

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Tammie Calzadillas
Director of State and Federal Programs

DATE: June 22, 2010

SUBJECT: **JOB DESCRIPTION REVISIONS FOR CATEGORICAL
PROGRAM MONITORING - FIRST AND SECOND READING**

Recommendation

It is recommended that the Board of Education approve the job description revisions for Categorical Program Monitoring for various certificated and classified job descriptions as a first and second reading.

Background

The job descriptions for Clinician-Compensatory Educators, Director, Curriculum and Staff Development, Director of State and Federal Programs, Learning Director, Resource Teacher-Consolidated Programs, School Counselor, Clerk Typist, Community Coordinator/Student Services, Community Outreach Specialist, Community Liaison, Department Secretary, Instructional Assistant-Bilingual, School Office Manager and Computer Lab Coordinator were revised in response to the Categorical Program Monitoring (CPM) findings in February 2010. Job descriptions for categorically funded positions had to be updated to reflect an alignment between the positions, funding and accountability requirements.

Fiscal Impact

Revenue: \$0

Expenditure: \$0

Budget Category: Categorical and General Funds

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CLASS TITLE: CLINICIAN – COMPENSATORY EDUCATORS

BASIC FUNCTION:

Provides intervention for identified students in conformance with the district and site plans.

REPRESENTATIVE DUTIES:

Provides instruction based on the identified learning and language needs of students. *E*

Monitors student progress through evaluation and consultation with staff. *E*

Creates a positive learning environment for students. *E*

Performs other duties relative to meeting the needs of the students.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations, which pertain to the particular assignment.

Responsible to the Site Administrator or **designee**.

MINIMUM QUALIFICATIONS:

Appropriate credential as required by the **California** Commission on Teacher Credentialing.

EDUCATION AND EXPERIENCE:

~~Bachelor's degree in Liberal Studies and have passed CBEST, or bachelor's degree in any subject and has passed CBEST and National Teacher's Exam; completion of a successful student teaching assignment or has education required above and is enrolled in a credential program at an approved institution, or successful full-time classroom teaching experience and teaching experience.~~

PERSONAL QUALITIES:

~~Recommendation from educators who have observed the personal characteristics, interpersonal relationships, scholastic achievement, and classroom performance of the teacher.~~

WORKING CONDITIONS:

ENVIRONMENT:

School and classroom environment.

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PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Sections 44660-44664

Policy Adopted: June 2, 1981

Policy Revised: January 18, 1994

Policy Revised:

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, CURRICULUM AND STAFF DEVELOPMENT

BASIC FUNCTION:

~~Under the supervision of the Superintendent or designee,~~ The Director of Curriculum and Staff Development has responsibility for the ongoing development and improvement of curriculum and instruction for the District, as well as staff development for all certificated **and classified** staff.

REPRESENTATIVE DUTIES:

Directs the planning, development, field testing, and evaluation of District curriculum and instructional efforts. *E*

Directs development of instructional guidelines, policies, regulations and official notices related to curriculum and instruction. *E*

Directs the publication of Instructional Guides, based upon adopted State and local standards; parent educational materials; and other instructional information for teachers and District Administrators. *E*

Directs planning and provides instruction related staff development, including inservice training designed to support the implementation of newly developed curricula. *E*

Interprets statutes and regulations related to educational programs for staff and community. *E*

Directs the selection, adoption and implementation process of textbook and supplementary materials and programs. *E*

Coordinates the activities of District committees dealing with curriculum and instruction. *E*

Facilitates the preparation of budget requests and monitors expenditures of educational programs and staff development efforts as assigned. *E*

Formulates and encourages innovative curricular programs that improve instruction, in conjunction with District staff, principals and teachers. *E*

Keeps informed as to the operation of the instructional program at all schools for the purpose of evaluating site instructional programs as well as improving teaching strategies. *E*

Initiates and participates in short and long-term planning for the District instructional program. *E*

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Ensures that the Board of Education and the school community are kept informed of innovations, enhancements, **assessments** and improvements in the instructional program. *E*

Ensures that the District's instructional programs are consistent with current legislation and court cases, with established goals, objectives and policies of the District and prevailing professional research and practices. *E*

Directs the administration of the research, evaluation and assessment program. *E*

Keeps current and acts as a resource on laws and pending legislation in the areas of testing, educational assessment and accountability. *E*

Provides ongoing training for District and site staff in the interpretation and utilization of evaluation and assessment data. *E*

Assists in the collection and interpretation of multiple measures of student performance. *E*

Provides leadership in developing, ensuring the understanding of, and promoting the educational program objectives of the District. *E*

Coordinates efforts with Principals and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the District. *E*

Serves as liaison to and participates in planning with curriculum/staff development leaders at the local, county, State, and/or national level. *E*

Directs the planning of staff development programs designed to meet the needs of teachers and administrators in order to improve curriculum and instruction programs that support student achievement. *E*

Evaluates personnel as appropriate. *E*

Performs related duties as assigned.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

The Director of Curriculum and Staff Development is responsible to the Superintendent or designee.

