



Personnel Commission
AGENDA OF RESCHEDULED MEETING
Tuesday, November 10, 2015 - 5:30 P.M.
Site 18, Room 125
37230 – 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Ned Beadel, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner
Mrs. Vicki Galli, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Meeting Minutes – October 14, 2015 28-15/16

II. PUBLIC COMMENTS

- A. Comments concerning Items on the Agenda
- B. Comments from Members of the General Public regarding Non-Agenda Items

III. CONSENT AGENDA

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an item's removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

ACTION

- A. Ratification of Eligibility List(s) 29-15/16
- B. Nullification of Eligibility List(s) 30-15/16
- C. Ratification of Transfers 31-15/16

IV. NEW BUSINESS

- A. Public Hearing for comments regarding Joint Commissioner selection in accordance with Ed Code 45246(f)
- B. Approval of New Classification – Paraeducator-Certified Interpreter II 32-15/16
- C. Approval of Americans with Disabilities Act (ADA) Form for Paraeducator-Certified Interpreter II 33-15/16

V. OLD BUSINESS

None

VI. INFORMATION/REPORTS

Classified Update

Information from the Director, Personnel Commission

Comments from Commissioners

VII. CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.

VIII. REPORT OUT ACTIONS TAKEN (if any) IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: December 9, 2015 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Commission office at 661 285 2902. Notification 48 hours prior to the meeting will enable to the Commission to make reasonable arrangements to ensure accessibility to this meeting.

As of July 1, 2008, the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for public review in the Personnel Commission office.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of October 14, 2015 Scheduled Meeting

CALL TO ORDER The meeting was called to order by the Chairperson, Mr. Ned Beadel at 5:30 P.M., followed by the Pledge of Allegiance led by Mr. Williams.

MEMBERS PRESENT Mr. Ned Beadel, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner

STAFF PRESENT Mrs. Vicki Galli, Director, Personnel Commission
Ms. Helena de Vos, Administrative Secretary

PRELIMINARY BUSINESS **Meeting Minutes**
Mr. Williams motioned to approve the minutes of the regularly scheduled meeting of September 9, 2015. Hearing no discussion, vote was called for. Approved unanimously.

Mrs. Duren motioned to approve the minutes of the special meeting scheduled September 21, 2015. Hearing no discussion, vote was called for. Approved unanimously.

PUBLIC COMMENTS CONCERNING AGENDA ITEMS None

PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS Ms. Astrid Cante, President of CSEA, Chapter 296, expressed dissatisfaction/inability for NEOGOV to change the way in which salaries are configured. Ms. Cante stated that she received conflicting information concerning this matter.

Ms. Cante stated that there were 200 applications for the Student Engagement Advocate, 107 qualified and only 35 passed the written test. This was due to the passing percentage rate being increased, therefore, decreasing the number of eligibles.

Mrs. Cante commented that the Administrative Clerk II position was posted under Promotion/Transfer Opportunities and then it was taken down when it should have posted for at least 10 days.

Ms. Cante stated that the Union speaks for their members. The Union and the Commission should have common goals for the classified and need to work for positive action.

Ms. Cante referred to the Vote of Lack of Confidence. The Union provided information expressing concerns regarding the Director.

Mrs. Debra Ramirez, Vice President of CSEA, Chapter 296, commented that Mrs. Galli comes and goes as she pleases, fails to communicate any changes/decisions that are being made regarding Classified.

Mrs. Ramirez presented information yet the Commission remains motionless for the good of Personnel Commission.

Ms. Rocio Castellanos, former Parent/Community Liaison, expressed her concern regarding the Student Engagement Advocate when pass percentage was increased. This change affected a number of applicants considered.

Mrs. Ana Lyon, commented on how the decisions made by the Commissioner affect the lives of Classified members. That Commission and Union should be able to work together; issues that are brought to Commission are to be taken to heart and not taken lightly.

