

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director by emailing jode.howard@rowlandschools.org or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

June 3, 2025
Meeting to start at 4:30 P.M.

In – Person:
1830 S. Nogales Street, Conference Room 2
Rowland Heights, California 91748

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_myubLKPiSD29LshNBO0fiQ

Anyone wishing to attend may do so in person or virtually by accessing the link listed above.

Please note: Public comments must be provided in person. If unable to attend, comments may be submitted to the Personnel Commission's Office, Attn: Jode Howard, and a copy will be provided to the Commission.

If you are attending in person, you can fill out a comment card before the meeting. During Public Comments you will be invited to share your comments.

Please be advised that this meeting is being audio recorded.

June 3, 2025
4:30 P.M.

PLEASE CIRCULATE

1. Meeting called to order by the Presiding Chair_____at____p.m.

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Natalie Moreno, Member	_____	_____
Yvette Santiago, Member	_____	_____
 Jode Howard, Personnel Director	 _____	 _____
Jessica Landin, Personnel Analyst	_____	_____
Arlene Zamudio, Senior Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider adopting the Agenda as submitted for Tuesday, June 3, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, June 3, 2025.

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

4. REPORT FROM THE PERSONNEL DIRECTOR

Receive an update on Commission staff's activities during the last month.

5. PUBLIC COMMENTS

Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.

A. CSEA

B. District Administration

C. Audience members

6. HEARINGS - None

7. PERSONNEL COMMISSION

7.1 Approve the minutes of the meeting of May 6, 2025. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

7.2 Approve the Personnel Commission's meeting schedule for 2025 – 2026. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Corrie Duran, Director, Fiscal Services, to employ Applicant ID #48679714 as Senior Payroll Clerk at Step B of Range 20.5 on the Classified Salary Schedule. (Ref. 8.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

b. Consider approving the advanced salary step request from Ventura Carrera, Director, Transportation, to employ Applicant ID #47801521 as School Bus Driver at Step E of Range 19.5 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

8.2 Revised Class Description

Consider approving the revised class description for the classification of Instructional Assistant I. (Ref. 8.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

9. ELIGIBILITY LISTS

9.1 Exam Review and Recruitment Bulletins (Ref. 9.1)

Receive for information, a summary of the following examination and recruitment bulletin(s):

- a) Custodian (D-24/25-75)
- b) Campus Safety (D-24/25-76)
- c) Food Service Assistant III (D-24/25-77)
- d) Library Assistant (D24/25-78)
- e) Library Assistant – Bilingual Spanish (D24/25-79)
- f) Campus Aide (D-24/25-80)
- g) Health Assistant (D-24/25-81)
- h) Health Assistant – Bilingual (Spanish) (D-24/25-82)

9.2 Employee Selection Results – Receive the results of examinations held. (Ref. 9.2 Ltd. Dist.)

9.3 Ratification of Eligibility Lists – Ratify the following eligibility lists: (Ref. 9.3 Ltd. Dist.)

- a) Food Service Assistant III (D-24/25-68)
- b) Food Service Assistant I (D-24/25-69)
- c) Health Assistant II (D-24/25-70)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

9.4 Removal of Names from the Eligibility List – Ratify the removal of the names from the following eligibility lists: (Ref. 9.4)

- Instructional Assistant I – Bilingual (Spanish) (D-24/25-61)
 - ID# 50027382 – PC Rule 6.1.10.1

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

10. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

11. CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e).

Time Recessed: _____

Time Reconvened to Open Session: _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, JULY 8, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

12. ADJOURNMENT

Time _____

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Natalie Moreno _____

Yvette Santiago _____

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational program.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF MAY 6, 2025
MEETING HELD IN-PERSON AND VIA ZOOM**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 p.m., with the Pledge of Allegiance led by Ms. Sharon Fernandez, Personnel Commissioner.

Members Present: Sharon Fernandez, Chair
Yvette Santiago, Member

Members Absent: Natalie Moreno, Member

Staff Members Present: Jode Howard, Personnel Director
Jessica Landin, Personnel Analyst
Arlene Zamudio, Senior Personnel Technician

APPROVAL OF THE AGENDA

The Personnel Commission took action to approve the agenda with modifications for Tuesday, May 6, 2025.

Ms. Santiago motioned to remove item #11 which is the closed session.

Motion made by:	Yvette Santiago	Vote:	Sharon Fernandez	Yes
Seconded by:	Sharon Fernandez		Natalie Moreno	Absent
			Yvette Santiago	Yes

REPORT FROM THE PERSONNEL DIRECTOR

An update on Commission staff's activities since the last meeting was presented by Jode Howard, Personnel Director

Recruitments opened since the last Commission meeting include the following classifications:

- D-24/25-71 Administrative Secretary B/B Mandarin
- D-24/25-72 Central Kitchen Supervisor
- D-24/25-73 School-Based Technology Assistant
- D-24/25-74 School-Based Technology Assistant B Spanish

Since the last Commission meeting, examinations were conducted for the following classifications:

- Senior Payroll Clerk – Structured Interviews
- Custodian – Structured Interviews
- Instructional Asst II – Bilingual Sp Assessments
- Nutrition Services Stock Delivery Worker SUB – Structured Interviews
- Warehouse Supervisor – Structured Interviews
- Cafeteria Lead Worker I - Structured Interviews
- Instructional Asst I B Man – Structured Interviews and Bilingual Man Assessments
- Office Assistant SUB – Placement Interviews
- Community Liaison B Man – Structured Interview and Bilingual Man Assessments
- Speech Language Pathologists Assistant - Structured Interviews

- Food Service Assistant I – Structured Interviews
- Food Service Assistant III – Structured Interviews

Since the last Commission meeting, new employees have been processed into the following classifications:

- 1 - Behavior Support Assistant
- 2 - Food Service Assistant I
- 1 - Instructional Assistant I Bilingual (Spanish)
- 1 - Instructional Assistant II
- 1 - Nutrition Services Stock Delivery Worker Substitute
- 1 - Office Assistant Substitute
- 1 - School Bus Driver
- 1 - Senior Payroll Clerk

Updates/Reminders/Remarks:

- 4/24 Board of Education and the Superintendent invited the PC to their study session regarding the Brown Act
- 4/25 Hosted monthly Director's Roundtable Meeting
- 5/1 Employees of the Year Celebration – Certificated, Classified, and Administrator
- 5/5 Retirees and Longevity Celebration
- HCM weekly meetings until launch in April 2026
- Upcoming Events
 - 5/12 PCASC Dinner –
 - 5/19-5/23, Classified School Employees Week
 - 5/21 Classified School Employees Celebration
 - 6/17 Job Fair
- Lastly, I'd like to wish everybody Happy Memorial Day!