MINIMUM QUALIFICATIONS:

Valid credential as required by the California Commission on Teacher Credentialing authorizing administrative services.

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EDUCATION AND EXPERIENCE:

Bachelor's degree **and Master's degree or Doctorate in education or closely related discipline** ~~or higher, from an accredited college or university.~~

Successful teaching experience and at least five (5) years supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school and classroom environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Section 35291

Policy Adopted: July 14, 1992

Policy Revised: October 1, 2001

Policy Revised:

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF SPECIAL PROJECTS STATE AND FEDERAL PROGRAMS

BASIC FUNCTION:

~~Under the supervision of the Superintendent or designee,~~ The Director of **Special Projects State and Federal Programs** has the responsibility to coordinate consolidated program activities and baseline English Learner services at both the school sites and District level.

REPRESENTATIVE DUTIES:

Directs all District efforts for English Language Learner acquisition programs, Title I, ~~Coordinated Compliance Reviews, Program Quality Review efforts, PPTP (Paraprofessional Training Program) and CBET,~~ **State and Federal programs, compliance efforts and child development programs. E**

~~Directs the process for Coordinated Compliance Reviews as well as providing technical assistance to school site staff for CCR. E~~

Directs the planning and implementation of parent education for Title I, English Language Learner programs and ~~School Improvement programs~~ **Title III programs**, as well as being a resource to school principals for all parent education programs. **E**

Directs the planning and implementation of ~~the CBET parent~~ English Language acquisition programs **for parents. E**

Directs child development programs and oversees budgets. E

Gathers data and presents reports to the Management Team, Board of Education and other interested groups for programs assigned. **E**

~~Directs and supervises the PPTP program in order to assist classified employees to obtain a teaching credential. E~~

Serves as the lead **District** administrator for the District English Language Learner Advisory **Committee** Program and **Learning Director/Resource** Teacher meetings. **E**

Directs the District's effort ~~for assessment/evaluation~~ **in planning, implementation and evaluation** and ~~program planning~~ for students identified as English Learners, as well as assisting Principals and Resource Teachers facilitate these efforts at the school sites. **E**

Responsible for the preparation and submittal of required applications/evaluations, and all program areas of responsibility, to State and/or Federal agencies. **E**

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Oversees **compliance of State and Federal categorical** ~~all special project~~ budgets and ~~compensatory education budgets~~ and acts as the administrator for approval of requisitions submitted by school sites. *E*

Directs extended day and year for State, Federal and local programs and services. *E*

Assists administrative and instructional staff in dealing with technical issues related to compliance.

Provides direct assistance and technical advice to Principals and **Learning Directors/Resource Teachers** in developing ~~school improvement site~~ **single** plans which ~~emphasize improvement of~~ **for student cognitive skills achievement.** *E*

Directs the planning, organization and implementation **and coordination** of long and short term projects which ~~improve the quality of programs offered to students in areas of assigned responsibilities~~ **impact student achievement.** *E*

Plans and directs ongoing training for staff ~~and programs~~ related to ~~special projects~~ **State and Federal programs.** *E*

Evaluates the performance of certificated and classified staff as appropriate. *E*

Formulates and encourages innovative curricular programs that improve instruction, in conjunction with District staff, principals and teachers. *E*

Prepares a variety of statistical reports, records and files for ~~assessment of special projects~~ **State and Federal programs.** *E*

Researches current ~~Keeps abreast of~~ developments and trends related to ~~compensatory education, English Language Learners, School improvement Coordinated Compliance Review, Family Services, Migrant Education and CBET~~ **State and Federal programs.** *E*

Prepares drafts of needed Board Policy, ~~and~~ Administrative Regulations **and job descriptions** for ~~Superintendent~~ review and action. *E*

~~Directs curriculum committees which design instructional program for English Language Learners.~~ *E*

Directs district and site Program Improvement efforts, assessments and evaluations. *E*

Serves as liaison between the ~~School~~ District and State/Federal agencies as well as for development of appropriate application materials. *E*

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Coordinates with the Information Technology Department to gather and report student demographic information. *E*

Prepares Local Education Agency, Title III and English Learner Master Plans. *E*

Other duties as assigned.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

The Director of ~~Special Projects~~ **State and Federal Programs** is responsible to the ~~Assistant Superintendent, Educational Services~~ or designee.