Ms. Victoria Warren, Paraeducator Moderate to Severe, stated that she just received her 20 year pin of being with the District. She expressed her dissatisfaction about a transfer and adjustment in her classification seniority date.

Ms. Cante stated there were errors in the seniority list which cost the District \$14K. The Merit System is working and would like to continue to maintain it in this District.

CONSENT AGENDA

Mr. Beadel inquired if the Consent Agenda could be considered as one vote. Mrs. Duren requested that each be approved individually.

Ratification of Eligibility List(s)

Mrs. Duren had several inquiries regarding Student Engagement Advocate under the Ratification of Eligibility List. Mrs. Duren inquired about the number of current employees who were successful in the examination.

Mrs. Duren motioned to approve the Ratification of Eligibility List(s). Mr. Williams seconded the motion and hearing no further discussion, vote was called for. Unanimously approved.

Extension of Eligibility List(s)

Mr. Williams motioned to approve the Extension of Eligibility List(s). Mrs. Duren seconded the motion and discussion ensued. Mrs. Galli stated that there was a typographical error in the extension date; 2018 should be 2016. After discussion, vote was called for as amended. Approved unanimously.

Nullification of Eligibility List(s)

Mr. Williams motioned to approve the Nullification of Eligibility List(s). Mr. Beadel seconded the motion and hearing no discussion, vote was called for. Unanimously approved.

Ratification of Transfers

Mrs. Duren motioned to approve the Ratification of Transfers. Mr. Williams seconded the motion and hearing no discussion, vote was called for. Unanimously approved.

NEW BUSINESS

Approval of 2014-15 Personnel Commission Annual Report

Mr. Ned Beadel motioned to approve the Personnel Commission Annual Report for 2014-15. Mr. Williams seconded the motion and hearing no discussion, vote was called for. Unanimously approved.

Approval of ADA Form for Data Processing/Accounting Technician

Mrs. Duren motioned to approve the ADA Form for Data Processing/Accounting Technician. Mr. Williams seconded the motion and discussion followed.

Mrs. Duren asked why the change was now forthcoming. Mrs. Galli clarified that it was a new form taken from the clerical baseline with supervisor input. Hearing no further discussion, vote was called for. Unanimously approved.

OLD BUSINESS

None

INFORMATION / REPORTS

Classified Update

Provided under separate communication and incorporated in the minutes.

Information from the Director, Personnel Commission

Most CSEA attendees exited meeting room prior to presentation. Mrs. Galli gave a presentation on the PSD Employment page addressing the process for applying for a promotional/transfer request. Mrs. Galli recapped the status of the compensation study. NEOGOV workshops offered on an "as requested" were announced as advertised in PSD News.

Comments from Commissioners

Mrs. Duren praised Mrs. Galli on her continued efforts in providing information regarding Personnel Commission and their procedures.

CLOSED SESSION

None

REPORT OUT

None

NEXT MEETING

The next rescheduled regular meeting for the Personnel Commission is Tuesday, November 10, 2015 at 5:30 P.M., Site 18, Room 125. The regularly scheduled meeting falls on a CSEA holiday.

ADJOURNMENT

Mr. Williams moved to adjourn the meeting. Mr. Beadel seconded the motion. Meeting adjourned at 6:15 P.M.

APPROVED

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

Ned Beadel, Chairperson

Kathleen Duren, Vice-Chairperson

Ronald Williams, Commissioner

Classified Update for October 14, 2015

1. Testing Status:

Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual ECE Teacher Asst.	Written exam 10/20/15
Bilingual Instructional Asst.	Written exam 10/22/15
Bilingual Family/Community Liaison	Written exam 10/20/15
Director of Accounting	QAs scheduled 10/22/15
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
Executive Assistant Non-Confidential	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Fingerprint Technician	Screening applications
Fiscal Services Administrator	QAs scheduled 10/22/15
Health Technician – LVN	Written exam 10/14/15

2. Postings

Administrative Clerk I	Reposted as open and promotional, Closes 10/20/15
Bilingual Typist Clerk	Closes: 10/16/15
Health Assistant (Promotional)	Closes: 10/16/15

Instructional Assistant

Closes: 10/19/15

Occupational Therapist

Continuous

Paraeducator Certified Interpreter

Continuous

Parent/Community Liaison

Closes: 10/21/15

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: November 10, 2015 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: RATIFICATION OF ELIGIBILITY LIST(S)

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION**

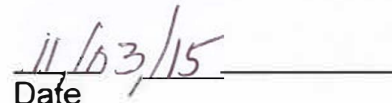
**CLASSIFIED RECRUITMENT SUMMARY REPORT
November 10, 2015**

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Number of Ranks	Merged Yes/No	Effective Date	Expiration Date
Bilingual Instructional Assistant	07/08/15	07/28/15	10/22/15	NA	88	22	4	NA	NA	4	3	Yes	11/03/15	11/02/16
Director of Accounting	08/07/15	09/21/15	NA	10/22/15	10	6	5	NA	5	5	5	No	10/26/15	10/25/16
Fiscal Services Administrator	08/07/15	09/21/15	NA	10/22/15	11	5	4	NA	3	3	3	No	10/23/15	10/22/16
Paraeducator Translator (DHH)	05/27/15	06/16/15	09/09/15	10/09/15	13	11	5	NA	5	5	4	No	10/12/15	10/11/16

This certifies the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Vicki Galli
Director Personnel Commission


Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: November 10, 2015 REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications has/have expired or has/have less than three eligible candidates remaining.

Job Classification	Effective Date	Expiration Date
Bilingual Instructional Assistant	07/27/15	07/26/16

RECOMMENDATION

It is recommended that the eligibility list(s) for the above-mentioned classification(s) be nullified.

VG:hdv
30-15/16

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 10, 2015 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: RATIFICATION OF TRANSFER(S)

STATUS

As provided for in the Personnel Commission Rules and Regulations Section 4, Item 6.18B and in the collective bargaining agreement Article 7.1, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers and Reassignments

- a. Apodaca, Lillian
Effective 10/13/15, from Bilingual Typist Clerk (MQ)
3.5 hours/10 months to Bilingual Attendance Clerk (DR)
5.75 hours/12 months, Promotion, Growth
- b. Blue, Kandis
Effective 10/22/15, Library Aide, from (OC) to (MQ)
Voluntary Transfer, Replacement for Kelly Rabb
- c. Cangco, Chiqui
Effective 07/01/15, Special Education
Instructional Assistant I, from (JU) to (YU)

Effective 10/13/15, Special Education Instructional
Assistant I, from (YU), 3.5 hours/182 days to (DGM) 5.75
hours/182 days, Increase in Hours by Seniority Growth
- d. Curtis, Danielle
Effective 09/28/15, Child Nutrition Assistant II,
from (CH) to (PT), Replacement for Jarmina Rahman
Voluntary Transfer
- e. Ferrin, Heidi
Effective 10/15/15, Special Education Instructional
Assistant I, from (QV), 5.75 hours/182 days to (CH) 6.5
hours/182 days, Increase in Hours by Seniority Growth
- f. Garcia, Mercedes
Effective 10/06/15, Child Nutrition Assistant I, from (DC)
to (DGM), 3 hours/182 days, Voluntary Transfer Growth
- g. Jayasinghe, Premil
Effective 10/07/15, Child Nutrition Assistant I, from (LA)
to (PLP), Voluntary Transfer Growth
- h. Jimenez, Norma
Effective 10/06/15, Child Nutrition Assistant I, from (JH)
to (Site 18), Voluntary Transfer Replacement for
Lakiesha Shields
- i. Jones, Tammy
Effective 10/06/15, Accounting/Data Processing
Technician, from (SESS) to Health Services, Voluntary
Transfer, Growth
- j. Martinez, Jasmine
Effective 09/21/15, Parent/Community Liaison, from
(YN) to (PDC/YN), Reassignment Due to Elimination of
Position

Transfers and Reassignments

- | | |
|--------------------------------|--|
| k. Ramirez, Deima | Effective 10/15/15, Bilingual Early Childhood Education Teacher Assistant (YU), from Room E to Room D, Voluntary Transfer Due to Elimination of Position, Growth |
| l. Reyes, Leslie | Effective 10/02/15, Paraeducator Moderate-Severe, from (DW), 5.75 hours/182 days to (BV), 6.5 hours/182 days Increase in Hours by Seniority, Growth |
| m. Warren, La Verne | Effective 10/09/15, from (MZ) 5.75 hours/182 days to 6.5 hours/182 days, Increase in Hours by Seniority Replacement for Angela Guevara |
| n. Zaragoza-Calderon, Consuelo | Effective 10/06/15, Child Nutrition Assistant I, from (JH) to (PLP), Voluntary Transfer, Growth |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 10, 2015 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki Galli
Director, Personnel Commission

RE: Approval of New Classification – Paraeducator – Certified Interpreter II

BACKGROUND

The District has requested a new classification titled Paraeducator – Certified Interpreter II. The District's Deaf and Hard of Hearing program needs interpreters with both manual and voicing skills as evidenced by certifications.

STATUS

This proposed classification is the second level of the Paraeducator – Certified Interpreter with differentiation in minimum requirements for education and a higher level of certification to include voicing as well as manual interpretation.

RECOMMENDATION

It is recommended that the Paraeducator – Certified Interpreter II job description be approved as presented. The proposed salary range is range 37 on the classified schematic, ranked from the Paraeducator – Certified Interpreter being at range 35.

PARAEDUCATOR-CERTIFIED INTERPRETER II

(Deaf and Hard of Hearing)

Bargaining Unit: Classified

SALARY RANGE

Range 37

\$22.86 – \$27.80

DEFINITION:

Under the general supervision of a certificated administrator and direction of a teacher, to act as the communicator between pupil/teacher/parent when pupil/teacher uses manual communication; to assist teacher in determining where special education pupils in integrated classes need help; to provide assistance through tutoring, guidance or arranging for other resources; to assist the teacher in determining the needs of hearing impaired pupils; to interpret test responses; to recite and report into or from manual communications; to act as a paraprofessional assistant to a teacher in performing assigned tasks.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the class of Paraeducator-Translator by the responsibility for interpreting subject matter and education concepts to hearing impaired pupils, and in turn, interpreting to the teacher and the pupil's understanding of educational concepts and primary information for one pupil or for a small group of pupils in a regular or mixed classroom setting. This class is distinguished from the class of Paraeducator – Certified Interpreter (Deaf and Hard of Hearing) by the responsibility for providing interpretation services where Registry of Interpreters for the Deaf (RID) and Educational Interpreter Performance Assessment (EIPA) certification is required.

EXAMPLE OF DUTIES:

May include, but are not limited to, the following:

1. Provides interpreter services for adults and/or pupils in integrated classes.
2. Interprets to adults and students with written and verbal educational materials through sign language.
3. Interprets between adults, pupils and/or teachers to compensate for differences in communication abilities.
4. Interprets from sign to voice (reverse interpretation) manual language so it is comprehensible to others in the classroom and other settings (i.e. professional development, Professional Learning Communities, etc.).
5. Tutors pupils in academic and elective subjects.

6. Assists teacher in arranging and conducting special activities.
7. Assists teacher with classroom activities for pupils.
8. Attends in-service and staff meetings as required; provides interpretation services at meetings where needed.
9. Assists with lifting pupils in and out of wheelchairs.
10. Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment.
11. Assists teacher in implementing the course of study through individual and group instruction.
12. Assists with supervision of classroom and outdoor playground to direct pupils with safe activities and relationships.
13. Performs routine clerical tasks, operates duplicating machines, assembles materials for classroom projects, prepares material and master, and performs incidental typing tasks.
14. Confers on a regular basis with a teacher in regard to planning and scheduling activities, instructional goals and objectives, student progress and pertinent health or behavior problems.
15. May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans.
16. Assists teachers with implementation of pupil's Individualized Education Program (IEP) through instruction in a wide variety of activities, such as nature study, playing games, singing, dancing and sports.
17. May administer first aid; under the direction of the school administrator and procedure observed by a certificated school staff member, assists pupils with taking medication.
18. Maintains confidentiality of pupil records in accordance with legal requirements and policies.
19. Acts as communicator between adults (including staff) and teacher when necessary and between pupil and peers as appropriate.
20. Consults with integrated class teachers to determine where pupils need special help and provide the help through tutoring.
21. Acts as liaison between administration, staff of the Hearing Impaired Program and the regular classroom teachers.
22. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Concepts and practices of American Sign Language;
2. Basic characteristics of human behavior;
3. Basic communication skills;
4. Personal hygiene practices;
5. Practical learning patterns and behavior;
6. Reading, speaking and writing English;
7. Elementary concepts of child development and behavior;
8. Basic math skills;
9. English grammar and composition.

Ability to:

1. Maintain emotional control under difficult situations.
2. Interpret to adults and students with written and verbal educational materials through sign language.
3. Interpret manual communication into oral English for adults and students.
4. Recognize and report safety hazards.
5. Develop or modify instruction and instructional materials to meet needs of special needs pupils.
6. Instruct pupils by observing and using the methods of teachers and resource persons.
7. Learn laws, rules, practices and procedures related to the education program to be assigned;
8. Perform routine clerical work such as incidental typing, sorting, measuring, cutting, filing and duplicating.
9. Communicate with pupils and staff and motivate pupils to participate in learning activities.
10. Learn to operate teaching and office machines, computers, and other devices which aid the pupil or the instructional program.
11. Establish and maintain an effective working relationship with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of paid experience working with people who can communicate or be communicated with only by manual communication.

Education:

Graduation from high school or equivalent. Two years college coursework required. Associate's Degree preferred. Sufficient college coursework to become proficient enough in manual communications to possess the Registry of Interpreters for the Deaf (RID) certification or Educational Interpreter Performance Assessment (EIPA) certification.

As outlined in the No Child Left Behind Act, in addition to the above requirement, applicants must meet one of the following:

- a. Completed at least two years of study at an institution of higher education (48 units from an accredited college or university) or;
- b. Obtained an associate's or higher degree; or
- c. Met a rigorous standard of qualify and be able to demonstrate, through a formal state or local academic assessment, knowledge of, and the ability to assist in instructing reading, writing and mathematics.

LICENSE AND CERTIFICATIONS:

Must possess Registry of Interpreters for the Deaf (RID) certification or Educational Interpreter Performance Assessment (EIPA) certification to provide manual communication interpreter services.

OTHER:**Special Information:**

Some positions in this classification may require the availability of private transportation. Some positions may require the ability to lift or move pupils who weigh up to 50 pounds. The employee may be required to use a multi-person lift or learn to use mechanical lifting equipment to lift or move pupils who weigh in excess of 50 pounds, or a pupil of any weight who may present other lifting problems. Positions in this classification may occasionally be assigned any duties normally assigned from the classification of Paraeducator – Certified Interpreter.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 10, 2015 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki Galli
Director, Personnel Commission

RE: Approval of Americans with Disabilities Act (ADA) form for
Paraeducator Certified Interpreter II

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form as indicated on the existing Paraeducator – Certified Interpreter.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA from for the new classification of Paraeducator – Certified Interpreter II as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Paraeducator – Certified Interpreter II (Deaf and Hard of Hearing)