COMMUNICATIONS

A. CSEA – Mateo Buenaluz, CSEA President

Mr. Buenaluz thanked the Personnel Commission for their hard work and for putting together the upcoming classified appreciation event.

B. District Administration – None

C. Audience Members – None

HEARINGS

6.1 Conduct a Public Hearing on the Proposed Personnel Commission Budget for Fiscal Year 2025-2026.

Hearing Opened: 4:40 p.m.

Hearing Closed: 4:41 p.m.

PERSONNEL COMMISSION

7.1 Recommendation: Adopt the Personnel Commission Budget for 2025 – 2026.

Motion made by: Yvette Santiago
 Seconded by: Sharon Fernandez

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Absent
	Yvette Santiago	Yes

7.2 Recommendation: Approve the minutes of the meeting of April 6, 2025 as submitted.

Motion made by: Yvette Santiago
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Absent
Yvette Santiago Yes

- 7.3 Receive the draft of the Personnel Commission's meeting schedule for 2025 – 2026.

Ms. Fernandez requested the November meeting be rescheduled. The updated date will be November 18, 2025.

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

- 8.1a Recommendation: To Consider approving the advanced salary step from Stacy Berrest, Director, Special Education, to employ Applicant ID #61414328 as Behavior Support Assistant at Step E of Range 15.5 on the Classified Salary Schedule.

Motion made by: Yvette Santiago
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Absent
Yvette Santiago Yes

- 8.1b Recommendation: To Consider approving the advanced salary step from Stacy Berrest, Director, Special Education, to employ Applicant ID #35883230 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule

Motion made by: Yvette Santiago
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Absent
Yvette Santiago Yes

- 8.1c Recommendation: To Consider approving the advanced salary step from Stacy Berrest, Director, Special Education, to employ Applicant ID #60599516 as Community Liaison – Bilingual (Mandarin) at Step C of Range 17.5 on the Classified Salary Schedule.

Motion made by: Yvette Santiago
Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
Natalie Moreno Absent
Yvette Santiago Yes

EXAMINATIONS/ELIGIBILITY LISTS

- 9.1 The Personnel Commission received, for information, a summary of the following examinations and recruitment bulletins:

- a) Administrative Secretary Bilingual/Biliterate (Mandarin) (D-24/25-71)
- b) Central Kitchen Supervisor (D-24/25-72)
- c) School Based Technology Assistant (D-24/25-73)
- d) School Based Technology Assistant – Bilingual (Spanish) (D-24/25-74)

- 9.2 The Personnel Commission received the results of the examinations held.

- 9.3 Recommendation: To ratify the following eligibility lists:

- a) Cafeteria Lead Worker I (D-24/25-59)
- b) Community Liaison – Bilingual (Mandarin) (D-24/25-66)
- c) Custodian (D-24/25-62)

- d) Executive Secretary (D-24/25-56)
- e) Instructional Assistant I – Bilingual (Mandarin) (D-24/25-45)
- f) Instructional Assistant II (D-24/25-02)
- g) Instructional Assistant II – Bilingual (Spanish) (D-24/25-03)
- h) Instructional Assistant II – Bilingual (Mandarin) (D-24/25-63)
- i) Instructional Assistant II – Bil/Bil (Mandarin) (D-24/25-64)
- j) Nutrition Services Stock Delivery Worker (D-24/25-65)
- k) Personal Care Assistant (D-24/25-27)
- l) Senior Payroll Clerk (D-24/25-58)
- m) Speech Language Pathology Assistant (D-24/25-40)
- n) Warehouse Supervisor (D-24/25-67)

Motion made by: Yvette Santiago
 Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
 Natalie Moreno Absent
 Yvette Santiago Yes

9.4 Removal of Names from the Eligibility List – Ratify the removal of the names from the following eligibility lists:

- Playground Supervision Aide (D-24/25-55)
 - ID# 7174142 – PC Rule 6.1.10.4
- Speech Language Pathology Assistant (D-24/25-40)
 - ID# 39615827– PC Rule 6.1.10.1
- Food Service Assistant I (D-24/25-54)
 - ID# 47243410– PC Rule 6.1.10.6
- Instructional Assistant II & Instructional Assistant II – Bilingual (Spanish) (D-24/25-02) & (D-24/25-03)
 - ID# 58465636 – PC Rule 6.1.10.4
- Instructional Assistant I – Bilingual (Spanish) (D-24/25-61)
 - ID# 52280195 – PC Rule 6.1.10.3

Motion made by: Yvette Santiago
 Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
 Natalie Moreno Absent
 Yvette Santiago Yes

10. **INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS**

Ms. Santiago shared she recently received her recognition award for her many years of service and retirement as a classified employee with Rowland Unified School District. Ms. Santiago also shared she is enjoying attending The Merit Academy training. Ms. Santiago also mentioned she and she had a pleasant time at the recently attended The Employee of the Year celebration for Rowland Unified.

Ms. Fernandez shared this upcoming Classified Employee Appreciation event will be her last since she is retiring from the Personnel Commission this year. Ms. Fernandez shared she is looking forward to the event. Ms. Fernandez shared her thoughts on the Brown Act and how important it is to ensure Commissioners' knowledge of how it works.