MINIMUM QUALIFICATIONS:

Appropriate Administrative Services credential as required by the California Commission on Teacher Credentialing.

EDUCATION AND EXPERIENCE:

Bachelor's degree and ~~all courses necessary to meet the credential requirements~~ **Masters's degree or Doctorate in education or closely related discipline.** Five (5) years ~~successful teaching~~ **administrative** experience; English Learners education experience. Experience in completing State and Federal reports.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Section 35291

Policy Adopted: July 14, 1992

Policy Revised: October 1, 2001

Policy Revised:

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CLASS TITLE: LEARNING DIRECTOR

BASIC FUNCTION:

The Learning Director assists the Principal in the administration of the categorically funded educational programs at the school ~~site unit~~ to which he/she is assigned. Provides leadership and assumes administrative responsibility for ~~assisting with the development of school plans, the preparation for program quality reviews, and~~ compliance with ~~the~~ federal/state laws and regulations **related to the categorical programs.**

REPRESENTATIVE DUTIES:

Provides leadership in ~~concert with the Principal to obtain~~ **coordinating the involvement** of staff, students, parents and community in establishing school goals and in writing, implementing, monitoring and evaluating the school's ~~categorically funded~~ plans. *E*

Works with the Principal ~~to in establishing effective interpersonal relationships and communicating~~ **communicate** the school plan goals, procedures and objectives among the members of the school community, including the school site council. *E*

Provides leadership in allocating, ~~and~~ monitoring budgets, and ~~may approve~~ expenditures to ensure compliance with state/federal regulations. *E*

Provides leadership and guidance in adjusting the categorical program and ~~procedures to the requirements of the individual~~ **services required to meet** students needs. *E*

Provides guidance to the classroom teachers in assessment, placement and direct instruction for targeted students. *E*

Provides guidance to teachers in planning strategies, which promote student achievement, enhance student self-esteem, and meet the goals as set forth in the School Plan. *E*

~~Plans, implements, and evaluates staff development activities which directly relate to the School Plan.~~

Monitors English Learner programs for compliance according to **Education Code and** categorical provisions. *E*.

Supervises ~~and~~ evaluates ~~and coordinates the activities of all~~ certificated and classified categorically funded personnel. *E*

Serves as liaison between the school and district ~~by attending required categorical meetings.~~ *E*

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Communicates site needs to parent groups. *E*

Compiles, desegregates student data and prepares reports as related to state and federal programs. *E*

Performs other duties relative to meeting the needs of the students.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations, which pertain to the particular assignment.

Responsible to the Site Administrator, **the Director of State and Federal Programs and/or the Assistant/Associate Superintendent of Educational Services or designee.**

MINIMUM QUALIFICATIONS:

Appropriate credential as required by the **California** Commission on Teacher Credentialing authorizing administrative services.

EDUCATION AND EXPERIENCE:

Bachelor's degree and five years successful teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

School, classroom and office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Section 35291
Policy Adopted: October 5, 1993
Policy Revised: June 28, 1994
Policy Revised:

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CLASS TITLE: RESOURCE TEACHER – CONSOLIDATED PROGRAMS

BASIC FUNCTION:

Provides and facilitates all categorical programs as described in the single school site plans to maintain compliance with State and Federal mandates.