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS

Postures/ Movements: During ESSENTIAL Functions

Sitting	I-O	Kneeling	I	Twisting at Waist	F-C
Standing	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I	Above Shoulders	O
Bending	O-F	Balancing	I	At/Below Shoulders	O-F
Stooping	O-F	Foot Controls	I-O	Neck Extension (up)	F
Squatting	I-O	Pushing	O	Neck Flexion (down)	F
Lying Down	N	Pulling	O	Neck Rotation (turning)	F

Comments:

Lifting: During ESSENTIAL Functions * Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F-C	O	Paper, instructional item, supplies, equipment, toys
11-25	O-F	O-F	O	Papers, instructional items, supplies, equipment, toys
26-50	I-O	I-O	N-I	Papers, instructional items, supplies, equipment
51-75*	I-O	I-O	N	Students
76-100*	N	N	N	
Over 100*	N	N	N	

Comments: * Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions * Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	F	Up to 150 yards	Paper, instructional materials, etc. from classroom to school office or cafeteria
11-25	O-F	Up to 150 yards	Paper, instructional materials, etc. from classroom to school office or cafeteria
26-50	O		Student (ill, injured, etc.)
51-75*	I		Student (ill, injured, etc.)
76-100*	I		Student (ill, injured, etc.)
Over 100*	I		Student (ill, injured, etc.)

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-F	Papers, instructional material, supplies, toys, student needs
Fine Manipulation	F-C	Papers, instructional material, signing, student needs
Gross Grasp	O-F	Papers, instructional material, supplies, toys, student needs
Gross Manipulation	O-F	Papers, instructional material, supplies, toys, student needs
Power Grasp	O	Student (ill, injured, etc.)

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	F-C	
2	Maintain the established work pace.	F-C	
3	Adhere to established work and safety procedures.	C	
4	Respond appropriately to direction, evaluation, or criticism.	F-C	
5	Respond appropriately to changes in the work setting.	F-C	
Attention to Task/ Details:			
6	Perform simple/ repetitive tasks.	F	
7	Perform complex/varied tasks.	O	
8	Organize tasks and set priorities.	O-F	
9	Manage multiple tasks simultaneously.	O-F	
Interaction with Others:			
10	Work cooperatively with coworkers.	C	
11	Interact with customers or the public.	F-C	
12	Give training/ instruction.	F-C	
13	Direct or supervise others. (students)	F-C	
Decision Making:			
14	Use basic problem-solving techniques.	F-C	
15	Work autonomously, or with minimal supervision.	F-C	
16	Make independent decisions based on data/circumstances.	O-F	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	Computer, reports, students, parents, staff		
Hearing	C	Computer, reports, students, parents, staff		
Speaking	F-C	Community, staff, phone, parents, students		
Reading	O-F	Reports, records, computer, memos, taking notes, instructional materials		
Writing	O-F	Reports, records, computer, memos, taking notes, instructional materials		
Math	F-C	Instructional materials		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	School site		
Outdoors	F-C	School site, student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Cold	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Heat	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Humidity	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Temperature Swings	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Dust/ Wind	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Noise	I-O	Transportation noise during student transition, student noise		
Vibration	N	N/A		
Fumes/ Odors	I-O	Cleaning supplies, white-out, art and craft supplies		
Toxic Substances	N	N/A		
Radiation	N	N/A		
Mechanical Hazards	N	N/A		
Electrical Hazards	N	N/A		
Explosive Hazards	N	N/A		
Safety Equipment/Training/Attire: Appropriate attire per Board Dress Code Policy.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Computer, copier, office equipment	O-F		
Automobile	O		
Medical Equipment	O		

WORK SETTING	
Brief Description of Work Site: School sites.	
Breaks: 15-minute/4 hours, 30 min. lunch	Overtime: Variable, occasionally as offered or assigned
Supervised by: Administration, Principal, Classroom teacher	Supervises: N/A

Number of Employees at Work Site: Varies				
<u>Characteristics of Site:</u>	%		%	
Informal	10	Formal	90	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
			12/05/12
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview <input checked="" type="checkbox"/> Other (ADA form level I)			
Written by: <u>Vicki Galli</u> Date: _____			