely manner when necessary; conduct periodic evacuation drills as required by law.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of bus, including fueling, checking oil, water and power steering fluid levels and cleaning the bus interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus, including steam cleaning, washing and polishing the school bus.
- Maintain records and prepare reports; maintain student lists and check bus passes.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including in the areas of safety, first aid and related matters, as well as to maintain current knowledge of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles in the transportation of school children.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety practices necessary in the area of student transportation;
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code;
- First aid principles and practices;
- Basic principles and procedures of record keeping;
- Basic mathematical principles;
- Safe driving principles and practices.

Skill to:

- Operate equipment used in school bus servicing and maintenance;
- Install and remove tire chains;
- Operate a school bus safely.

Ability to:

- Maintain order and discipline on a school bus;
- Work with students of varying degrees of physical and mental abilities;
- Work with a variety of equipment, such as, but not limited to, wheelchairs, walkers, etc;
- Read and interpret a map;
- Maintain simple records;

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- Work independently in the absence of supervision;
- Understand and follow oral and written directions;
- Read, interpret and follow rules, regulations, policies and procedures;
- Respond appropriately in emergency situations;
- Administer first aid and CPR;
- Work under limited supervision within a framework of well-defined policies and procedures;
- 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;
- Obtain and maintain a current, valid California School Bus Driver's Certificate for Type 1 buses with acceptable restrictions by the end of the 5th month of the probationary period.

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 the operation of a motor vehicle.
- Experience driving a school bus is highly desirable.

Training:

- The ability to read and write at a level necessary for successful job performance.
- Successful completion of classroom instruction related to skills and safety requirements for driving a school bus;
- Successful completion of instruction operating a school bus.

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 commercial driver's license with a Passenger and School Bus (P&S) endorsement and safe driving record.
- Possess and maintain a current, valid California School Bus Driver's Certificate with acceptable restrictions.
- Possess and maintain a current, valid DMV Medical Examiner's Certificate.
- Obtain and maintain a current, valid California School Bus Driver's Certificate for Type 1 buses with acceptable restrictions by the end of the 5th month of the probationary period.

Conditions of Employment:

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations.
- Must be at least 25 years of age.

PHYSICAL DEMANDS

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT
SCHOOL BUS DRIVER TYPE 1**

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DEFINITION

Under general supervision, to drive a school bus over designated routes for the purpose of transporting students and others to and from school, program sites and on special trips.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Operate a school bus within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- Transport students, teachers and non-students on special trips to various locations; plan necessary route(s) and stops as needed; load and unload luggage and gear in storage areas of the bus.
- May transport special education students; escort and assist students on and off school bus and across streets when necessary; secure seatbelts.
- Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol.
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Complete records to be submitted to the California Energy Commission.
- Administer first aid as authorized under current standard certification as necessary.
- Evacuate the vehicle in a safe and timely manner when necessary; conduct periodic evacuation drills as required by law.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of bus, including fueling, checking oil, water and power steering fluid levels and cleaning the bus interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus, including steam cleaning, washing and polishing the school bus.
- Maintain records and prepare reports; maintain student lists and check bus passes.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including in the areas of safety, first aid and related matters, as well as to maintain current knowledge of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles in the transportation of school children.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety practices necessary in the area of student transportation;
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code.
- First aid principles and practices;
- Basic principles and procedures of record keeping;
- Basic mathematical principles;
- Safe driving principles and practices.

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Skill to:

- Operate equipment used in school bus servicing and maintenance;
- Install and remove tire chains;
- Operate a school bus safely.

Ability to:

- Maintain order and discipline on a school bus;
- Read and interpret a map;
- Maintain simple records;
- Work independently in the absence of supervision;
- Understand and follow oral and written directions;
- Read, interpret and follow rules, regulations, policies and procedures;
- Respond appropriately in emergency situations;
- Administer first aid and CPR;
- Work under limited supervision within a framework of well-defined policies and procedures;
- 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:

- Two (2) years of experience in the operation of a motor vehicle.
- Experience driving a school bus is highly desirable.

Training:

- The ability to read and write at a level necessary for successful job performance.
- Successful completion of classroom instruction related to skills and safety requirements for driving a school bus.
- Successful completion of instruction operating a school bus.

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 commercial driver's license with a Passenger and School Bus (P&S) endorsement and safe driving record.
- Possess and maintain a current, valid California School Bus Driver's Certificate, with acceptable restrictions, with first aid training and DMV Medical Examiner's Certificate.
- Possess and maintain a current, valid DMV Medical Examiner's Certificate.

Conditions of Employment

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 25 years of age.

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Chico Unified School District
School Bus Driver-Type1

PHYSICAL DEMANDS

- Please refer to the Job Analysis.

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Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 70 lbs.; exposure to cold, heat, noise, vibration, chemicals and mechanical hazards. ¶

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**CHICO UNIFIED SCHOOL DISTRICT
SCHOOL BUS DRIVER/UTILITY WORKER**

DEFINITION

This classification is designated as a "Roving Position" that will be utilized for any of the essential functions and requirements included in the School Bus Driver-Type 1 or -Type 2 job descriptions. Under general supervision, to drive a school bus over designated routes for the purpose of transporting students, including special education students and others, to and from school, program sites, and on special trips. To perform light maintenance duties on school buses as required for maintenance support. The position requires flexible work hours to accommodate daily assignments.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Operate a school bus within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- Transport students, teachers and non-students on special trips to various locations; plan necessary route(s) and stops as needed; load and unload luggage and gear in storage areas of the bus.
- Transport special education students; escort and assist students on and off school bus and across streets when necessary; secure seatbelts and wheel chair devices; operate wheelchair lifts.
- Maintain records and prepare reports as necessary; maintain student lists and check bus passes.
- Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol.
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Check for and report actual and potential safety, emergency, health, or fire hazards to appropriate administrators.
- Evacuate the vehicle in a safe and timely manner when necessary; conduct periodic evacuation drills as required by law.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Complete records to be submitted to the California Energy Commission.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of bus, including fueling, checking oil, water and power steering fluid levels and cleaning the bus interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus, including steam cleaning, washing and polishing the school bus.
- Assist in performing routine maintenance duties and other related maintenances tasks using hand and power tools as needed.
- Perform minor repairs to seats and equipment.
- Pick up paper and other refuse and debris on grounds.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including in the areas of safety, first aid and related matters, as well as to maintain current knowledge of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles in the transportation of school children.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety practices necessary in the area of student transportation;
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code;
- First aid principles and practices;
- Basic principles and procedures of record keeping;
- Basic mathematical principles;
- Safe driving principles and practices;
- Basic techniques to motivate students and manage student behavior;
- Techniques used in public relations.

Skill to:

- Operate a school bus/motor vehicle safely;
- Operate equipment used in school bus servicing and maintenance;
- Install and remove tire chains;
- Read and interpret a map;
- Operate a wide variety of equipment and tools in a safe and effective manner;
- Administer First Aid and CPR as authorized under current certification.

Ability to:

- Maintain order and discipline on a school bus;
- Maintain simple records;
- Work independently in the absence of or under limited supervision within a framework of well-defined policies and procedures;
- Understand and follow oral and written directions;
- Read, interpret, and follow rules, regulations, policies and procedures;
- Learn and correctly interpret and apply school and District rules, regulations, policies, procedures, laws, and codes pertaining to programs, functions, and student behavior & discipline; supervise and discipline students according to approved policies and procedures;
- Respond appropriately in emergency situations;
- Learn basic techniques of crisis intervention, crowd control, traffic control, and conflict resolution;
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Deal tactfully and effectively with students; demonstrate an understanding, patient, and receptive attitude toward students;
- Enlist the cooperation of students in the enforcement of rules and regulations;
- Deal constructively with conflict;
- Establish and implement consistent, firm, and appropriate limits;
- Communicate clearly and concisely, both orally and in writing;
- Work with students of varying degrees of physical and mental abilities;
- Work with a variety of equipment such as, but not limited to, wheelchairs, walkers, etc.;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Understand, follow, and maintain work schedules to ensure work is completed on time;
- Perform light to moderate manual labor; learn to perform minor repairs.

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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:

- Two (2) years of experience in the operation of a motor vehicle.
- Experience driving a school bus is highly desirable.
- Some experience in the care and supervision of students.

Training:

- The ability to read and write at a level necessary for successful job performance.
- Successful completion of classroom instruction related to skills and safety requirements for driving a school bus.
- Successful completion of instruction operating a school bus.

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 commercial driver's license with a Passenger and School Bus (P&S) endorsement and safe driving record.
- Possess and maintain a current, valid DMV Medical Examiner's Certificate.
- Possess and maintain a current, valid California School Bus Driver's Certificate with acceptable restrictions.
- Obtain and maintain a current, valid School Bus Driver's Certificate for Type 1 buses, with acceptable restrictions, by the end of the 5th month of the probationary period.

Conditions of Employment

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations.
- Must be at least 25 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis for School Bus Driver.

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Chico Unified School District
School Bus Driver/Utility Worker

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CHICO UNIFIED SCHOOL DISTRICT
SECONDARY COUNSELING ASSISTANT
(Formerly Elementary Guidance Specialist)

DEFINITION

Under direction of site administration or designee, schedules students into appropriate classes that meet the post-secondary goals of the student. Is knowledgeable in or capable of learning high school graduation requirements, Career Technical Education programs and college entrance requirements (A-G requirements) and is able to communicate these requirements to students. Schedule and advise students into appropriate classes to meet their post-secondary goals.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Register students for appropriate classes under the direction of the counselor.
- Adjusts, as needed, a student's class schedule to meet the needs of the student.
- Reads and interprets transcripts in order to enroll and schedule students in appropriate classes that meet graduation, Career Technical Education, and/or college entrance requirements under the direction of the counselor.
- Identifies students not meeting District graduation requirements and reports to Counselor.
- Assumes responsibility for the accurate maintenance of student records.
- Is aware of and informed about all available academic programs offered to be able to discuss and advise students in regards to appropriate enrollment and scheduling.
- Assist in evaluating student progress in a wide variety of skills; report progress regarding student performance and behavior.
- Assist in screening and assessing students.
- Communicate all matters of importance to site administrator or designee; communicate important information to parents when so directed.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Child development theory and principles;
- Basic subjects taught in schools;
- English usage, spelling, grammar and punctuation;
- General needs, learning styles and behavior of children;
- Simple record keeping procedures;
- Basic techniques to motivate students and manage student behavior;
- Safe work practices;
- Reading, language development, and mathematics equivalent to high school competencies.

Skill to:

- Work comfortably with a computer including keyboarding skills;
- Appropriately and comfortably talk and relate to secondary age students.

Ability to:

- Learn child guidance principles and practices;
- Learn the procedures and functions necessary to perform assigned duties;
- Learn instructional terminology, program philosophies, concepts, materials, methods and

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Chico Unified School District
Secondary Counseling Assistant

procedures:

- Learn active listening skills;
- Effectively work with individual students;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Recognize potential of students and encourage their participation in educational programs and activities;
- Read, write and understand the English language;
- Maintain confidentiality of student and school information;
- Demonstrate an understanding, patient and receptive attitude toward children;
- 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.

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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 working in an organized education or childcare setting is desirable.

Education:

- Equivalent to the completion of the twelfth grade.

Training:

- Supplemental specialized training in child development, education or a related field is desirable.

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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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PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a school site environment.

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CHICO UNIFIED SCHOOL DISTRICT SECURITY SYSTEMS – LOCKSMITH

DEFINITION

Under direction of the Maintenance & Operations Department, perform a variety of skilled maintenance and repair work in the areas of locks and keys, security systems, electronic access controls, clock and fire alarms, door closures, and other related areas.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a full range of skilled maintenance in the areas of mechanical and electronic locks, access control and keys, security camera systems, clock and fire alarms, door closures and related areas.
- Troubleshoot, repair, install and maintain door locks and door closures, including mechanical and electronic hardware.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Perform locksmith duties; install and remove locks, panic hardware, door closures and other door hardware; repair and maintain electronically controlled doors; disassemble, reassemble, adjust and replace door locks, cabinet locks, padlocks and panic hardware; install, disassemble, reassemble, adjust and repair door closures; lubricate, weld and pick locks as needed.
- Cut and file keys; prepare keys by duplication or from key code; maintain records of all keys; maintain duplicate keys in locked cabinets.
- Install, maintain, and repair access, intrusion, and surveillance systems that may include electronic locks, key pads, and programming of closed circuit television, access control points, fixed and panning cameras, and remote access.
- Program electronic key cards with designated access level and building access control.
- Input and retrieve keying information using a networked computer key system.
- Camera installation, troubleshooting, maintenance and repair.
- Repair and maintain clock and fire alarm systems; program school "bell schedule" on master clock at each school site; adjust master clocks and secondary clocks to correct time; repair, adjust, lubricate, remove and replace classroom signals, switches, fuses and other components of a school master clock or fire alarm system.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including boring jigs, templates, electric drills, wood chisels, screwdrivers, pliers, hammers, lock picks, tweezers, wrenches, files, plug followers, calipers, key gauges and key cutting and duplicating machines.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Support other trade positions as requested.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Standard practices, methods, tools, materials, equipment, hazards, and safety precautions associated with installation and repair of a variety of locks and electronic door systems.

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Chico Unified School District
Security Systems-Locksmith

- Knowledge and skill in use of computers and assorted software programs;
- Security systems installation and maintenance, including cameras and data storage;
- Key code systems used to generate Master keys;
- Laws, codes and regulations pertaining to assigned areas;
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work;
- Terminology used in maintenance and repair work;
- Basic mathematical principles;
- Basic electronic theory;
- Basic computer networking proficiency to perform required tasks;
- Safe driving principles and practices.

Skill to:

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

Ability to:

- Perform a full range of skilled lock repair and related maintenance and repair duties under minimal supervision;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned areas;
- Maintain and repair building systems;
- Analyze and diagnose lock malfunctions;
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics;
- Program electronic locks and locking devices;
- Adapt to changing technologies and learn functionality of new equipment and systems;
- Evaluate new products and recommend usage;
- Estimate time, materials and equipment required for assigned jobs;
- Plan and organize work to meet schedules and deadlines;
- Prepare and maintain accurate and complete records;
- Understand and follow oral and written instructions;
- 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 lock repair and related building trades experience.
- Two (2) years of security camera installation, repair, maintenance and troubleshooting experience and/or training.
- Two (2) years of specialized training in electronic locks and locking systems.

Education

- Successful completion of a formal apprenticeship or specialized training program.

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 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.

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Chico Unified School District
Security Systems-Locksmith

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Conditions of Employment

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

PHYSICAL DEMANDS

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Essential duties require the following physical skills and work environment:

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- Please refer to the Job Analysis.

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