REPRESENTATIVE DUTIES:

Coordinates testing schedules with site administrators. *E*

Schedules and conducts various types of testing. *E*

Provides in-service on utilization of materials, programs, assessments and data systems. *E*

Assists in selection, general supervision, scheduling and staff development of categorically funded program staff. *E*

Works cooperatively to assure compliance with all compensatory education regulations and guidelines, including purchases, programs and monitoring of categorical budgets. *E*

Provides statutory information to parents, administrators, teachers and students relative to the goals, objectives, strategies and progress of various school-wide programs. *E*

Coordinates and facilitates, with the site administrators, parent meetings such as School Site Council, English Learner Advisory Council, District English Learner Advisory Council and parent education programs. *E*

Compiles, ~~and desegregates data as requested by teachers and site administrators~~ and **prepares reports of student data as related to state and federal programs.** *E*

Has general knowledge of categorical site budgets and purchase order process. *E*

Communicates site needs to parent groups. *E*

Attends meetings pertinent to categorical programs. *E*

Coordinates the writing, updating and implementation of the school site plans according to categorical requirements. *E*

Monitors English Learner programs for compliance according to categorical provisions. *E*

Submits monthly reports to the Director of Special Projects. *E*

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Assists with computer related testing programs. *E*

Provides supplemental instructional services to targeted students ~~when the need arises.~~ *E*

Attends all site-related meetings, activities, etc. *E*

Other related duties as assigned by the site administrator(s).

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations, which pertain to the particular assignment.

Responsible to the Site Administrator, the Director of Special Projects, the Associate Superintendent of Educational Services or **designee**.

MINIMUM QUALIFICATIONS:

Appropriate credential as required by the **California** Commission on Teacher Credentialing.

EDUCATION AND EXPERIENCE:

Bachelor's degree, five years of successful full-time teaching experience and highly qualified teacher under No Child Left Behind Act of 2001.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Sections 44660-44664
Policy Adopted: June 10, 1974
Policy Revised: June 2, 1981
Policy Revised: June 2, 1981
Policy Revised: June 5, 1984
Policy Revised: May 3, 1994
Policy Revised: April 21, 2009
Policy Revised:

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CLASS TITLE: ~~ELEMENTARY~~ SCHOOL COUNSELOR

BASIC FUNCTION:

Assumes delegated responsibility for pupil personnel services at the school site. Provides direct counseling services to pupils and parents. Works ~~as in~~ a team ~~approach~~ with teachers, administrators and other specialists in order to facilitate pupil motivation and adjustment to school, community, and home environments. ~~in the human developmental categories: intellectual, emotional, physical and social (Cal. Adm. Code 80622).~~

REPRESENTATIVE DUTIES:

Counsels **students with academic and behavior needs.** ~~individuals and groups of children.~~ *E*

~~Provides an opportunity for children to confer with a professionally trained counselor in a comfortable and private atmosphere.~~ *E*

~~Assists teachers in developing guidance skills.~~

Designs and implements sequential curriculum in self-esteem concepts as needed. *E*

Assists ~~helps~~ teachers **see in determining** underlying causes of outward behavior of children and works toward alleviating causes and symptoms. *E*

Assists ~~helps~~ teachers **in conferring** with parents, **understanding** their concerns, and **interpreting** ~~to them~~ the school program and child's progress. *E*

Assists teachers in guiding children to make appropriate decisions. *E*

~~Assists teachers in collecting and interpreting behavioral data about a student or group of students.~~

Observes and collects data on individual children or groups of children within the school setting to help evaluate **academic and behavior needs.** *E*

~~Assists in diagnosing behavior problems that have been referred and helps the teacher, child and parent develop intervention methods.~~

~~Performs in a supportive role to teachers as they work with children.~~

Participates in site problem solving teams for student academic and behavior success. *E*

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~~Helps school personnel and parents increase their understanding of children.~~

Provides academic and/or behavioral support in consultation with the District and site's Response to Intervention Master plan. *E*

~~Helps them understand the normal characteristics, relationships and attitudes of children.~~

~~Helps them understand the behavior and needs of children.~~

~~Increases their sensitivity to the range and kinds of differences among children.~~

~~Is a resource person to members of the faculty and parents in the area of guidance.~~

~~Acquaints them with up to date and pertinent articles, books, pamphlets and audio-visual materials.~~

~~Refers them to appropriate materials to help them understand and solve specific problems with children.~~

Collaborates confers with **staff** ~~parents~~ to assist in identifying and changing inappropriate behavior. *E*

~~Develops a working knowledge of local community resources and their referral procedures in order to assist school personnel and parents with the use of these systems.~~

Provides appropriate support to students and staff in crisis situations. *E*

~~Develops a working knowledge of the school curriculum and campus resources to assist in planning and serving students' needs.~~

~~Examines guidance activities and works with the principal in improving their effectiveness.~~

~~Confers in a consulting capacity with the principal in placing at-risk students. *E*~~

~~Performs additional duties and responsibilities as assigned by the principal.~~

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

~~Under the general direction of the Director of Special Services~~ **Education Services Department.** Under the immediate direction of the Principal while performing services on the school site.

