

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #563
AUGUST 12, 2026, 10:00 A.M.
BOARD ROOM

- I. CALL TO ORDER**

- II. ROLL CALL**
President – Denise Coleman
Vice President – Tomara Hall
Member – Rod Adams

- III. APPROVAL OF AGENDA #563 – August 12, 2026ACTION**

- IV. APPROVAL OF MINUTES**
A. Regular Meeting #562 – July 8, 2026ACTION

- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION**
At this time, members of the public may address the Commission on any issue within the subject matter jurisdiction of the Commission that is not listed on this agenda.

- VI. NEW BUSINESS**

A. Approval / Ratification of Classification Specification RevisionACTION
a. Associate Teacher – Restricted

B. Approval / Ratification of Classification Specification RevisionACTION
a. Teacher Assistant II

C. Approval / Ratification of Classification Specification Revision and ReallocationACTION
a. Print Production Coordinator

D. Approval / Ratification of Establishing and/or Extending Eligibility ListsACTION

E. Monthly Vacancy Status Report..... INFORMATION

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 9, 2026)**

- IX. ADJOURNMENT**

NOTE: This agenda will be posted on County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues that are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION
REGULAR MEETING #562
JULY 8, 2026, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Denise Coleman at 10:04 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Tomara Hall, Vice President Rod Adams, Member	Marisa Perry Alice Serraon Yasmeen Husain

OTHERS PRESENT
Dr. Kanika White Roger Gallizzi Faith Ambrosini Rebecca Carlton

III. APPROVAL OF AGENDA

MOTION #562-1: The Commission approved Agenda #562, July 8, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #562-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #562-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #561, June 10, 2026, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #562-2: carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #562-3: The Commission approved revising the Manager – Credentials Services classification, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #562-3: carried unanimously.

B. Approval/Ratification of Establishing and/or Extending Eligibility Lists

MOTION #562-4: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #562, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #562-4: carried unanimously.

C. Monthly Vacancy Status Report – July 8, 2026

Director Perry reported on the Monthly Vacancy Status and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported the following:

- Dr. Kanika White was introduced as the new Associate Superintendent, Human Resources. Faith Ambrosini was also introduced as the Executive Assistant (Confidential) supporting HR Executive Administration.
- Roger Gallizzi will continue to serve in a consulting capacity to provide support on designated HR projects.
- We are currently preparing to conduct panel interviews for the Deputy Superintendent-Business Services position.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 12, 2026, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:12 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A & B (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

The Early Learning Services Department proposes revising the Associate Teacher – Restricted and Teacher Assistant II job descriptions to allow certain positions within the classification to be established and posted as itinerant. Employees in itinerant positions would provide coverage at multiple work sites as needed, rather than being assigned to a single school site. Establishing itinerant positions will help ensure appropriate staffing coverage across sites, maintain continuity of services, and support the timely delivery of services to children and families when fluctuating program needs arise.

A copy of the classification specification is enclosed.

Summary Report

Classification	Revisions
• Associate Teacher – Restricted • Teacher Assistant II	• Add distinguishing characteristics section and language related to itinerant positions. • Add language regarding Disaster Service Workers • Update formatting

RECOMMENDATION

1. Approve revising and retitling the following classification specifications:
 - a. Associate Teacher – Restricted
 - b. Teacher Assistant II
2. Approval shall be effective August 12, 2026.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ASSOCIATE TEACHER - RESTRICTED

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, the Associate Teacher – Restricted shares and collaborates in the responsibility for the planning, implementation and coordination of a comprehensive education program and ensures that the education program is developmentally appropriate for each child's individual needs.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are generally assigned to a designated school site. Certain positions may be established and posted as itinerant and assigned to provide support and coverage across multiple sites based on staffing requirements, enrollment patterns, and program priorities. Employees in itinerant assignments are required to travel between sites and work at different locations. Assignments and schedules may vary daily or weekly and may include supporting multiple classrooms or sites during a workday.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

CURRICULUM AND INSTRUCTION:

- Supports, plans, and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of all children.
- Participates in observation based assessments and uses assessment results and data to assist with the planning of individual and classroom activities.
- Shares children's educational and developmental progress with parents.
- Supports and implements other activities, i.e., health/physical activity, nutrition, mental health, disabilities, safety and parental involvement into the educational plan.
- Assists children and families with educational transitions, into and out of classrooms, and into K-12 education.

INSTRUCTIONAL LEADERSHIP:

- Participates in ongoing professional development, coaching and reflective practice activities and supports the implementation of changes in classroom practice to promote high quality instruction.
- Orients substitutes in following established classroom routines to meet individual student needs; in the absence of the teacher, may assume overall responsibility of the classroom.

FAMILY ENGAGEMENT:

- Interacts with families through regular classroom contact, parent conferences, and home visits to share child educational and developmental progress and respond to their identified interests and/or needs.
- Encourages family engagement in program activities.

CLASSROOM MANAGEMENT:

- Maintains an effective environment for learning that supports children’s development of school readiness skills and social and emotional development.
- Encourages children to develop acceptable standards of behavior, positive social relationships, eating habits and personal hygiene.
- Maintains a clean, healthy and safe classroom environment.
- Ensures that children are under appropriate supervision at all times.