12. **ADJOURNMENT**

To adjourn the meeting at 4:55 P.M.

Motion made by: Yvette Santiago
 Seconded by: Sharon Fernandez

Vote: Sharon Fernandez Yes
 Natalie Moreno Absent
 Yvette Santiago Yes

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Jode Howard
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JUNE 3, 2025, AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best-qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational programs.



ROWLAND UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 3, 2025

BULLETIN

PLEASE POST

For Information

TO: All Classified Employees and Administrative Personnel
FROM: Jode Howard, Personnel Director
RE: 2025-2026 Personnel Commission Meetings

Personnel Commission meetings are typically scheduled on the first Tuesday of each month, except as noted below. Meetings for the 2025-2026 school year are tentatively scheduled as follows:

July 1, 2025

August 5, 2025

September 2, 2025

October 7, 2025

*November 18, 2025

December 2, 2025

*January 13, 2026

February 3, 2026

March 3, 2026

April 7, 2026

May 5, 2026

June 2, 2026

NOTE: All meetings to be held in the Board Room or via ZOOM, at the District Office and will begin at 4:30 p.m.

*Meetings changed from the first Tuesday of the month.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SENIOR PAYROLL CLERK

The Commission is in receipt of a request from Corrie Duran, Director of Fiscal Services, to employ Applicant ID # 48679714 as Senior Payroll Clerk at Step B of Range 20.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has a Bachelor's degree. The number of years of education does qualify this applicant for step placement at Step B based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 20.5 on the Classified Salary Schedule.

PERSONNEL COMMISSION
ADVANCED SALARY STEP PLACEMENT
FOR
SCHOOL BUS DRIVER

The Commission is in receipt of a request from Ventura Carrera, Director of Transportation, to employ Applicant ID # 47801521 as School Bus Driver at Step E of Range 19.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 6 years of work related experience. The number of years of related work experience does qualify this applicant for step placement at Step E based on the formula of one step will be given for two years of additional related experience beyond the employment standards for the classification.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 19.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT**

June 3, 2025

**ITEM 8.5 CONSIDER APPROVING THE REVISED CLASS DESCRIPTION OF
INSTRUCTIONAL ASSISTANT I**

In response to the Governor's Transitional Kindergarten (TK) expansion, which will extend eligibility to all four-year-olds by the 2025–26 school year, Dennis Bixler, Assistant Superintendent of Human Resources, has recommended updates to the Instructional Assistant I classification description. The proposed changes include adding toileting support responsibilities for Instructional Assistants assigned to Transitional Kindergarten and Kindergarten classrooms. These revisions are presented in the standard strikeout and bold/underline format for review.

Personnel Commission staff met with Mr. Bixler and Dr. Kevin Despard, Director of Human Resources, to discuss the rationale behind including toileting support in the classification. During the meeting, staff also suggested additional updates for consideration—specifically, the inclusion of first aid and CPR certification, and an increase in the lifting requirement to 50 lbs. with assistance. These suggestions were based on alignment with existing Personal Care Assistant and Instructional Assistant II classifications. However, Mr. Bixler and Dr. Despard advised that such additions were not necessary, as the Instructional Assistant I classification is intended to support General Education students, whose toileting needs are expected to be significantly lower than those of students in Special Education programs.

To ensure consistency, staff reviewed and adapted toileting-related duty language from the Personal Care Assistant and Instructional Assistant II classifications. Additionally, a survey was conducted among TK teachers to assess current toileting needs. While most respondents indicated minimal need at present, some noted that additional support may become necessary as the TK program expands to include all four-year-olds who turn four by September 1st, 2025.

The proposed revisions are limited in scope and apply only to Instructional Assistant I employees assigned to TK and Kindergarten classrooms. These changes are intended to address the developmental needs of General Education students who are still in the process of toilet training. Given the minimal increase in duties and workload, the revisions do not warrant an increase in compensation.

CLASSIFICATION TITLE	UNIT	SALARY RANGE	MONTHLY MIN	MONTHLY MAX
PERSONAL CARE ASSISTANT	CSEA	14	\$ 3,179.00	\$ 3,873.00
INSTRUCTIONAL ASSISTANT I	CSEA	15	\$ 3,337.00	\$ 4,068.00
INSTRUCTIONAL ASSISTANT I-BILINGUAL (KOREAN)	CSEA	15.5	\$ 3,418.00	\$ 4,167.00
INSTRUCTIONAL ASSISTANT I-BILINGUAL (MANDARIN)	CSEA	15.5	\$ 3,418.00	\$ 4,167.00
INSTRUCTIONAL ASSISTANT I-BILINGUAL (SPANISH)	CSEA	15.5	\$ 3,418.00	\$ 4,167.00
INSTRUCTIONAL ASSISTANT I-BILINGUAL/BILITERATE (SPANISH)	CSEA	16	\$ 3,502.00	\$ 4,272.00
INSTRUCTIONAL ASSISTANT II	CSEA	16	\$ 3,502.00	\$ 4,272.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL (KOREAN)	CSEA	16.5	\$ 3,596.00	\$ 4,382.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL (MANDARIN)	CSEA	16.5	\$ 3,596.00	\$ 4,382.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL (SPANISH)	CSEA	16.5	\$ 3,596.00	\$ 4,382.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL (TAGALOG)	CSEA	16.5	\$ 3,596.00	\$ 4,382.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL/BILITERATE (KOREAN)	CSEA	17	\$ 3,682.00	\$ 4,493.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL/BILITERATE (MANDARIN)	CSEA	17	\$ 3,682.00	\$ 4,493.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL/BILITERATE (SPANISH)	CSEA	17	\$ 3,682.00	\$ 4,493.00
INSTRUCTIONAL ASSISTANT II-BILINGUAL/BILITERATE (TAGALOG)	CSEA	17	\$ 3,682.00	\$ 4,493.00

RECOMMENDATION:

The Personnel Commission is requested to approve the recommended revisions to the job description for the classification of Instructional Ref. 8.2 1 of 7 Assistant I.



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

May 28, 2025

TO: Dennis Bixler, Assistant Superintendent – Human Resources

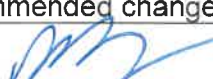
FROM: Jode Howard, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR INSTRUCTIONAL ASSISTANT I**

Attached for your review and comment is the proposed **REVISED** class description for Instructional Assistant I.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this new classification at the regular meeting on Tuesday, June 3, 2025.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input checked="checked" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 5-29-2025

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC25-359

Ref. 8.2 3 of 7



ROWLAND UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEMORANDUM

May 28, 2025

TO: Mateo Buenaluz, CSEA President

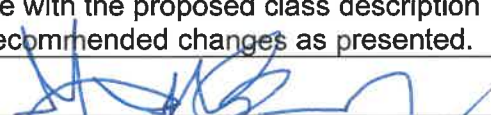
FROM: Jode Howard, Personnel Director

RE: **REVISED CLASS DESCRIPTION FOR INSTRUCTIONAL ASSISTANT I**

Attached for your review and comment is the proposed **REVISED** class description for Instructional Assistant I.

Your input concerning the proposed class description is important. Please provide your concerns or comments, if any, regarding changes for the class description. Changes can be recommended at the Personnel Commission meeting. To proceed timely with recruitment, the Personnel Commission will consider approving this classification at the regular meeting on Tuesday, June 3, 2025.

Please enter your comments in the space below, sign and date where indicated, and return this form to the Personnel Commission office.

<input checked="checked" type="checkbox"/> I agree with the proposed class description and recommended changes as presented.	<input type="checkbox"/> I disagree with the proposed class description, and recommend the adjustments noted above.
Signature: 	Date: 5/29/2025

As always, please feel welcome to contact me with any concerns or questions in regards to the proposed class description or related matters.

Attachments: Class Description

PC25-358

Ref. 8.2 4 of 7

INSTRUCTIONAL ASSISTANT I
INSTRUCTIONAL ASSISTANT I - BILINGUAL (KOREAN)/(MANDARIN)/(SPANISH)/(TAGALOG)
INSTRUCTIONAL ASSISTANT I - BILINGUAL/BILITERATE
(KOREAN)/(MANDARIN)/(SPANISH)/(TAGALOG)

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, reinforces teacher's lesson plans working with students in small groups or on a one-to-one basis; provides classroom support activities; maintains student discipline; scores tests using key and records data; and performs other related duties as required. Positions in the specialized language classes require incumbents to assist non and limited English speaking students in their primary language.

DISTINGUISHING CHARACTERISTICS

Incumbents receive direction and supervision from a teacher and are normally assigned to the elementary level but may be assigned up to secondary or adult education classes. While the majority of assistants are assigned to one classroom, an assistant may work in multiple classrooms, grade levels and curriculum. Teachers are readily available, provide lesson plans and may discuss daily classroom activities with assistant. Student motivation and disciplinary techniques (e.g., oral reprimands/reinforcements, stickers, placing names on chalkboards) may be utilized by assistants without supervisory direction for the purpose of maintaining a controlled, structured classroom environment. Students in the classes may range from low achievers to gifted and may include students with learning disabilities and limited or non-English speaking proficiencies. Errors may impact the educational program and create poor public relations.

An Instructional Assistant I is distinguished from the class of Instructional Assistant II in that the latter's assignment consists of at least a majority of the following duties; operates under a master teacher concept; interprets point systems and uses independent judgment to deduct points from students' earned scores for poor behavior; issues student referrals; works in specialized educational programs such as Special Education, Opportunity Classes, ESL, Alternative Learning Programs and Vocational Training; works with students who are low achievers, limited/non-English speakers or who have physical handicaps, learning disabilities or significant behavioral problems; uses a variety of motivation or disciplinary techniques including concerted individual approaches and understanding to student problems; independently adjusts pace or approach of instructional materials; works with multiple learning systems; spends the great majority of time working with students; curriculum consists of multiple grade levels; demands greater patience due to slow learners or behavioral problems; may be subject to greater physical and verbal abuse; and errors/poor judgment may not only impact the educational program and public image, but potentially result in significant student confrontations.

EXAMPLES OF DUTIES

- Tutor individual or groups of students, reinforcing instruction as directed by the teacher; *E*
- Listens to and drills students in reading, spelling, phonics, mathematics and other subjects according to instructions and guidance from a teacher; *E*
- Confer with the teacher concerning lesson plans and materials to meet student needs; *E*
- Assist assigned teacher with the implementation of lesson plans and administer and score various tests as directed; *E*
- Supervise students in classroom, playground and cafeteria according to approved procedures and report progress regarding student performance and behavior; *E*
- **Assists students in learning bathroom skills when assigned in a transitional kindergarten and/or kindergarten classroom; *E***
- **Assists students with toileting needs by lifting them on to toilet, unsnapping their pants, washing their hands, wiping student, and changing diapers when assigned in a transitional kindergarten and/or kindergarten classroom; *E***

• ~~Operate a variety of classroom and office equipment including a computer, copier, overhead projector and laminator as assigned; *E* (Listed in Skills)~~

- Provides classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies, and materials; *E*
- Assists students in the use of a computer and software applications that supplement the course curriculum as directed by the teacher; *E*
- Perform a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing instructional materials, grade student tests and assignments, record grades and maintain student records and files as assigned; *E*
- Prepares labels, charts and bulletin displays as instructed;
- Assists students with arts and crafts; *E*
- Assists students, answers routine questions and explains instructions; *E*
- Assist students in completing classroom assignments and projects and assure student understanding of classroom rules and procedures; *E*
- Assists the teacher in assuring the health and safety of students by following established practices and procedures;
- Assists in maintaining a neat, orderly and attractive learning environment; *E*
- May contact parents to arrange appointments or to provide approved information about the student;
- May participate in parent conference at the direction of the teacher for the purpose of providing translation services;
- Administers routine first aid to students; *E*
- May take attendance, record absences, and maintain student records/files.

SKATs (Skills, Knowledge, Abilities, Traits)

SKILLS IN:

- Operating a variety of machines and equipment such as a, copy machine, laminating machine, scantron scoring machine, telephone, audio-visual equipment, computer, printer, and related software.

KNOWLEDGE OF:

- Instructional curriculum at the elementary through introductory high school level;
- Basic subjects taught in District schools including arithmetic, grammar, spelling, language, and reading;
- Basic understanding of instructional methods and techniques;
- Child guidance principles and practices;
- Student supervision techniques;
- Interpersonal skills using tact, patience and courtesy;
- Classroom management techniques;
- Basic emergency, first aid and health care techniques;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Behavior modification techniques;
- Various methods to drill students in a variety of lessons;
- Basic clerical and record keeping skills;
- Principles of good public relations.

ABILITY TO:

- Assist with instruction and related activities in a classroom or assigned working environment;
- Monitor, observe and report student behavior and progress in accordance to approved policies;
- Learn new instructional programs and curriculum;
- Plan and organize work;
- Perform a variety of clerical duties in support of classroom activities;
- Follow oral and written instructions;
- Maintain student control;

- Establish and maintain effective and cooperative working relationships;
- Operate computer, printer, copier and classroom equipment;
- Establish rapport and motivate students;
- Analyze situations and adopt an effective course of action;
- Speak clearly and logically.

TRAITS:

- Easily adapts to situations and changes;
- Remains steady under pressure;
- Is punctual and follows through;
- Appreciates and respects the differences among people;
- Enables the growth of others;
- Stays focused and has good work ethic;
- Overcomes linguistic and cultural barriers.

EMPLOYMENT STANDARDS

EDUCATION:

The No Child Left Behind Act of 2001 requires all paraprofessionals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment administered by the Rowland Unified Personnel Commission that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

EXPERIENCE: Six months of experience working with students or school-aged children in a school or structured setting is required.

LANGUAGE/CERTIFICATION REQUIREMENT:

Positions in the specialized language classes require individuals who can speak and read (bilingual) or speak, read and write (bilingual/biliterate) a second language as specified.

PHYSICAL REQUIREMENTS: Employees in this classification may stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 25 lbs., use fingers repetitively, simultaneously use both arms, legs, and hands; ~~reach overhead;~~ *(Repeat)* hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a computer and telephone.

ENVIRONMENT: Employees in this classification may work indoors and outdoors; in seasonal heat and cold, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

APPOINTMENT: **In accordance with Education Code Section 45301, An** employee appointed to this class must serve a probationary period of six (6) months or 130 days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

J.D. #75

Revised 8/84, 6/94, 12/02, 2/04, 11/13, **06/25**

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT

June 3, 2025

ITEM 9.1 EXAM REVIEW

The following recruitments were initiated since the last Personnel Commission meeting:

Classification	Length of Eligibility List	Number of Positions	Hours / Months	Last Class Description Revision	Tentative Exam Plan
Custodian	6 months	Establishing list for future vacancies	8.0/12	2/2015	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview
Campus Safety	6 months	8	8.0/10.5	4/2025	<ul style="list-style-type: none">• Structured Interview
Food Service Assistant III	6 months	1	8.0/9.5	4/2022	<ul style="list-style-type: none">• Structured Interview
Library Assistant / Library Assistant – Bilingual (Spanish)	6 months	Establishing list for future vacancies	5.5/10.0	10/2011	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Bilingual Testing
Campus Aide	6 months	Establishing list for future vacancies	3.5/10 5.5/10	5/2024	<ul style="list-style-type: none">• Structured Interview
Health Assistant / Health Assistant – Bilingual (Spanish)	6 months	Establishing list for future vacancies	5.0/10.0 8.0/10.0	12/2012	<ul style="list-style-type: none">• Remote Written Exam• Structured Interview• Bilingual Testing

Recommendation

The Personnel Commission is providing this examination review summary for information only.



ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

CUSTODIAN (FULL-TIME AND / OR SUBSTITUTE)

SALARY

\$22.34 - \$27.22 – HOURLY
\$3,873.00 - \$4,720.00 – MONTHLY

An Equal Opportunity Employer

OPENING DATE: May 9, 2025

FINAL FILING DATE: June 2, 2025

POSITION

Most positions in this class are assigned to work eight (8) hours per day, five (5) days a week, twelve (12) months a year. Most newly hired employees in the class are assigned to work in the evening. An eligibility list is being established to fill current vacancies, hire substitutes, and fill future vacancies.

**Some positions in the job classification require the incumbent to possess a valid California Driver License for which selective certification may apply (Education Code 45277).*

SUMMARY OF DUTIES

Under the direction of an assigned supervisor, cleans and maintains buildings and facilities, including restrooms, classrooms, offices, cafeterias, and libraries; performs general grounds and building maintenance; makes minor mechanical repairs; and secures buildings and facilities.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Custodial experience and/or custodial training is highly desirable.

Please contact Jasmine Portillo at jasmine.portillo@rowlandschools.org if you have any questions.

LICENSE/LANGUAGE REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile may be required for some positions in this class, and if required, must be maintained during employment.

ENVIRONMENT:

Employees in this classification work both inside and outside in changing temperatures, including temperatures below 50° and over 90°, in dry atmospheric conditions, poorly ventilated areas, with inadequate lighting, wet or damp areas, confined spaces, at heights using ladders or scaffolding, with electrical hazards and machinery with moving parts, sharp objects, fumes, moderate to high concentrations of silica or allergenic dust, lead, gases, chemicals, odors, vibrations, hands in water, exposure to minor contagious illnesses (cold, flu, etc.), exposure to contagious illnesses (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, push, pull, lift, and carry up to 50 lbs. (up to 100 lbs. with assistance); climb ladders and stairs; maintain balance; stoop, kneel, crawl, and bend repeatedly; repetitively use fingers, wrists, and hands while twisting or applying pressure; simultaneously use both arms, legs, and hands; reach overhead; have rapid muscular coordination; hear normal voice conversation; speak clearly; operate an electric vehicle; use a telephone and radio.

FILING PERIOD

Applications for this position will be accepted online only, **Friday, May 9, 2025, to Monday, June 2, 2025, until 4:30 pm.**

Log on to www.rowlandschools.org → Departments → Personnel Commission → Classified Job Openings to begin creating your application or to edit / update an existing account.

Applicants will be sent notifications via e-mail only

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Performance / Structured Interview

Salary Range: 18

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval on any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. **Advanced salary placement is only available to employees upon their initial hire.**

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for six (6) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. **Veterans credit can only be applied once, upon initial hire.**

*For a more detailed job description, including benefits / leave information, please log on to www.rowlandschools.org.

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.



ROWLAND UNIFIED SCHOOL DISTRICT

1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

CAMPUS SAFETY

SALARY

\$21.24 - \$25.90 HOURLY / \$3,682.00 - \$4,493.00 MONTHLY

An Equal Opportunity Employer

OPENING DATE: May 12, 2025

FINAL FILING DATE: **June 3, 2025**

POSITION

There are currently eight (8) full-time vacancies (including benefits) available for the position of Campus Safety. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies.

Tentative hours/locations for current vacancies:

VACANCIES	SCHOOL SITE	HOURS PER DAY / MONTHS PER YEAR	WORK HOURS
1	Nogales HS	8 hours a day / 10.5 months per year	7:00 a.m. – 3:30 p.m.
2	Nogales HS	8 hours a day / 10.5 months per year	8:00 a.m. – 4:30 p.m.
1	Nogales HS	8 hours a day / 10.5 months per year	12:00 p.m. – 8:30 p.m.
1	Rowland HS	8 hours a day / 10.5 months per year	7:00 a.m. – 3:30 p.m.
2	Rowland HS	8 hours a day / 10.5 months per year	8:00 a.m. – 4:30 p.m.
1	Rowland HS	8 hours a day / 10.5 months per year	12:00 p.m. – 8:30 p.m.

SUMMARY OF DUTIES

Under direction of the Principal or designee, patrols campus buildings, grounds, parking areas and related areas to supervise, monitor, and support students and non-students to provide for the safety and decorum of students, personnel, property and equipment on District property; ensures facilities are properly secured and determines if unauthorized persons are on such premises; responds to alarms and observes site to determine if there are intruders; assists in conducting investigations; calls city police/sheriff if assistance is needed in handling intruders and unauthorized visitors; and completes a variety of records and reports.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required and must be supplemented by training or coursework in public safety, security, patrol methods, and procedures.

EXPERIENCE: One year of experience in law enforcement, security, or experience working with students in a school setting in a security capacity is required. Additional security training and/or experience with middle school or high school students is desirable.

Applicants must provide a copy of the following documents at the time of application (upload to profile):

- High School Diploma or equivalent is required; and
- A valid Basic/Standard First Aid Certificate **and** a valid and current CPR Certificate (Child & Adult) are required.

Please email Crystal Vahimarae at cvahimarae@rowlandschools.org with any questions. Applications without the supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts/Diplomas from foreign countries must be certified to meet the [US equivalent](#) to be considered.

WORK ENVIRONMENT

Employees in this classification will work indoors and outdoors, in seasonal heat and cold or adverse weather conditions, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

FILING PERIOD

Applications for this position will be accepted online until **June 3, 2025, 4:30 p.m.**

Please visit www.rowlandschools.org: Departments → Personnel Commission → Classified Job Openings to begin creating your application or to edit / update an existing account.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination process **may** consist of:

- Written Exam
- Technical Project
- Structured Interview

Salary Range: 17

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval on any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. **Advanced salary placement is only available to employees upon their initial hire.**

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for six (6) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of the processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. **Veteran's credit can only be applied once, upon initial hire.**

*For a more detailed job description, including benefits/leave information, please visit www.rowlandschools.org.

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ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT III:

\$18.34 - \$22.34 Hourly

An Equal Opportunity Employer

OPENING DATE: May 16, 2025

FINAL FILING DATE: June 9, 2025

POSITION:

There is currently one (1) position available. An eligibility list is being established to fill current and future vacancies and to hire substitutes for the next six months. Position details are below:

SCHOOL SITE	HOURS PER DAY / MONTHS PER YEAR	TENTATIVE WORK HOURS
Rowland HS/Cafeteria	8.0 hrs /day, 5 days/week, 9.5 months/year	6:00 am to 2:30 pm

SUMMARY OF DUTIES

Under the direction of assigned supervisor serves as a lead worker and assists in the preparation of a variety of food at a high school kitchen which offers school meal programs including breakfast and lunch, as a lead worker with responsibilities over an area of food service production at the central kitchen, or as an employee that independently operates a small serving kitchen; serves and sells lunch and a la carte items; conducts inventory; completes a variety of records, forms and logs in compliance with federal, state, and local laws; requisitions food and supplies; cleans equipment and utensils, and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: A minimum of one (1) year of full-time experience in large quantity food preparation and service in a central kitchen, restaurant, or large institutional setting is required.

Applicants must provide a copy of the following documents at the time of application:

- **Proof of education** - (At minimum - HS diploma or equivalent or a copy of the highest completed degree - GED, AA, BA, MA)

You may upload your documents to your application or email them to jasmine.portillo@rowlandschools.org. Applications without supporting documents will be considered incomplete and will be disqualified. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS:

- A valid Class C, California Driver License, and use of a private automobile are required and must be maintained during employment.
- A valid and current Food Safety Manager Certificate approved by the State of California is required and shall be obtained during the initial probationary period and must be maintained during employment.
- USDA Professional Standards: Maintain a minimum of 6 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

<http://publichealth.lacounty.gov/eh/business/certified-food-handler-manager.htm> (frequently asked questions)

A listing of Accredited Organizations can be found at the American National Standards Institute (ANSI) website at: www.ansi.org.

Please contact jasmine.portillo@rowlandschools.org if you need assistance or have any questions.

WORK ENVIRONMENT: Employees in this classification work primarily inside a central kitchen, school kitchen or cafeteria environment, with frequent interruptions, changing priorities and short deadlines, in varying temperatures including extreme heat from ovens and steamers and extreme cold from walk-in refrigerators and freezers, in contact with hot food items, with heavy machinery and sharp objects such as knives and slicers, with exposure to chemical agents and fumes from cleaning agents, use a computer, point-of-sale system and telephone, and may be required to drive an automobile to conduct work.

PHYSICAL REQUIREMENTS: Employees in this classification lift and carry up to 50 lbs. without assistance, push and pull moderately heavy items; stand and walk for extended periods of time; sit, stoop, bend at the waist; use fingers, wrists and/or hands repetitively in a slicing or twisting motion or while applying pressure; use both hands simultaneously; carry, push or pull food trays, carts, materials and supplies; reach overhead, above shoulders and horizontally; speak clearly; hear normal conversation, and see small details, use a telephone, and may drive a vehicle.

FILING PERIOD

Applications for this position will be accepted online only **until June 9, 2025**. Visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Please contact jasmine.portillo@rowlandschools.org if you need assistance or have any questions.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview / Technical Project

Salary Range: 14

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval on any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. **Advanced salary placement is only available to employees upon their initial hire.**

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. The eligibility list will be established for **six (6) months**. All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of the processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. **Veterans credit can only be applied once, upon initial hire.**

*For a more detailed job description, including benefits/leave information, please visit to www.rowlandschools.org

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ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

LIBRARY ASSISTANT: \$21.24 - \$25.90 HOURLY

LIBRARY ASSISTANT-BILINGUAL (SPANISH): \$21.78 - \$26.54 HOURLY

An Equal Opportunity Employer

OPENING DATE: May 16, 2025

FINAL FILING DATE: June 9, 2025

POSITION:

Eligibility lists for the Library Assistant and Library Assistant-Bilingual (Spanish) positions are being established to fill current vacancies, hire substitutes and to fill future vacancies for the next six (6) months.

SUMMARY OF DUTIES

Provides assistance to students and teachers in locating materials and using library resources; handles circulation (e.g., checking books in/out, receiving/shelving); operates a computer to maintain circulation/inventory records; works in a resource center providing assistance to teachers in locating instructional materials.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required.

EXPERIENCE: Six months of clerical experience or experience working with school-age children.

Applicants must provide a copy of the following at the time of application:

- A copy of your High School Diploma or equivalent (HS Diploma, GED, AA, BA, MA) is required.

You may upload your documents to your application or email them to cvahimarae@rowlandschools.org. Applications without supporting documents will be considered **incomplete** and will be **disqualified**. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#). Please Note: Email is the preferred method of communication.

WORK ENVIRONMENT:

Employees in this classification work primarily inside a school library or resource center environment, with constant interruptions, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, lift and carry up to 25 lbs. or up to 50 lbs. with assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion; use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for these positions will be accepted online only **until Monday, June 9, 2025, 4:30 pm.**

Please visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the designated second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Language Assessment (Sp)

Salary Range: Library Assistant: 17 – Library Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval of any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. **Advanced salary placement is only available to employees upon their initial hire.**

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for six (6) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a MONEY ORDER ONLY, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. **Veterans' credit can only be applied upon initial hire.**

*For a more detailed job description, including benefits/leave information, please go to www.rowlandschools.org

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.



ROWLAND UNIFIED SCHOOL DISTRICT

1830 S. Nogales Street
Rowland Heights, CA 91748

www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

CAMPUS AIDE

SALARY

\$18.78 - \$22.89 HOURLY

An Equal Opportunity Employer

OPENING DATE: May 23, 2025

FINAL FILING DATE: **June 16, 2025**

POSITION

An eligibility list will be established to fill future vacancies. Campus Aide positions are typically 5.5 hours a day, five days a week, 10 months a year.

SUMMARY OF DUTIES

Under the direction of the Principal or designee, provides supervision of students in limited areas of school campus; directs students to get them to class on time; monitors restrooms for unauthorized activities; reports unusual activities or unauthorized persons on campus to appropriate personnel; maintains routine records; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or its equivalency is required.

EXPERIENCE: Six months of experience in supervising or working with students in an organized setting is required.

Applicants must provide a copy of the following documents at the time of application (you may upload the documents to your profile):

- **Copy of High School Diploma or equivalent** or copy of highest obtained degree AA/BA/MA. Transcripts must be on letterhead or watermarked paper.

Documents may also be emailed to cvahimarae@rowlandschools.org. **Applications without the supporting documents will be considered incomplete and will be disqualified.** Transcripts/Diplomas from foreign countries must be certified to meet the US equivalent to be considered.

If you have questions, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org or via phone at 626 854-8388.

WORK ENVIRONMENT

Employees in this classification will work indoors and outdoors, in seasonal heat and cold or adverse weather conditions, in direct contact with the public, students, and District personnel, and in the absence of direct supervision.

PHYSICAL REQUIREMENTS

Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift, and carry up to 25 lbs., use fingers repetitively, simultaneously use both arms, legs, and hands; reach overhead; hear normal voice conversation; speak clearly; have depth perception and color vision, distinguish shades, see small details and long distances, and use a computer and telephone.

FILING PERIOD

Applications for this position will be accepted online only until **Monday, June 16, 2025, 4:30 p.m.**

Please visit www.rowlandschools.org: Departments → Personnel Commission → Classified Job Openings to begin creating your application or to edit / update an existing account.

Applicants will be sent notifications via e-mail only

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination process **may** consist of:

- Technical Project
- Structured Interview

Salary Range: 14.5

PROOF OF EDUCATION

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. ***RUSD will only accept evaluations from agencies listed within the document.***

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval of any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. ***Advanced salary placement is only available to employees upon their initial hire.***

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's / seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for six (6) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of the processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application to receive such credit. ***Veteran's credit can only be applied once, upon initial hire.***

*For a more detailed job description, including benefits/leave information, please visit www.rowlandschools.org.

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.



ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission
1830 S. Nogales Street
Rowland Heights, CA 91748
www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

HEALTH OFFICE ASSISTANT: \$21.24 - \$25.90 HOURLY
HEALTH OFFICE ASSISTANT-BILINGUAL (SPANISH): \$21.78 - \$26.54 HOURLY

An Equal Opportunity Employer

OPENING DATE: May 30, 2025

FINAL FILING DATE: June 23, 2025

POSITION

An eligibility list is being established to fill the current vacancy, hire substitutes and to fill future vacancies for the next six months. Typical hours for the position are 5 hours a day / 10 months a year.

Health Office Assistant is a modification of the official classification title of Health Assistant. The change was made to assist with attracting more applicants to this recruitment.

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

SUMMARY OF DUTIES

Provides health care services to students by listening to concerns and making preliminary findings; identifying problems and providing basic first aid techniques; calls for professional assistance as needed; maintains related health records; assists nurses in screening students for various health concerns; advises parents of legal requirements such as immunizations and available community services; and performs other related duties as required.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is required. Course work in health, biology, physiology, or a related field is desirable.

EXPERIENCE: Clerical experience is desirable.

Applicants must provide the Personnel Commission with a copy of the following documents at the time of application:

- **A copy of your High School Diploma or equivalent**
- **A current and valid Standard/Basic First Aid Card (copy front and back)**
- **A current and valid Child and Adult CPR card (copy front and back)**

You may upload your documents to your application or email them to jasmine.portillo@rowlandschools.org. Applications without supporting documents will be considered incomplete and will be disqualified. Transcripts or diplomas from foreign countries must be certified to meet the [US equivalent](#).

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to air and blood-borne pathogens and germs, bodily fluids and communicable diseases, may be required to drive an automobile to conduct work, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 15 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal conversation, and see small details.

FILING PERIOD

Applications for this position will be accepted on-line only, from **Friday, May 30, 2025, to Monday, June 23, 2025, until 4:30 p.m.**

Please visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings.

Applicants will be sent notifications via e-mail only

NOTE: If you wish to be considered for the **BILINGUAL** position, please indicate that in the supplemental questions you will be asked at the end of the application process. You will be tested for your ability to speak in the second language as part of the testing process.

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Exam / Structured Interview / Computer Performance Exams / Bilingual Evaluation

Salary Range: Health Assistant: 17 – Health Assistant-Bilingual (Sp): 17 ½

PROOF OF EDUCATION:

If you received your education outside of the United States, you **MUST** have your degree/transcripts evaluated by an approved agency transcript evaluation service that certifies that your degree meets the United States equivalent for it to be considered. For more information about organizations who offer this service, please access the following: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). **RUSD will only accept evaluations from agencies listed within the document.**

ADVANCED SALARY STEP PLACEMENT

New employees are normally placed at Step A of the appropriate salary range for this classification. If the hiring authority requests advanced salary step placement to the Personnel Director, the new employee's eligibility will be determined in accordance with Personnel Commission Rule and Regulation 17.2.1. The Personnel Commission shall have final approval on any advanced salary step placement requests. Contact the Personnel Commission office for further information if you are hired. **Advanced salary placement is only available to employees upon their initial hire.**

APPOINTMENT

Candidates who pass all hurdles of the testing process will be placed on an eligibility list in rank order based on final scores including any veteran's/seniority credit. The top three ranks of eligibles who are ready and willing to accept the position shall be referred to the hiring administrator for interview. **The eligibility list will be established for six (6) months.** All new employees are subject to passing a physical examination, tuberculosis test, background review and must provide satisfactory evidence of authorization to work in the United States. Employment start date is contingent upon fingerprinting and criminal background clearance.

In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of six (6) months or 130 working days of paid service, whichever is longer. No employee shall attain permanent status in the classified service until s/he has completed a probationary period in a class. An employee may be released at any time during the probationary period.

PROCESSING FEE

New employees will be charged a processing fee (approximately \$64) for the cost of fingerprinting. This fee must be paid at the time of processing appointment, with a **MONEY ORDER ONLY**, payable to RUSD.

VETERANS CREDIT

For entry level classes, veterans with thirty (30) days or more of active service (during a time of war or national emergency) who obtain a passing score shall be allowed an additional credit of five (5) points and disabled veterans receive ten (10) additional points. Entry-level positions are defined as all positions within the classified service when the **eligible is first employed** by the District, except for positions designated management or senior management. Veterans must supply a copy of their Form DD214 along with their application in order to receive such credit. **Veteran's credit can only be applied upon initial hire.**

For a more detailed job description, please visit www.rowlandschools.org. → Departments → Personnel Commission → Classified Job Openings

Consistent with merit system principles, the mission of the Personnel Commission is to provide the best qualified candidates, representative of the cultural diversity of our community, to support the district's present and future educational programs.

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
June 3, 2025

ITEM 9.4 DISQUALIFICATION OF ELIGIBLES AND REMOVAL OF NAMES FROM ELIGIBILITY LISTS

Personnel Commission Rule 6.1.10 provides that an eligible's name may be removed from an eligibility list by the Personnel Director, subject to ratification by the Personnel Commission, for specified reasons.

Written notification was sent by the Personnel Director to the following eligibles of their disqualification and removal from the following eligibility lists:

ELIGIBILITY LIST RECRUITMENT NUMBER	PERSON I.D. PERSONNEL COMMISSION RULE REFERENCE
Instructional Assistant I – Bilingual (Spanish) D-24/25-61	6.1.10.1 Failure to respond within five (5) working days following the date that a written notice regarding the eligible's availability for employment was sent. ID# 50027382

A copy of the written notification to the eligible(s) is provided to the Personnel Commission in the Personnel Commission Office.

Recommendation

The Personnel Commission is requested to ratify removal of the foregoing eligible(s) from the eligibility list(s) specified herein.