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MINIMUM QUALIFICATIONS:

Appropriate credential as required by the California Commission on Teacher Credentialing. ~~General Pupil Personnel Services Credential or Standard Designated Services Credential in Pupil Personnel Services. Services Credential with the Advanced Specialization in Pupil Personnel Services in School Counseling.~~

EDUCATION AND EXPERIENCE:

Bachelor's degree. ~~Including all courses needed to meet credential requirements. Three years of successful classroom teaching, or the equivalent, is normally required before assignment to this position.~~

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

PERSONAL QUALITIES

~~Appearance, grooming and personality, which establish a desirable example for pupils. Ability to relate well to pupils, parents and all segments of the staff.~~

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Sections 44660-44664
Policy Adopted: April 3, 1990
Policy Revised:

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CLASS TITLE: CLERK TYPIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties ~~involving typing, filing, receptionist duties and maintaining records or reports in support of a school or District function~~ **in support of state and federal programs.**

REPRESENTATIVE DUTIES:

~~Perform a variety of clerical duties, including typing, filing, record keeping, proofreading and processing information.~~ ***E***

~~Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer terminal.~~ ***E***

Maintain a variety of **student** logs, records and files, ~~related to assigned office~~; compile information and prepare summaries and reports. ~~including attendance and enrollment data.~~ ***E***

Distribute various forms and provide information and assistance to students, parents, the public and staff regarding ~~completion~~ ***programs and services for students and staff.*** ***E***

Answer telephones; take and relay messages; greet students, ~~and the public and staff~~, provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed. ***E***

~~Operate a variety of office equipment, such as typewriter, calculator, copiers, computer terminal and other machines as required; enter data in a computer terminal or microcomputer as assigned.~~ ***E***

Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies according to established procedures. ***E***

Assure the timely ~~duplication and~~ distribution of a variety of records, reports and other materials as directed. ***E***

Schedule appointments, conferences and meetings; maintain various schedules and calendars. ***E***

~~Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.~~ ***E***

~~Sort and distribute incoming U.S. and intra-District mail.~~

Perform related duties as assigned.

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The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

~~The Clerk Typist works under the direct supervision of an administrator or other designated employee.~~ Exercises no supervision.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record storage, retrieval and management systems.

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

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.

Learn and apply laws, rules, regulations involved in assigned clerical activities.

Understand and follow oral and written directions.

Type at 40 words net per minute from clear copy.

Operate a variety of office equipment including computer terminal as required by the assignment.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience including some experience with automated office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to proofread documents and typing assignments; sitting for extended periods of time.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995

Policy Revised:

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CLASS TITLE: COMMUNITY COORDINATOR/STUDENT SERVICES

BASIC FUNCTION:

Under the direction of **the Educational Services Department** ~~Director of Student/Family Services~~, provide assistance in assuring regular school attendance ~~of at-risk students; monitor at-risk students' attendance, academic achievement and school related social interaction; visit students' homes as needed; work with community agencies to provide coordinated services and channel students to non-drug related and other non-risk activities~~ **for students at risk of academic failure.**

REPRESENTATIVE DUTIES:

Maintain current knowledge of school attendance law. *E*

Coordinate school attendance monitoring and intervention activities with site administrators. *E*

Coordinate school attendance program for **students identified as at risk or academic failure** ~~identified at-risk students on an individual basis, with appropriate county service agencies.~~ *E*

Divert at-risk students from behaviors adversely affecting school attendance. *E*

Communicate regularly with parents of at-risk students. *E*

Work with law enforcement officials as needed.

Work with School Attendance Review Board (SARB) as needed.

Adhere to federal and State regulations, Board policies and related administrative regulations, which pertain to the particular assignment.

Perform related duties as assigned.

~~The Community Coordinator/Student Services works under the direct supervision of the Director of Student/Family Services.~~ Exercises no supervision.

MINIMUM REQUIREMENTS:

KNOWLEDGE OF:

Organization and planning skills

Projects and programs to enhance community relations.

Basic computer operation.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned program and activities.

Various life styles and community groups.