ADMINISTRATIVE DUTIES:

- Assists in the selection of instructional supplies.
- Participates in authorized emergency and safety procedures.
- Maintains necessary classroom records (e.g., attendance, USDA meal counts).
- Collaborates and assists the teacher with the timely completion of necessary classroom documentation, such as parent information and incident reports.
- Collaborates by providing input for lesson planning, collecting observations and providing feedback to the teacher for the completion of DRDPs and developmental assessments.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Child development, early childhood education, best practice teaching methods and techniques.
- Organizational skills with the ability to work with classroom staff, manage time and priorities.
- Effective child guidance practices and principles.

- Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), Desired Results Developmental Profile (DRDP), Ages and Stages Questionnaire (ASQ) screenings and other required instruments.
- Children, families and communities.
- Program/curriculum used in early childhood education.
- Developmentally appropriate practice.
- Proper English, including proper grammar, punctuation and sentence structure.

ABILITY TO:

- Remain abreast of developments in child development/early childhood education regulations and program guidelines.
- Change classroom practice in response to individual professional development and coaching.
- Organize and facilitate classroom and outside activities.
- Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.
- Maintain child and family confidentiality and perform duties in an ethical and professional manner.
- Engage in documentation as part of daily practice.
- Effectively use technology in all aspects of the program.
- Meet the standards of the Associate Teacher position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.
- Learn and implement strategies to support various classroom observation and assessment tools as required by funding sources.
- Maintain effectiveness in stressful situations.
- Report to and work at multiple school and program sites, when assigned to an itinerant position.

EDUCATION AND EXPERIENCE:

- An Associate's Degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field.
- Possession of or be eligible for a Child Development Associate Teacher Permit by the end of the probationary period.
- Two (2) years of full-time experience working, or volunteering, in a child care program.

MAY REQUIRE:

- Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

- Must be at least 18 years of age.

- Possess and maintain current Pediatric CPR and First Aid Certifications or the ability to obtain within six months of the date of hire.
- Employees in itinerant positions must possess and maintain a valid California Driver's License and a driving record acceptable to the County Office of Education's insurance carrier.

WORKING CONDITIONS:**ENVIRONMENT:**

- Job duties are spent both indoors and outdoors.
- The noise level in the work environment is usually moderate.
- Classroom style is in a laboratory-like setting and video recording is a regular occurrence in the classrooms for the purpose of training, technical assistance, and classroom observation.

PHYSICAL DEMANDS:

- Hearing and speaking information in person and on the telephone.
- Seeing to read, prepare and proofread documents, perform assigned duties.
- Seeing and hearing to supervise children at all times by both sight and sound.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate tools and equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects, and children up to 40 pounds.

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100

Note: Some positions in this classification may be paid from restricted funds.

BARGAINING UNIT: PARAEDUCATOR

Approved by Personnel Commission: November 12, 2009

Revised: 9/14/11, 6/10/13, 5/11/16, 8/12/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/12/26

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSOCIATE TEACHER - RESTRICTED

BASIC FUNCTION:

Under the general supervision of- an assigned supervisor ~~the Supervisor-Preschool Instructional Support and/or Site Director~~, the Associate Teacher – Restricted shares and collaborates in the responsibility for the planning, implementation and coordination of a comprehensive education program and ensures that the education program is developmentally appropriate for each child's individual needs.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are generally assigned to a designated school site. Certain positions may be established and posted as itinerant and assigned to provide support and coverage across multiple sites based on staffing requirements, enrollment patterns, and program priorities. Employees in itinerant assignments are required to travel between sites and work at different locations. Assignments and schedules may vary daily or weekly and may include supporting multiple classrooms or sites during a workday.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

CURRICULUM AND INSTRUCTION:

Supports, plans, and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of all children.

Participates in observation based assessments and uses assessment results and data to assist with the planning of individual and classroom activities.

Shares children's educational and developmental progress with parents.

Supports and implements other activities i.e., health/physical activity, nutrition, mental health, disabilities, safety and parental involvement into the educational plan.

Assists children and families with educational transitions, into and out of classrooms, and into K-12 education.

INSTRUCTIONAL LEADERSHIP:

Participates in ongoing professional development, coaching and reflective practice activities and supports the implementation of changes in classroom practice to promote high quality instruction.

Orients substitutes in following established classroom routines to meet individual student needs; in the absence of the teacher, may assume overall responsibility of the classroom.

FAMILY ENGAGEMENT:

Interacts with families through regular classroom contact, parent conferences, and home visits to share child educational and developmental progress and respond to their identified interests and/or needs.

Encourages family engagement in program activities.

CLASSROOM MANAGEMENT:

Maintains an effective environment for learning that supports children's development of school readiness skills and social and emotional development.

Encourages children to develop acceptable standards of behavior, positive social relationships, eating habits and personal hygiene.

Maintains a clean, healthy and safe classroom environment.

Ensures that children are under appropriate supervision at all times.