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ABILITY TO:

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Work with the culturally different

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with some work in counseling and/or probation-related preparation and one or more years working with adolescent youth.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to make home visits; constant interruptions; adverse weather conditions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents; dexterity of hands and fingers to operate office equipment.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: January 17, 1989

Policy Revised: September 8, 1992

Policy Revised: April 4, 1995

Policy Revised:

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CLASS TITLE: COMMUNITY OUTREACH SPECIALIST

BASIC FUNCTION:

Under the **supervision of the Director of State and Federal Programs** ~~direction of the Coordinator of Bilingual Services~~, assist in supporting educational programs for **English learners** ~~linguistically diverse students~~; serve as a liaison between home/community and school by working with parents who speak a language other than English.

REPRESENTATIVE DUTIES:

Assist teachers, administrators and other staff with primary language support activities. ~~interpret for task force meetings, community meetings, board meetings and other functions.~~ *E*

Assist in developing procedures to implement parent and community involvement programs; conduct workshops and other presentations as directed. *E*

~~Assist instructional aides in utilization of primary language and cross-cultural materials and activities prescribed for students.~~ *E*

~~Assist in training instructional aides on the use of primary language assessments as assigned; operate a computer terminal and related software applications to provide instructional services.~~ *E*

~~Serve as a resource to classroom teachers/administrators in selecting bilingual materials/activities which are culturally appropriate and non-biased.~~ *E*

Assure compliance to federal and State regulations, Board policies and related administrative regulations as required. *E*

Provide transportation for students and **their parents for program related activities.** *E*
~~parents as necessary.~~

Work with parent advisory and **English learner** ~~bilingual~~ committee groups as assigned.

~~Develop~~ **Translate and disseminate** pertinent information for school/district level ~~newsletters for parents~~ **correspondence.** *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

~~The Community Outreach Specialist works under the direct supervision of the~~

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~~Curriculum Coordinator/Bilingual Services~~. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Organization and planning skills.
Projects and programs to enhance community relations.
Basic computer operation.
Interpersonal skills using tact, patience and courtesy.
Policies and objectives of assigned program and activities.
Various life styles and community groups.

ABILITY TO:

Supervise a variety of activities related to the development and implementation of the District's community relations efforts.
Receive, transmit and log requests for information packets.
Communicate effectively both orally and in writing.
Review the work of other instructional staff.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level course work in public relations, communications or related field and two years experience in a related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to make home visits; constant interruptions; adverse weather conditions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents; dexterity of hands and fingers to operate office equipment.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: January 19, 1993

Policy Revised: April 4, 1995

Policy Revised:

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the Principal **or designee**, serve as liaison between school and parents; school and businesses; communicate with parents **and community members** and provide a variety of information related to school programs, activities and events; translate materials and information in a designated second language.

REPRESENTATIVE DUTIES:

Serve as liaison between school and parents; promote parent involvement in school activities. *E*

Maintain communication with parents by telephone, mail and home visits; provide information related to students' progress, attendance and school events, activities and programs. *E*

Provide translating from English to a designated second language; translate written materials; assist non-English speaking students with instructional materials; ~~participate in~~ **translate at** parent-teacher conferences and meetings as assigned. *E*

Assist office staff with a variety of clerical duties as assigned; maintain files and records of assigned programs. *E*

Assist with and participate in a variety of programs and events. *E*

Attend a variety of meetings related to program activities. *E*

Provide transportation for students **and their parents for program related activities.** ~~to doctor's appointments and hospital as necessary.~~ *E*

Provide translating **and interpreting** services for teachers and staff as assigned.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

~~The Community Liaison works under the direct supervision of the Principal.~~ Exercises no supervision.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Community resource organizations including various federal, State and County agencies.
District programs and services.
Modern office practices, procedures and equipment.
Record-keeping techniques.
District organization, operations, policies and objectives.
Oral and written communications skills in a second language.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:

Perform liaison duties between school and parents.
Conduct interviews for the purpose of providing and obtaining information.
Speak, read and write a designated second language as assigned.
Understand and follow oral and written directions.
Establish and maintain effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Perform clerical duties such as filing, duplications and typing.
Observe legal and defensive driving practices.
Read, interpret and follow rules, regulations, policies and procedures.
Work effectively in a multi-ethnic setting.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

LICENSES AND REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to make home visits; constant interruptions; adverse weather conditions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents; dexterity of hands and fingers to operate office equipment.

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Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995

Policy Revised:

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DEPARTMENT SECRETARY

BASIC FUNCTION:

Under the direction of **respective** ~~an assigned~~ supervisor, provide assistance with secretarial and clerical support services, ~~to assist a department head with administrative and clerical detail~~ organize office activities and coordinate flow of communications for the assigned **department** ~~supervisor~~; train and provide work direction to clerical personnel as assigned.

REPRESENTATIVE DUTIES:

Perform a variety of secretarial and clerical duties to assist ~~an assigned department head~~ with administrative and clerical detail; organize office activities and coordinate flow of communications for assigned supervisor. *E*

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned area. *E*

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required. *E*

Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor. *E*

Type a variety of materials including inter-office communications, applications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files. *E*

Take and transcribe dictation from direct dictation or from an automated transcribing system, correspondence, reports, bulletins, minutes and memoranda, including materials of a confidential nature as required by the position. *E*

Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops; prepare Board agenda items and related materials. *E*

Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records. *E*

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Provide secretarial and clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions. *E*

Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor's review. *E*

Operate a variety of office equipment ~~such as typewriter, calculator, transcription and equipment and duplicating machines.~~ *E*

~~Operate a computer terminal, microcomputer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required.~~ *E*

Train and provide work direction to clerical and secretarial personnel as assigned.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

~~The Department Secretary works under the direct supervision of the Director/Department Administrator.~~ Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

District organization, operations, policies and objectives.
Applicable sections of State Education Code and other applicable laws.
Department organization, rules and programs.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of office machines including computer equipment.
Technical aspects of field of specialty.
Methods of collecting and organizing data and information.
Business letter and report writing techniques.

ABILITY TO:

Perform secretarial support duties requiring initiative and good judgment.
Work independently with little direction.
Type at 50 words net per minute from clear copy.
Take direct dictation at a minimum of 80 words per minute with accuracy, or transcribe data from an automated transcribing system with speed and accuracy.

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Independently compose acceptable correspondence and reports based upon a minimum of specific facts provided by the supervisor.

Analyze situations accurately and adopt an effective course of action.

Compose independently or from oral instructions letters, memos, bulletins or other material.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate various office equipment such as typewriter, computer terminal and printer, copier and calculator.

Make arrangements for meetings, workshops and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction to others.

Communicate effectively both orally and in writing.

Attend meetings, conferences and workshops.

Complete work with many interruptions.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and office equipment; speaking to exchange information; seeing to assure accurate and complete correspondence; reaching to retrieve and maintain files; sitting for extended periods of time.

Legal Reference: California Education Code, sections 45103, 45109

Policy Adopted: July 7, 1975

Policy Revised: July 2, 1982

Policy Revised: June 3, 1992

Policy Revised: April 4, 1995

Policy Revised: January 20, 1998

Policy Revised: October 6, 1998

Policy Revised:

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CLASS TITLE: INSTRUCTIONAL ASSISTANT - BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students; monitor and report student progress regarding behavior and performance; translate for parents and teachers as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; communicate with students in English or a designated second language to facilitate instructional processes. *E*

Provide translation **and interpretation** in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate notes, letters and other materials as needed. *E*

Prepare lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students. *E*

Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Perform routine clerical duties such as preparation of instructional and classroom materials; operate general office machines. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Confer with teachers concerning programs and materials to meet student needs as directed. *E*

Assure the health and safety of students by following health and safety practices and regulations.

Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned.

Participate in meetings and in-service training programs as assigned.

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Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

The Instructional Assistant - Bilingual works under the direct supervision of the principal and the general supervision of the teacher. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Basic child guidance principles and practices.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Read, write, translate and interpret English and a designated second language.

Provide translation and assistance to limited and non-English speaking students and parents.

Assist a certificated teacher with assigned instructional activities.

Assist with instruction and related activities in a classroom or assigned learning environment.

Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.

Perform routine clerical duties in support of classroom activities.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.

Communicate effectively both orally and in writing.

Learn to apply and explain policies and procedures related to school and program activities.

Work cooperatively with others.

Monitor, observe and report students behavior according to approved policies and procedures.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

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PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities; hearing and speaking to exchange information related to classroom assignments; bending at the waist; kneeling, standing and walking for extended periods of time.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995

Policy Revised:

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CLASS TITLE: SCHOOL OFFICE MANAGER

BASIC FUNCTION:

Under the direction of a Principal **or designee**, perform a wide variety of responsible secretarial and clerical duties to assist the Principal with routine administrative tasks at an assigned school; perform public relations and communication services for the Principal **or designee**.