ADMINISTRATIVE DUTIES:

Assists in the selection of instructional supplies.

Participates in authorized emergency and safety procedures.

Maintains necessary classroom records (e.g., attendance, USDA meal counts).

Collaborates and assists the teacher with the timely completion of necessary classroom documentation, such as parent information and incident reports.

Collaborates by providing input for lesson planning, collecting observations and providing feedback to the teacher for the completion of DRDPs and developmental assessments.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child development, early childhood education, best practice teaching methods and techniques.

Organizational skills with the ability to work with classroom staff, manage time and priorities.

Effective child guidance practices and principles.

Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), Desired Results Developmental Profile (DRDP), Ages and Stages Questionnaire (ASQ) screenings and other required instruments.

Children, families and communities.

Program/curriculum used in early childhood education.

Developmentally appropriate practice.

Proper English, including proper grammar, punctuation and sentence structure.

ABILITY TO:

Remain abreast of developments in child development/early childhood education regulations and program guidelines.

Change classroom practice in response to individual professional development and coaching.

Organize and facilitate classroom and outside activities.

Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.

Maintain child and family confidentiality and perform duties in an ethical and professional manner.

Engage in documentation as part of daily practice.

Effectively use technology in all aspects of the program.

Meet the standards of the Associate Teacher position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.

Learn and implement strategies to support various classroom observation and assessment tools as required by funding sources.

Maintain effectiveness in stressful situations.

[Report to and work at multiple school and program sites, when assigned to an itinerant position.](#)

EDUCATION AND EXPERIENCE:

An Associate's Degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field.

Possession of or be eligible for a Child Development Associate Teacher Permit by the end of the probationary period.

Two (2) years of full-time experience working, or volunteering, in a child care program.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Must be 18 years of age.

Possess and maintain current Pediatric CPR and First Aid Certifications or the ability to obtain within six months from the date of hire.

[Employees in itinerant positions must possess and maintain a valid California Driver's License and a driving record acceptable to the County Office of Education's insurance carrier.](#)

WORKING CONDITIONS:

ENVIRONMENT:

Job duties are spent both indoors and outdoors.

The noise level in the work environment is usually moderate.

Classroom style is in a laboratory-like setting and video recording is a regular occurrence in the classrooms for the purpose of training, technical assistance, and classroom observation.

PHYSICAL DEMANDS:

Hearing and speaking information in person and on the telephone;
seeing to read, prepare and proofread documents, perform assigned duties;
seeing and hearing to supervise children at all times by both sight and sound;
sitting or standing for extended periods of time;
dexterity of hands and fingers to operate tools and equipment;
kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve
and store files and supplies, lifting light objects, and children up to 40 pounds.

HAZARDS:

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100

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Note: Some positions in this classification may be paid from restricted funds.

BARGAINING UNIT: PARAEDUCATORS

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Approved by Personnel Commission: November 12, 2009; Revised: 09/14/2011; 06/10/2013; Revised
Approval: 05/11/16



Kristin Olson
Director-Classified Personnel Services

Date: 04/27/2016

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: TEACHER ASSISTANT II

BASIC FUNCTION:

Under the general supervision of an assigned supervisor port, the Teacher Assistant II shares in the planning and implementation of a comprehensive education program and assists in assuring that the educational program is developmentally appropriate for each child's individual needs and meets program standards.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are generally assigned to a designated school site. Certain positions may be established and posted as itinerant and assigned to provide support and coverage across multiple sites based on staffing requirements, enrollment patterns, and program priorities. Employees in itinerant assignments are required to travel between sites and work at different locations. Assignments and schedules may vary daily or weekly and may include supporting multiple classrooms or sites during a workday.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

CURRICULUM AND INSTRUCTION:

- Supports and assists with the planning and implementation of developmentally appropriate classroom activities that intentionally support the developmental and education goals of all children.
- Participates in observation-based assessments and supports the use of assessment results for planning individual and classroom activities.
- Supports and implements other activities (i.e. health/physical activity, nutrition, mental health, disabilities, safety and family engagement) into the education plan.
- Assists children with educational transitions, both into the classroom and out of the classroom into the K-12 education system.

INSTRUCTIONAL LEADERSHIP:

- Participates in ongoing professional development and reflective practice activities and supports the implementation of changes in classroom practice to promote a high quality program.

FAMILY ENGAGEMENT:

- Supports families through regular classroom contact and contributes to and participates in parent conferences and/or home visits as needed.
- Encourages family engagement in program activities.

CLASSROOM MANAGEMENT:

- Assists with maintaining a safe, clean and effective environment for learning that supports children's development of school readiness skills, and social and emotional development.
- Encourages children to develop acceptable standards of behavior, positive social relationships, eating habits and person hygiene.
- Ensures that children are under appropriate supervision at all times.

ADMINISTRATIVE DUTIES:

- Participates in authorized emergency and safety procedures.
- Assists the teacher with the timely completion of necessary classroom records and documentation.
- Collaborates and assists the teacher by providing input for lesson planning and the collection of observations for the completion of DRDPs and developmental assessments.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child development, early childhood education, best practice teaching methods and techniques.
- Organizational skills with the ability to work with classroom staff, manage time and priorities.
- Effective child guidance practices and principles.
- Developmentally appropriate practice.
- Early Childhood Environmental Rating Scale (ECERS), Desired Results Developmental Profile (DRDP).
- Proper English, including proper grammar, punctuation and sentence structure.

ABILITY TO:

- Remain abreast of developments in child development/early childhood education, regulations and program guidelines.
- Change classroom practice in response to staff development and coaching.
- Organize and facilitate classroom and outside activities.
- Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.

- Maintain child and family confidentiality and perform duties in an ethical and professional manner.
- Engage in documentation as part of daily practice.
- Effectively use technology as needed.
- Meet the standards of the Teacher Assistant II position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.
- Maintain effectiveness in stressful situations.
- Report to and work at multiple school and program sites, when assigned to an itinerant position.

EDUCATION AND EXPERIENCE:

- An Associate's degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field, or one year of college-level course work in Early Childhood Education.
- Possession of or be eligible for a Child Development Associate Teacher Permit by the end of the probationary period.
- One (1) year of full-time experience working in a child care/preschool program.

MAY REQUIRE:

- Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

- Must be at least 18 years of age.
- Possess and maintain current pediatric CPR and First Aid Certifications or the ability to obtain within six months of the date of hire.
- Employees in itinerant positions must possess and maintain a valid California Driver's License and a driving record acceptable to the County Office of Education's insurance carrier.

WORKING CONDITIONS:**ENVIRONMENT:**

- Job duties are spent both indoors and outdoors.
- The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

- Ability to supervise children by both sight and sound at all times.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate tools and equipment.
- Kneeling, bending at the waist.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

- Lifting light objects and children up to 40 pounds.

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100

BARGAINING UNIT: PARAEDUCATOR

Approved by Personnel Commission: December 1990

Revised: 10/9/97, 5/22/03, 10/19/06, 5/11/16, 8/12/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/12/26

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER ASSISTANT II

BASIC FUNCTION:

Under the general supervision of ~~an assigned supervisor~~ ~~the Supervisor—Preschool Instructional Support~~, the Teacher Assistant II shares in the planning and implementation of a comprehensive education program and assists in assuring that the educational program is developmentally appropriate for each child's individual needs and meets program standards.

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Assists children with educational transitions, both into the classroom and out of the classroom into the K-12 education system.

INSTRUCTIONAL LEADERSHIP:

Participates in ongoing professional development and reflective practice activities and supports the implementation of changes in classroom practice to promote a high quality program.

FAMILY ENGAGEMENT:

Supports families through regular classroom contact and contributes to and participates in parent conferences and/or home visits as needed.

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CLASSROOM MANAGEMENT:

Assists with maintaining a safe, clean and effective environment for learning that supports children's development of school readiness skills, and social and emotional development.

Encourages children to develop acceptable standards of behavior, positive social relationships, eating habits and person hygiene.

Ensures that children are under appropriate supervision at all times.

ADMINISTRATIVE DUTIES:

Participates in authorized emergency and safety procedures.

Assists the teacher with the timely completion of necessary classroom records and documentation.

Collaborates and assists the teacher by providing input for lesson planning and the collection of observations for the completion of DRDPs and developmental assessments.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child development, early childhood education, best practice teaching methods and techniques.

Organizational skills with the ability to work with classroom staff, manage time and priorities.

Effective child guidance practices and principles.

Developmentally appropriate practice.

Early Childhood Environmental Rating Scale (ECERS), Desired Results Developmental Profile (DRDP).

Proper English, including proper grammar, punctuation and sentence structure.

ABILITY TO:

Remain abreast of developments in child development/early childhood education, regulations and program guidelines.

Change classroom practice in response to staff development and coaching.

Organize and facilitate classroom and outside activities.

Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.

Maintain child and family confidentiality and perform duties in an ethical and professional manner.

Engage in documentation as part of daily practice.

Effectively use technology as needed.

Meet the standards of the Teacher Assistant II position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.

Maintain effectiveness in stressful situations.

Report to and work at multiple school and program sites, when assigned to an itinerant position.

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One (1) year of full time experience working in a child care/preschool program

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Must be 18 years of age.

Possess and maintain current pediatric CPR and First Aid Certifications or the ability to obtain within six months from the date of hire.

Employees in itinerant positions must possess and maintain a valid California Driver's License and a driving record acceptable to the County Office of Education's insurance carrier.

WORKING CONDITIONS:**ENVIRONMENT:**

Job duties are spent both indoors and outdoors.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

Ability to supervise children by both sight and sound at all times;
sitting or standing for extended periods of time,

dexterity of hands and fingers to operate tools and equipment;

kneeling, bending at the waist, and

reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies,

lifting light objects and children up to 40 pounds.

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100

BARGAINING UNIT: PARAEDUCATOR

Approved by Personnel Commission: December 1990; Revised: 10/09/1997, 05/22/2003, 10/19/2006; Revised Approval: 05/11/16



[Kristin Olson](#)

[Date: 04/27/2016](#)

[Director Classified Personnel Services](#)

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION AND REALLOCATION

BACKGROUND

The Public Affairs Department proposes revising the Print Production Coordinator job description to better reflect the work of this position. The position recently became vacant, and the job description has not been updated since its establishment in 2018, making it a good time to review and revise the classification specification. In the course of revising the job description, department leadership also requested a review of the position's salary range placement to ensure appropriate alignment with comparable classifications and the scope of responsibilities.

The proposed revisions clarify and better document the position's role in coordinating the daily operations of Print Services, serving as a technical resource to staff and customers, coordinating print production workflows, maintaining budgets and records, and supporting procurement, inventory, and equipment management functions. The revised specification also reflects responsibilities related to print production software, document preparation and preflight review, customer consultation, production estimating, workflow coordination, and troubleshooting of print management systems that have become integral to the position over time.

A review of comparable classifications found that the Print Production Coordinator performs many of the same administrative support functions as the Administrative Assistant III, including coordinating office operations, maintaining records and reports, monitoring budgets and expenditures, processing purchasing documents, coordinating schedules and events, preparing correspondence and reports, providing customer service, and working independently with minimal supervision while applying specialized technical knowledge and independent judgment in a print production environment.

To better align the position with the scope of work being performed, recognize the specialized technical skills required, and maintain appropriate internal alignment with classifications performing comparable duties, it is recommended to reallocate the position from Range 43.0 to 44.5.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
Print Production Coordinator	- Duty modification update - Add language regarding hazards and Disaster Service Workers - Update formatting - Range reallocation from Range 43.0 to 44.5.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Print Production Coordinator
2. Recommend the following salary Range for the following classification:
 - a. Print Production Coordinator, Range 44.5
3. Approval shall be effective August 12, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PRINT PRODUCTION COORDINATOR

BASIC FUNCTION:

Under the Supervisor – Print Services, the Print Production Coordinator performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; coordinates flow of communications and information for the supervisor; coordinates and organizes work orders; assures print production equipment remains operational and maintains inventory of related supplies; communicates with customers and offers expert advice; oversees advertising and marketing promotions; monitors the print shop budget and expenditures.

The Print Production Coordinator works in a print environment and possesses specialized knowledge of printing terminology, technologies, and specifications and uses this knowledge to independently evaluate print production requirements, manage communications between clients and skilled staff; and increase efficiency in print production operations by ensuring that print orders are complete and properly formatted using specialized software.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; assists in assuring smooth and efficient office and print shop operations.
- Provides technical information, guidance, and instruction to print service personnel regarding print production processes, equipment, software, and workflow procedures.
- Assists in resolving routine operational and customer service issues to support efficient print shop operations.
- Communicates with staff and departments regarding print media services; develops and manages internal/external advertising and marketing promotions; develops a variety of promotional materials such as newsletters, brochures, and pamphlets.
- Provides customer service for a print environment; receives visitors; answers and routes telephone calls; schedules and arranges appointments and necessary facilities; receives and responds to all levels of staff and the general public, providing information and assistance whenever possible.

- Troubleshoots print management software, user authentication, print release queues, printer driver installation, and user access issues; coordinates with Information Technology staff and software vendors to resolve technical problems.
- Serves as a consultant to internal and external customers and offers expert advice; communicates with customers regarding products, services and other solutions, printing estimates, fees, account deficits, project status, timelines, and/or projects requiring further explanation, clarification, or special handling; determines fees and charges for printing services.
- Coordinates and organizes work orders and printing projects to accommodate customer requirements; maintains accurate and detailed calendars and timeliness of due dates and print deadlines, to ensure proper tasks and activities occur as scheduled; reviews submitted work for reproduction; proofreads work to assure completeness, quality and clarity of original copy; verifies print jobs for accuracy and cost information.
- Designs and typesets print jobs; prepares layouts and print-ready materials; prepares electronic files and preflights documents using assigned software, such as Adobe Photoshop editing and alteration; creates and organizes print specific PDF files; and works with customers to develop and review materials to meet print production requirements.
- Monitors the print shop budget and special budgets as assigned; uses accounting software, monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required.
- Prepares and accurately maintains a variety of reports, files and statistical data related to print services business operations and activities; compiles information and maintains a variety of records, logs and reports related to financial activity, budgets, attendance, staff and assigned duties; establishes and maintains filing systems; reviews, revises, verifies and proofreads a variety of documents.
- Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates various computerized lists and reports as requested; assures accuracy of input and output data.
- Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.
- Maintains appointment and activity schedules and calendars; coordinates travel arrangements and hotel reservations as necessary; reserves facilities and equipment for meetings and other events as needed; arranges for substitute personnel as required.
- Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; processes purchase orders and invoices as assigned; assists in developing specifications, obtaining quotes, preparing purchase requisitions and service agreements for print production equipment, software, maintenance services, and supplies; maintains equipment inventories, replacement schedules, warranty information, and vendor documentation; consults with print staff regarding equipment needs and acquisitions.

- Prepares a variety of materials such as interoffice communications, correspondence, requisitions, forms, statistics, specifications, and reports of a routine or special nature.
- May receive and process information of a confidential nature and ensures such information is maintained in strict confidentiality.
- Receives, opens, and distributes incoming and outgoing mail; initiates and/or transmits interoffice memos and notices.
- Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

- Performs other duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Modern office principles, techniques, practices, and equipment of print production environment.
- Policies and objectives of Print Services.
- Macintosh and Windows computers.
- Proper electronic file management organization and techniques.
- Proper telephone techniques.
- Proper business letter formats, report writing, record keeping and filing systems.
- Operation of a desktop computer, office and specialized software used in print services production.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business Systems Data Input.

ABILITY TO:

- Use Adobe Creative Suite Application and Desktop Publishing and Microsoft Applications to perform assigned functions.
- Create, size and format PDF files.
- Use proper document typesetting and pagination techniques.
- Perform a variety of clerical/administrative assistant duties with speed and accuracy.
- Understand and carry out a variety of oral and written instructions.
- Perform mathematical calculations accurately.
- Establish and maintain a variety of records and filing systems.
- Prepare a variety of interoffice communications, correspondence, requisitions, forms, statistics, reports of a routine or special nature.
- Prioritize and appropriately schedule assignments and tasks to meet established deadlines.

- Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties, including Desktop Publishing software to create design and print products.
- Communicate effectively and tactfully in both oral and written form.
- Work independently with minimal direction.
- Enter business data as needed to meet department needs such as but not limited to, budget transfers, requisitions, purchase order change orders, attendance, reports, transfers of service, etc.
- Plan, schedule, develop and implement printing, reproduction and graphic design projects.
- Receive, prioritize and coordinate response to printing requests and work orders.
- Estimate time, materials and personnel requirements for printing projects.
- Enter text and graphic elements using a keyboard, scanned materials or data files.
- Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.
- Create, plan, develop and layout text, color and artwork.
- Inspect completed projects for accuracy, completeness and compliance with established specifications.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Plan and organize work.
- Prepare records and reports related to assigned activities.
- Troubleshoot print software, printer access, and production workflow issues.

EDUCATION AND EXPERIENCE:Any combination equivalent to:

- Graduation from high school supplemented by college level coursework in graphic design or related field, and
- Three years of clerical/administrative support experience, preferably in a print shop environment.

WORKING CONDITIONS:**ENVIRONMENT:**

- Duties are primarily performed in an office and print shop environment while sitting at a desk operating a computer.
- Incumbents are subject to extensive public contact with external clients.

PHYSICAL DEMANDS:

- Use hands and fingers to operate desktop computer keyboard or other office equipment.
- Reach with hands and arms.
- Stoop, kneel, or crouch to file.
- Speak clearly and distinctly to answer telephones and provide information.
- See to read fine print and operate a computer.

- Hear and understand voice over telephone and in person.

HAZARDS:

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: June 23, 2011

Revised: 8/12/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/12/26

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PRINT PRODUCTION COORDINATOR

BASIC FUNCTION:

Under the Supervisor – Print Services, the Print Production Coordinator performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; coordinates flow of communications and information for the supervisor; coordinates and organizes work orders; assures print production equipment remains operational and maintains inventory of related supplies; communicates with customers and offers expert advice; oversees advertising and marketing promotions; monitors the print shop budget and expenditures.

The Print Production Coordinator works in a print environment and possesses specialized knowledge of printing terminology, technologies, and specifications and uses this knowledge to independently evaluate print production requirements, manage communications between clients and skilled staff; and increases efficiency in print production operations by ensuring that print orders are complete and properly formatted using specialized software.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; assists in assuring smooth and efficient office and print shop operations.

Provides technical information, guidance, and instruction to print service personnel regarding print production processes, equipment, software, and workflow procedures.

Assists in resolving routine operational and customer service issues to support efficient print shop operations.

Communicates with staff and departments regarding print media services; develops and manages internal/external advertising and marketing promotions; develops a variety of promotional materials such as newsletters, brochures, and pamphlets.

Provides customer service for a print environment; receives visitors; answers and routes telephone calls; schedules and arranges appointments and necessary facilities; receives and responds to all levels of staff and the general public, providing information and assistance whenever possible.

Troubleshoots print management software, user authentication, print release queues, printer driver installation, and user access issues; coordinates with Information Technology staff and software vendors to resolve technical problems.

Serves as a consultant to internal and external customers and offers expert advice; communicates with customers regarding products, services and other solutions, printing estimates, fees, account deficits, project status, timelines, and/or projects requiring further explanation, clarification, or special handling; determines fees and charges for printing services.

Coordinates and organizes work orders and printing projects to accommodate customer requirements; maintains accurate and detailed calendars and timeliness of due dates and print deadlines, to ensure proper tasks and activities occur as scheduled; reviews submitted work for reproduction; proofreads work to assure completeness, quality and clarity of original copy; verifies print jobs for accuracy and cost information.

Designs and typesets print jobs; prepares layouts and print-ready materials; prepares electronic files and preflights documents using assigned software, such as Adobe Photoshop editing and alteration; ~~and~~ creates and organizes print specific PDF files; and works with customers to develop and review materials to meet print production requirements.

Monitors the print shop budget and special budgets as assigned; uses accounting software, ~~such as Quickbooks to track accounts payable and accounts receivable~~; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required.

Prepares and accurately maintains a variety of reports, files and statistical data related to print services business operations and activities; compiles information and maintains a variety of records, logs and reports related to financial activity, budgets, attendance, staff and assigned duties; establishes and maintains filing systems; reviews, revises, verifies and proofreads a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates various computerized lists and reports as requested; assures accuracy of input and output data.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

Maintains appointment and activity schedules and calendars; coordinates travel arrangements and hotel reservations as necessary; reserves facilities and equipment for meetings and other events as needed; arranges for substitute personnel as required.

Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; processes purchase orders and invoices as assigned; assists in developing specifications, obtaining quotes, preparing purchase requisitions and service agreements for print production equipment, software, maintenance services, and supplies; maintains equipment inventories, replacement schedules, warranty information, and vendor documentation; consults with print staff

~~regarding equipment needs and acquisitions to acquire complex print equipment and parts for press machines.~~

Prepares a variety of ~~material~~ materials such as interoffice communications, correspondence, requisitions, forms, statistics, specifications, and reports of a routine or special nature.

May receive and process information of a confidential nature and ensures such information is maintained in strict confidentiality.

Receives, opens, and distributes incoming and outgoing mail; initiates and/or transmits interoffice memos and notices.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office principles, techniques, and practices, and equipment of print production environment.

Policies and objectives of Print Services.

Macintosh and Windows computers.

Proper electronic file management organization and techniques.

Proper telephone techniques.

Proper business letter formats, report writing, record keeping and filing systems.

Operation of a desktop computer, office and specialized software used in print services production.

Interpersonal skills using tact, patience and courtesy.

Methods of collecting and organizing data and information.

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

Business Systems Data Input.

ABILITY TO:

Use Adobe Creative Suite Application and Desktop Publishing and Microsoft Applications to perform assigned functions.

Create, size and format PDF files.

Use proper document typesetting and pagination techniques.

Perform a variety of clerical/administrative assistant duties with speed and accuracy.

Understand and carry out a variety of oral and written instructions.

Perform mathematical calculations accurately.

Establish and maintain a variety of records and filing systems.

Prepare a variety of interoffice communications, correspondence, requisitions, forms, statistics, reports of a routine or special nature.

Prioritize and appropriately schedule assignments and tasks to meet established deadlines.

Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties, including Desktop Publishing software to create design and print products.

Communicate effectively and tactfully in both oral and written form.

Work independently with minimal direction.

Enter business data as needed to meet department needs such as but not limited to, budget transfers, requisitions, purchase order change orders, attendance, reports, transfers of service, etc.

Plan, schedule, develop and implement printing, reproduction and graphic design projects.

Receive, prioritize and coordinate response to printing requests and work orders.

Estimate time, materials and personnel requirements for printing projects.

Enter text and graphic elements using a keyboard, scanned materials or data files.

Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.

Create, plan, develop and layout text, color and artwork.

Inspect completed projects for accuracy, completeness and compliance with established specifications.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Prepare records and reports related to assigned activities.

[Troubleshoot print software, printer access, and production workflow issues.](#)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school supplemented by college level coursework in graphic design or related field, and ~~two~~three years of clerical/administrative support experience preferably in a print shop environment.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are primarily performed in an office and print shop environment while sitting at a desk operating a computer.

Incumbents are subject to extensive public contact with external clients.

PHYSICAL DEMANDS:

Use hands and fingers to operate desktop computer keyboard or other office equipment.

Reach with hands and arms.

Stoop, kneel, or crouch to file.

Speak clearly and distinctly to answer telephones and provide information.

See to read fine print and operate a computer.

Hear and understand voice over telephone and in person.

HAZARDS:

- [Slipping, tripping, falling.](#)
- [Ergonomic injuries, repetitive motion injuries, eye strain.](#)
- [Indoor air pollution](#)

[Disaster Service Worker](#)

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100

Approved by Personnel Commission: June 13, 2018



Jonathan Muñoz
Director — HR/Classified Personnel Services

06/13/18

Date

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director – Human Resources / Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

The Director – Human Resources / Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Associate Teacher - Restricted	07/07/26	PARA	13	9
2	Executive Assistant (Confidential)	07/09/26	LT	3	Unranked
3	Buyer, Senior	07/14/26	OTBS	2	2

AGENDA ITEM VI – E (NEW BUSINESS – INFORMATION)

INFORMATION RECEIVED MONTHLY VACANCY STATUS REPORT

BACKGROUND

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Reporting Period: July 8, 2026 - August 12, 2026

Report Date: 8/7/2026

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0720	Accounting Specialist I/II	District Business and Advisory Services	Norma	Filled	08/03/26
2	6546	Associate Teacher - Restricted	Early Learning Services/McKinley	Kathy	Filled	08/10/26
3	6066	Associate Teacher - Restricted	Early Learning Services/Hollister	Kathy	Filled	8/24/2026
4	0705	Buyer - Senior	Purchasing Services	Kathy	Filled	08/20/26
5	6640	Data Systems and Communications Specialist	Child Care Planning and Support/ Ridder Park	Shahana	Filled	07/22/26
6	6693	Environmental Education Liaison/Recruiter	Environmental Education/ Walden West	NA	Filled	08/31/26
7	6690	Environmental Education Program Lead	Environmental Education/ Walden West	NA	Filled	08/31/26
8	6689	Environmental Education Program Lead	Environmental Education/ Walden West	NA	Filled	08/31/26
9	6688	Environmental Education Specialist	Environmental Education/ Walden West	NA	Filled	08/31/26
10	6687	Environmental Education Specialist	Environmental Education/ Walden West	NA	Filled	08/31/26
11	6686	Environmental Education Specialist	Environmental Education/ Walden West	NA	Filled	08/31/26
12	6685	Environmental Education Specialist	Environmental Education/ Walden West	NA	Filled	08/31/26
13	6684	Environmental Education Specialist	Environmental Education/ Walden West	NA	Filled	08/31/26
14	6683	Environmental Education Specialist	Environmental Education/ Walden West	NA	Filled	08/31/26
15	6665	Executive Assistant (Confidential)	HR Executive Administration	Alice	Filled	08/03/26
16	6692	Health Technician - Environmental Education	Environmental Education/ Walden West	NA	Filled	08/31/26
17	6681	Outdoor Recreation Specialist	Environmental Education/ Walden West	NA	Filled	08/31/26
18	6691	Overnight Program Specialist - Environmental Education	Environmental Education/ Walden West	NA	Filled	08/31/26
19	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Marisa	Filled	08/12/26
20	6680	Supervisor - Environmental Education	Environmental Education/ Walden West	Marisa	Filled	07/21/26
21	6566	Teacher Assistant II	Early Learning Services/McKinley	Norma	Filled	08/10/26
22	6028	Warehouse Person - Delivery Driver	General Services/ Ridder Park	Marisa	Filled	07/13/26
23	6545	Associate Teacher - Restrcted	Early Learning Services/McKinley	Kathy	Certified	
24	2550	Associate Teacher - Restricted	Early Learning Services/Christopher Ranch	Kathy	Certified	
25	5323	Associate Teacher - Restricted - Bilingual Spanish Required	Early Learning Services/Edenvale	Kathy	Certified	
26	2938	Administrative Assistant II	Youth Health & Wellness	Marisa	Testing/Orals	
27	6670	Environmental Education Specialist	Environmental Education/ Walden West	Marisa	Testing/Orals	
28	5321	Family Advocate - Restricted (Bilingual Preferred)	Early Learning Services/ South County	NA	Testing/Orals	
29	3950	Family Advocate - Restricted (Bilingual Preferred)	Early Learning Services/ Gilroy	NA	Testing/Orals	
30	1095	Manager - Credential Services	Human Resources/ Credential Services	Yasmeen	Testing/Orals	
31	6682	Outdoor Recreation Specialist	Environmental Education/ Walden West	Norma	Testing/Orals	
32	6604	Warehouse Person/Delivery Driver	General Services	Shahana	Testing/Orals	
33	5830	Wellness Center Liaison	YHW/Blue Ridge	Kathy	Testing/Orals	
34	6602	Paraeducator Trainer - Special Education (Bil ASL Req.)	Special Education/ Special Education Administration	Shahana	Hold	
35	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
36	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
37	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
38	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
39	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES**Vacancy Status Report**

Reporting Period: July 8, 2026 - August 12, 2026

Report Date: 8/7/2026

40	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
41	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
42	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
43	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
44	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
45	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
46	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
47	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: July 8, 2026 - August 12, 2026
 Report Date: 8/7/2026

Vacancy Status Report
 Paraeducator – Special Education
 Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0672	Paraeducator - Special Education	Santa Teresa Elementary	Shahana	Filled	8/1/26
2	4379	Paraeducator - Special Education	Santa Teresa High School	Shahana	Filled	8/1/26
3	4763	Paraeducator - Special Education	Hester	Shahana	Filled	8/10/26
4	2068	Paraeducator - Special Education	Moreland	Shahana	Filled	8/13/26
5	6070	Paraeducator - Special Education ASL	Moreland	Shahana	Filled	8/17/26
6	1426	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	
7	2861	Paraeducator - Special Education	Saratoga	Shahana	Transfer Hotline	
8	1828	Paraeducator - Special Education	Sierramont	Shahana	Transfer Hotline	
9	4765	Paraeducator - Special Education	Connect West	Shahana	Transfer Hotline	
10	6321	Paraeducator - Special Education	Del Mar HS	Shahana	Transfer Hotline	
11	3701	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	
12	3414	Paraeducator - Special Education	Sierramont	Shahana	Transfer Hotline	
13	6369	Paraeducator - Special Education ASL	Leigh HS	Shahana	HOLD	