REPRESENTATIVE DUTIES:

Coordinate assigned office activities and communications with school activities, events and time lines; maintain the principal's calendar; schedule appointments and arrange meetings and conferences; screen visitors and phone calls; make travel arrangements; receive mail, prioritize and distribute. *E*

Organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate; collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures. *E*

Perform secretarial duties for the Principal; take minutes of meetings, letters and memoranda; compose correspondence and bulletins independently; assist with routine administrative matters as appropriate. *E*

Input and maintain master schedules for assigned school site; maintain related records, such as student enrollment, attendance, student data and medical information; run progress reports and compile report cards according to established timelines. *E*

Coordinate the Principal's office acting as receptionist and contact and reference source for staff, students, parents and the public; perform public relations and communications services for the Principal. *E*

Communicate with students, parents and the public to explain policies, procedures and regulations related to school functions and programs; make decisions related to procedural matters according to established guidelines. *E*

Type from rough drafts or verbal instructions a variety of materials; collect, compile, organize and record a variety of data related to assigned activities; prepare and maintain related records, files and logs. *E*

Communicate with District Office to coordinate substitute teachers to cover absences; assist in orienting substitute personnel to the school facility and assigned classroom. *E*

Process the certificated and classified payroll including the completion and submission of time sheets to the District Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials;

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secure period substitutes and prepare substitute time sheets; type certificated and classified evaluations. *E*

Operate a variety of office machines such as a typewriter, copier, calculator and computer equipment. *E*

Enroll, register and schedule new students as assigned; complete enrollment information and enter into computer; complete records for the release or transfer of students.

Provide lead direction to office staff; assign and review duties of assigned office staff to assure efficient coordinated completion of work assignments.

Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases.

Serve on school and District committees as assigned.

Provide clerical assistance to faculty and staff as needed.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

The School Office Manager works under the direct supervision of the Principal. Exercises minimal supervision over other clerical personnel at the site.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

Health and safety regulations.

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

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

ABILITY TO:

Perform office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.

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Learn, interpret, apply and explain school and District policies, rules and objectives.
Understand and perform duties within scope of authority.
Establish and implement revised office procedures as needed and according to established guidelines.
Understand and interpret rules and written direction and apply to specific situations.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type at 55 words net per minute from clear copy.
Establish and maintain effective working relationships with others.
Operate a variety of office machines including computer equipment.
Meet schedules and time lines.
Prioritize and schedule work.
Train and provide work direction to others.
Maintain records and prepare reports.
Work confidentially with discretion.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training in office management and two years of increasingly responsible clerical or secretarial experience including one year working with automated systems.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling; bending at the waist; reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995

Policy Revised:

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CLASS TITLE: COMPUTER LAB COORDINATOR

BASIC FUNCTION:

Under the direction of a **the Principal or designee**, oversee the proper operation of a school-based computer lab; assist students and ~~staff faculty while in the computer lab~~.

REPRESENTATIVE DUTIES:

Oversee the proper operation of a computer lab; assure proper maintenance of computer equipment. *E*

Provide instructional support services for students and staff. *E*

~~Provide direction and guidance to students and teachers in the proper use of the computer and applicable software. *E*~~

Research and order computer software, equipment, supplies and materials; serve as a resource to teachers in the application of computer software to curriculum at each grade level. *E*

Schedule classes into the lab; provide appropriate room environment and maintain files and catalogs. *E*

Perform minor repairs on lab and classroom computers and printers; serve as a resource to the school for the operation of personal computers. *E*

Provide special computer lab events and activities as assigned; provide in-services for aides and teachers regarding use of the computer lab software. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

~~The Computer Lab Coordinator works under the direct supervision of the site administrator/designee. Exercises no supervision.~~

MINIMUM REQUIREMENTS:

KNOWLEDGE OF:

Methods and procedures of operating electronic computers and peripheral equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and data entry techniques.

Policies and objectives of assigned program and activities.

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ABILITY TO:

- Communicate data processing procedures and requirements to users.
- Operate assigned equipment quickly and accurately.
- Make routine equipment adjustments and perform routine maintenance.
- Provide technical guidance and recommendations concerning existing computer programs and systems.
- District purchasing policies and procedures.
- Communicate effectively both orally and in writing.
- Train and provide work direction to others.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science and two years experience working with micro-computers in an instructional setting.

WORKING CONDITIONS:

ENVIRONMENT:

Computer lab environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information; moderate lifting of terminals and printers.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: January 5, 1988

Policy Revised: April 4, 1995

Policy Revised: