

**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)]

July 8, 2025
Meeting to start at 4:30 P.M.

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

View the meeting virtually via ZOOM

Virtual: https://rowlandschools-org.zoom.us/webinar/register/WN_V049dbiBR02iv-LRck8EyA

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.

July 8, 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, July 8, 2025, or adopting the Agenda with the following corrections/modifications for Tuesday, July 8, 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 June 3, 2025. (Ref. 7.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Natalie Moreno _____
Yvette Santiago _____

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Reallocation

Consider approving the recommended reallocation of an Office Assistant - Bilingual (Spanish) to Office Assistant position of a vacant position. (Ref 8.1)

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) Instructional Assistant I D-24/25-83
- b) Instructional Assistant I – Bilingual (Spanish) D-24/25-84
- c) Instructional Assistant I – Bilingual/Biliterate (Spanish) D-24/25-85
- d) Assistant Superintendent, Administrative Services D-24/25-86
- e) Administrative Secretary D-24/25-87
- f) Administrative Secretary – Bilingual (Spanish) D-24/25-88
- g) Administrative Secretary – Bilingual/Biliterate (Spanish) D-24/25-89
- h) School Bus Driver D-25/26-01
- i) Instructional Assistant II D-25/26-02
- j) Instructional Assistant II – Bilingual (Spanish) D-25/26-03
- k) Instructional Assistant II – Bilingual/Biliterate (Spanish) D-25/26-04
- l) Personal Care Assistant D-25/26-05
- m) Food Service Assistant I D-25/26-06
- n) Playground Supervision Aide D-25/26-07

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) Instructional Assistant II D-24/25-02
- b) Administrative Secretary – Bilingual/Biliterate Mandarin D-24/25-71
- c) Campus Safety D-24/25-76
- d) School Bus Driver D-24/25-01
- e) Behavior Support Assistant D-24/25-43
- f) Personal Care Assistant D-24/25-27
- g) Central Kitchen Supervisor D-24/25-72

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)

- Food Service Assistant I D-24/25-35
 - ID# 59601439 – PC Rule 6.1.10.1
- Food Service Assistant I D-24/25-54
 - ID# 61414128 – PC Rule 6.1.10.1
 - ID# 58932978 – PC Rule 4.4 & 6.1.10.2
- Food Service Assistant I D-24/25-69
 - ID# 33948894 – PC Rule 6.1.10.4
- Nutrition Services Stock Delivery Worker D-24/25-65
 - ID# 43384164 – PC Rule 6.1.10.6
- Speech Language Pathologist Assistant D-24/25-40
 - ID# 61589213 – PC Rule 6.1.10.4
 - ID# 41396014 – PC Rule 6.1.10.4
 - ID# 62255464 – PC Rule 6.1.10.4

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)
- Public Employment – Title: Campus Safety – Government Code § 54957

Time Recessed: _____ Time Reconvened to Open Session: _____

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, AUGUST 5, 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 JUNE 3, 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
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, June 3, 2025.

Motion made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	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-24/25-75 Custodian
- D-24/25-76 Campus Safety
- D-24/25-77 Food Service Assistant III
- D-24/25-78/79 Library Assistant
- D-24/25-80 Campus Aide
- D-24/25-81/82 Health Assistant II

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

- Playground Supervision Aide SUB – Placement Interviews
- Health Assistant II - Structured Interviews
- Administrative Secretary – Written Test

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

- 1 - Behavior Support Assistant
- 1 - Custodian
- 2 - Custodian Substitute
- 1 - Library Assistant
- 3 - Nutrition Services Stock Delivery Worker
- 5 - Office Assistant Substitute

1 - Playground Supervision Aide

Updates/Reminders/Remarks:

- 5/12 PCASC Dinner Meeting
- Outreach by posting job fair posters at each site
- 5/13 Department Lunch celebrating the hard work of HR, PC, and Risk included Superintendent's Office
- 5/13 and 5/20 Open House – Yorbita, Villacorta, Rowland El, Ybarra, and Rorimer
- 5/19 and 5/22 Campus Safety Info Sessions
- 5/21 Classified Annual Luncheon – 333 checked in
- 5/23 Director's Roundtable
- Upcoming Events
 - 6/17 and 6/18 Job Fair – 2nd date to be added
- Lastly, I'd like to wish everybody Happy Father's Day and Happy 4th of July!
- Congratulations Grads and Promotions!

COMMUNICATIONS

A. CSEA – Mateo Buenaluz, CSEA President

Mr. Buenaluz thanked the Personnel Commission for their hard work and for putting together the classified appreciation event. Mr. Buenaluz commented on the recommended updates for the Instructional Assistant I classification.

B. District Administration – None

C. Audience Members – None

PERSONNEL COMMISSION

7.1 Recommendation: Approve the minutes of the meeting of May 6, 2025 as submitted.

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

7.2 Recommendation: Approve Personnel Commission's meeting schedule for 2025 – 2026.

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

ITEMS FOR DISCUSSION AND/OR ACTION

Advanced Salary Step Placement

8.1a Recommendation: To Consider approving the advanced salary step 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.

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

8.1b Recommendation: To consider approving the advanced salary step 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

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

REVISED CLASS DESCRIPTION

8.2 Recommendation: To consider approving the revised class description for the classification of Instructional Assistant I.

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

EXAMINATIONS/ELIGIBILITY LISTS

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

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

9.3 Recommendation: To ratify the following eligibility lists:

- 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 made by: Natalie Moreno
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

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

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes
Natalie Moreno Yes
Yvette Santiago Yes

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

Ms. Santiago shared she completed the CSPCA Merit Academy. Ms. Santiago mentioned she did learn a lot and would like to possibly attend again to gain more information. Ms. Santiago shared she will be visiting Rowland Elementary, which is where she retired from, to attend the end of year students vs. staff games. Ms. Santiago shared she had a great time at the Classified Employee Appreciation Luncheon.

Ms. Moreno shared she had a pleasant time at the Classified Employee Appreciation Luncheon. Ms. Moreno mentioned that Rowland Unified graduates were able to visit the schools they previously attended during their time at RUSD.

Ms. Fernandez shared she had a great time at the Classified Employee Appreciation Luncheon. Ms. Fernandez commented on the 610 process and how it affects creating positions. Ms. Fernandez shared she hopes the District continues to work with the Personnel Commission on understanding processes.

11. **CLOSED SESSION**

Recess to closed session to discuss:

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

Time Recessed: 5:04 Time Reconvened to Open Session: 6:14

12. **ADJOURNMENT**

To adjourn the meeting at 6:14 P.M.

Motion made by: Yvette Santiago
Seconded by: Natalie Moreno

Vote:	Sharon Fernandez	Yes
	Natalie Moreno	Yes
	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, JULY 8, 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
MEMORANDUM

July 2, 2025

TO: Kevin Despard, Director of Human Resources

FROM: Jode Howard, Personnel Director

RE: **RECOMMENDED REALLOCATION OF AN OFFICE ASSISTANT – BILINGUAL
(Spanish) POSITION TO AN OFFICE ASSISTANT**

Juan Carlo Marquez, Principal of Santana High School, has requested that we reallocate an Office Assistant – Bilingual (Spanish) to Office Assistant position for a vacant position. There is no longer a site need to provide support in Spanish to students that speak English as a second language as there are other Bilingual (Spanish) staff present in the office.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Tuesday, July 8, 2025.

Kindly enter your concerns and/or comments in the space below, then sign and date where indicated, and return this form to my office.

<input checked="checked" type="checkbox"/> I agree with the recommended reallocation.	<input type="checkbox"/> I disagree with the reallocation, and recommend the adjustments noted above.
Signature: <i>Kevin S. Despard</i>	Date: <i>7/2/25</i>

As always, please feel welcome to contact me with any concerns or questions.

PC26-001

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
July 8, 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
Instructional Assistant I / Instructional Assistant I – Bilingual (Spanish) / Instructional Assistant I – Bilingual/Biliterate (Spanish)	6 months	3	5.5/9.5	6/2025	<ul style="list-style-type: none"> • Structured Interview
Assistant Superintendent- Administrative Services	6 months	1	8.0/12	2/2025	<ul style="list-style-type: none"> • Training and Experience Evaluation
Administrative Secretary / Administrative Secretary – Bilingual (Spanish) / Administrative Secretary – Bilingual/Biliterate (Spanish)	6 months	1	8.0/12	4/2025	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview • Technical Project • Computer Testing
School Bus Driver	6 months	Establishing list for future vacancies	6.0/10	4/2019	<ul style="list-style-type: none"> • Structured Interview
Instructional Assistant II / Instructional Assistant II – Bilingual (Spanish) / Instructional Assistant – Bilingual/Biliterate (Spanish)	6 months	13	5.5/9.5	5/2024	<ul style="list-style-type: none"> • Structured Interview
Personal Care Assistant	6 months	5	5.5/9.5	12/2012	<ul style="list-style-type: none"> • Structured Interview
Food Service Assistant I	6 months	6	2.0/9.5 3.0/9.5 3.5/9.5 8.0/9.5	4/2012	<ul style="list-style-type: none"> • Remote Written Exam • Structured Interview
Playground Supervision Aide	6 months	1	2.25/9.5	11/2018	<ul style="list-style-type: none"> • Remote Written Test

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:

INSTRUCTIONAL ASSISTANT I

\$19.26 - \$23.49 Hourly Rate

INSTRUCTIONAL ASSISTANT I - BILINGUAL (SPANISH)

\$19.76 - \$24.04 Hourly Rate

INSTRUCTIONAL ASSISTANT I – BILINGUAL/BILITERATE (SPANISH)

\$20.21 - \$24.65 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: June 6, 2025

FINAL FILING DATE: July 2, 2025

POSITION

There are currently three (3) positions available. Most positions in this class work five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. All classifications are establishing eligibility lists to fill current and future vacancies and hire substitutes for the next six months. Position details below:

# of Positions	Title	Site	*Setting	Hours/Days Per Week	Months per Year
1	IA I – B (Span)	Rorimer El	N/A	5.5/day days/wk Tent: 8:30 – 2:30	9.5
1	IA I – B/B (Span)	Rorimer El	TK	5.5/day days/wk Tent: 8:00 – 2:00	9.5
1	IA I	Various	P.E./Outdoors	18.75 hrs/week Reporting times change daily	9.5

SETTING

*Some positions in this classification support the Physical Education classes which take place primarily **OUTDOORS**. Incumbents will be exposed to the elements such as seasonal heat and cold on a consistent basis and will report to a different work site daily.*

Some positions in this classification support Transitional Kindergarten (TK) students and are required to assist TK students with their toileting needs.

If you wish to be considered for the **BILINGUAL** and/or **BILITERATE** positions, 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, read and write in the second language as part of the testing process.

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.

QUALIFICATIONS

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 (6) months of experience working with students or school-aged children in a school or structured setting is required.

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

- High School Diploma or equivalent is required; OR
- College Transcripts or Diploma (BA/AA) *(if applicable).

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](#) to be considered.

If you need assistance with your application, please contact Crystal Vahimarae at 626 854-8388 or via email at cvahimarae@rowlandschools.org.

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; 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.

FILING PERIOD

Applications for this position will be accepted online only until **July 2, 2025, by 4:30 PM.**

APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY

EXAMINATION – OPEN/PROMOTIONAL WITH DUAL CERTIFICATION:

The examination for the position may consist of the following:

- Assessment Exam – If you do not have two years of college
- Structured Interview Exam
- Bilingual Evaluation
- Biliterate Evaluation

Salary Range: 15 - Instructional Assistant I

Salary Range: 15.5 - Instructional Assistant I - Bilingual (Sp)

Salary Range: 16 - Instructional Assistant I – Bilingual/Biliterate (Sp)

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/commission-approved-foreign-transcript-evaluating-agencies>. **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 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 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

A CONTINUOUS VISION OF EXCELLENCE!

ANNOUNCES THE OPENING OF THE POSITION OF:

ASSISTANT SUPERINTENDENT— ADMINISTRATIVE SERVICES

SALARY: COMPETITIVE AND NEGOTIABLE

FILING PERIOD: JUNE 10, 2025 TO JULY 9, 2025



RUSD CORE VALUES:

- Student-Centered
- Integrity
- Equity
- Inclusion
- Community
- Excellence

SUMMARY OF DUTIES:

Under the direction of the Superintendent, the Assistant Superintendent-Administrative Services shall be responsible for the operation, supervision, and evaluation of the Administrative Services Division which includes fiscal services, budgeting, maintenance, operations, transportation, facilities and construction, property and risk management, purchasing, food services, technology and district safety. He/she shall be responsible for providing a wide range of services to a variety of internal and external customers. The incumbent is responsible for providing financial leadership to ensure that proper information is available so that appropriate financial decisions are made and for establishing a system of internal control to safeguard the District's assets. He/she may act on behalf of the Superintendent during the latter's absence.

Rowland Unified School District is An Equal Opportunity Employer

THE COMMUNITY

The Rowland Unified School District serves the beautiful communities of Rowland Heights, Walnut, La Puente, City of Industry and West Covina. The communities are located in Los Angeles county 40 miles east of Los Angeles, in the San Gabriel Valley.

The beautiful weather of California allows residents to experience outdoor activities which contribute to overall health and well-being. Southern California offers a wide variety of cultural events, museums, art and educational experiences.



THE SCHOOL DISTRICT

Beyond our many awards and achievements, we at Rowland Unified have a proven commitment to excellence, offering students and families exceptional learning opportunities along with a caring culture that will enable them to become global thinkers and leaders.

We are proud to be one of the leading mid-sized school districts in California. The District has an estimated 11,900 students with twelve K-6 elementary schools, three K-8 Academies, two Intermediate schools, two High Schools, one Continuation High School and one Community Day School. In addition, we impact the community with programs for more than 5,000 adults through Rowland Adult and Community Education.

OUR PROMISE

Each student is valued, supported, engaged, and empowered for the future of their choice.

THE POSITION

The Assistant Superintendent-Administrative Services is a Senior Management position and an essential component of the Superintendent's Cabinet. An employee in this class develops creative and efficient proposals to accomplish District goals which will be within financial resources and also be acceptable to the community. He/she establishes and maintains effective working relationships and directs through classified managers, personnel engaged in a wide variety of District services. The incumbent provides valuable input on District operations, goals, and programs, especially in regard to their financial impact.

DUTIES:

- Directs, manages, and provides for efficiency and effectiveness in the operations of all financial and business affairs of the District, including revenue calculation, budgeting, accounting, payroll, purchasing, and related administrative areas; E
- Coordinates the services of support areas which include fiscal services, budgeting, maintenance, energy management, operations, transportation, facilities, capital projects involving school construction and modernization, property, risk management, purchasing and logistics, food services, technology, and district safety; E
- Oversees District planning and supervision of the construction, renovation, and maintenance of school facilities, including General Obligation bond funding and projects; E
- Ensures the financial integrity of the District and provide for sound and effective fiscal policies, procedures, and practices including multi-year budgeting and financial planning; E



THE POSITION (CONTINUED)

- Recommends and implements changes in organization, policy and procedures; E
- Assures compliance with local, state, and federal laws relating to administrative services, functions, facilities projects, financial audits, and related activities; E
- Works with District staff to project student enrollments, building and facilities, energy and capital equipment needs, and other cost items for District improvement; E
- Assists Cabinet and Board of Education in establishing and planning the long-range goals of the District and identifying methods to meet such goals; E
- Ensures accountability for results and high standards of performance in all assigned areas of responsibility; E
- Provides direct support to the Superintendent in any area designated and provide direct, timely communication on any matters that could come before the Superintendent or the Board of Education; E
- Monitors financial legislation and analyzes economic trends; E •
- Supports administrative services supervisory personnel in the selection, evaluation, discipline, and dismissal of employees; E
- Serves as member of Cabinet and the District's negotiation team; E
- Promotes positive community relations through effective communication and involvement of community members; E
- Performs other related duties as assigned.



For a complete job description, please visit our website at rowlandschools.org

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from college with a bachelor's degree in accounting, business administration, public administration, education, or a closely related field and one of the following:

- Master's degree in accounting, business administration, public administration, school administration, or a closely related field; or
- A current Certified Public Accountant (CPA) license; or
- Full certification from California Association of School Business Officials (CASBO) Chief Business Official (CBO) Business Executives Leadership (BEL) program; or
- USC School Business Management Certificate Program (SBMCP) is required.

EXPERIENCE:

Seven years of management experience which includes five years of school district administrative level experience is required.

LICENSE REQUIREMENT: A valid Class C, California Driver License and use of a private automobile is required.



SALARY AND BENEFITS

The salary range for the Assistant Superintendent—Administrative Services is competitive and negotiable with a multi-year contract. The Rowland Unified School District offers other attractive benefits including:

Retirement: Public Employees' Retirement System (PERS), 2% at 55 for classic members and 2% @ 62 for new members.

Insurance: District contributes \$15,000 (subject to change) toward annual premium for medical, vision, dental, and life insurance coverage. Paid Vision & Dental Plan for employee and dependents.

Holidays: 15 paid holidays per year

Sick Leave: 12 days per year

Vacation Leave: 24 days per year plus 2 floating holidays

Monthly mileage allowance: TBD

The District also offers additional benefits such as an employee assistance program, long-term disability insurance, and other voluntary insurances.

In accordance with Education Code Section 45256.5, this position is designated as a Senior Management position.



ATTENTION APPLICANTS

Any questions, please contact:

Arlene Zamudio

Senior Personnel Technician

Phone: (626) 854-8385

Arlene.Zamudio@RowlandSchools.org

APPLICATION PROCEDURE:

Individuals interested in applying for the position Assistant Superintendent—Administrative Services may apply on-line at schooljobs.com/careers/rowland. Applicants must provide a copy of the following at the time of application (you may upload the documents to your profile):

- A copy of your Bachelor's Degree and **one** of the following:
 - A copy of your Master's Degree,
 - A copy of your CPA License,
 - A copy of your full certification from CASBO CBO Business Executives Leadership (BEL) program (if applicable),
 - A copy of your USC School Business Management Certificate Program (SBMCP) (if applicable).
 - A copy of your resume

You may upload documents to your online applicant profile or email them directly to arlene.zamudio@rowlandschools.org.

Supplemental Questionnaire:

The supplemental application is part of the selection process and must be completed. It will give you the opportunity to fully explain your background and qualifications as they pertain to essential aspects of the Assistant Superintendent—Administrative Services.

Accommodation for Disabled:

If you have a disability that may require an accommodation in any of the selection procedures, please notify the Personnel Commission via email to arlene.zamudio@rowlandschools.org.

We are on the web!
www.Rowlandschools.org

ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission Office

1830 S. Nogales Street

Rowland Heights, CA 91748

Phone: (626) 854-8385

Fax: (626) 935-8456

Personnel Commission

Website: www.rowlandschools.org

D-24/25-86

 *Personnel Commission* May 2024



ROWLAND UNIFIED SCHOOL DISTRICT

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

INVITES APPLICATIONS FOR THE POSITION OF:

ADMINISTRATIVE SECRETARY

\$4,600.00 - \$5,607.00 Monthly

\$26.54 - \$32.37 Hourly

ADMINISTRATIVE SECRETARY – BILINGUAL (SPANISH)

\$4,720.00 - \$5,747.00 Monthly

\$27.22 - \$33.17 Hourly

ADMINISTRATIVE SECRETARY – BILINGUAL / BILITERATE (SPANISH)

\$4,833.00 - \$5,889.00 Monthly

\$27.87 - \$33.97 Hourly

An Equal Opportunity Employer

OPENING DATE: June 12, 2025

FINAL FILING DATE: July 8, 2025

POSITION

There is one (1) immediate position available in the District Office. This position is typically eight (8) hours per day, five (5) days per week, twelve (12) months a year. The tentative work schedule is 8:00 AM to 4:30 PM. An eligibility list is being established to fill future vacancies.

If you wish to be considered for the **BILINGUAL** and **BILITERATE** 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 and write in the second language as part of the testing process.

SUMMARY OF DUTIES

Under the direction of an assigned District or site-level administrator or designee, communicates with other departments, managers, offices, and community groups to coordinate the activities of the assigned office; performs various duties including purchasing, budgeting, payroll, and personnel; compiles data and prepares specialized and comprehensive reports; coordinates projects, systems and activities; and serves as lead worker directing clerical employees.

QUALIFICATIONS

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

EXPERIENCE: Equivalent to three years of recent full-time clerical experience is required. *Note: Recent experience is defined as experience obtained within the last five years.*

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

- **High School Diploma or equivalent** or highest completed degree (AA/BA/MA) on watermarked paper or copy of diploma.

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/LANGUAGE REQUIREMENTS: A valid, Class C, California Driver's License, a good driving record, and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak and read Spanish and English is required for the class of Administrative Secretary - Bilingual (Spanish).

WORK ENVIRONMENT: Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be required to drive an automobile to conduct work, and have direct contact with District staff 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 online only, Thursday, June 12, 2025, to Tuesday, July 8, 2025, until 4:30 pm.

Please visit www.rowlandschools.org, Departments → Personnel Commission → Classified Job Openings to submit your application.

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 Exam
- Structured Interview and Technical Project
- Computer Performance Exams
- Language Assessment (Spanish)

Classified Salary Range: ADMINISTRATIVE SECRETARY - Range 21.5

ADMINISTRATIVE SECRETARY - BILINGUAL (SPANISH) - Range 22

ADMINISTRATIVE SECRETARY – BILINGUAL/BILITERATE (SPANISH) - Range 22.5

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 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 twelve (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 detailed job description, including benefits 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.



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CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

SCHOOL BUS DRIVER (INCLUDES BENEFITS)

\$24.04 - \$29.31 Hourly Rate

An Equal Opportunity Employer

OPENING DATE: July 1, 2025

FINAL FILING DATE: Continuous

POSITION

There are several vacancies for School Bus Driver (Includes Benefits) available. Most positions in this class are assigned to work 6-hours a day / 10-month shift. Permanent positions are eligible for benefits. An eligibility list is being established to fill future permanent and substitute vacancies.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

SUMMARY OF DUTIES

Under the direction of the Director of Transportation Services or Transportation Services Supervisor, operates a school bus in the transportation of students to and from school or field trips following designated routes in accordance with time schedules; assures bus is in safe operating condition by conducting daily vehicle inspections; maintains student discipline; assures the safety of students; and maintains related records.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience as a school bus driver is desirable.

Failure to submit the following required documents at time of submission of application will be cause for disqualification:

- **A valid Class A or B California Commercial Driver License** with Passenger, School Bus, and Air Brake Endorsements (copy front & back) is required;
- **A Type 1 California Special Driver Certificate** endorsed for School Bus operation by the California Department of Motor Vehicles with a 0, 1, or 6 restrictions only (copy front & back) is required;
- A copy of your **current DL-51a Medical Certificate** approved by the California Department of Motor Vehicles is required;
- A valid **First Aid** certificate comparable to the American Red Cross Standard First Aid certificate, if applicable (copy front & back); and
- A copy (front & back) of your **current DMV Official Driver Record**.

Required documents / certificates must be submitted to the Personnel Commission at the time of application. **All licenses and certificates listed above must remain current and maintained during the course of employment.**

Please Note: If you need assistance with your application, please contact Crystal Vahimarae at cvahimarae@rowlandschools.org.

LICENSE/CERTIFICATE REQUIREMENTS

Possession of a valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements, a current DL-51a Medical Examiner's Certificate, a California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles, and if applicable, a valid first aid certificate comparable to the American Red Cross Standard First Aid Certificate.

A good driving record is required, and applicants must provide the District with a copy of their current DMV Official Driver Record at the time of application. Incumbents must be able to be insured, and continue to be insurable, by the District's liability insurance carrier.

This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

All licenses and certificates listed above must remain current and maintained during the course of employment.

FILING PERIOD:

Applications for this position will be accepted online only on a continuous basis **until enough qualified applications are received.**

Visit <http://www.rowlandschools.org> and navigate to Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

*** APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY***

EXAMINATION – OPEN & PROMOTIONAL WITH DUAL CERTIFICATION:

The examination may consist of the following:

- Structured Interview

Classified Salary Range 19.5

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 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 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
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CONTINUOUS

INVITES APPLICATIONS FOR THE POSITION OF:

INSTRUCTIONAL ASSISTANT II

\$20.21 - \$24.65 Hourly Rate

INSTRUCTIONAL ASSISTANT II – BILINGUAL (SPANISH)

\$20.77 - \$25.29 Hourly Rate

INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (SPANISH)

\$21.24 - \$25.90 Hourly Rate

An Equal Opportunity Employer

PENING DATE: June 16, 2025

FINAL FILING DATE: Continuous

POSITION

There are several vacant positions available. Typical hours for these jobs are five and a half (5.5) hours per day, nine and a half (9.5) months a year. Eligibility lists are being established to hire substitutes and to fill future vacancies for **Instructional Assistant II, Instructional Assistant II - Bilingual (Spanish), Instructional Assistant II-Bilingual/Biliterate (Spanish).**

SUMMARY OF DUTIES

Assists students in specialized educational programs who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; independently adjusts methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Positions in the specialized language classes require incumbents to work with non- and limited English-speaking students in their primary language.

QUALIFICATIONS

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 (1) of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework (official transcripts on letterhead).
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics

EXPERIENCE: Six months of experience working with students or school-age children in a school, health services, or other structured environment is required; experience working with special education students is desirable.

LICENSE/CERTIFICATION/TRAINING REQUIREMENTS: Positions in a specialized language classification require individuals who can speak and read (bilingual), and speak, read, and write (biliterate) as specified. A valid and current First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a valid and current Child and Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be submitted at time of application. Successful completion of up to 12 hours of Crisis Prevention Intervention (CPI) training is required during the probationary period.

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

- **High School Diploma** or equivalent
- **College Transcripts or Diploma** (BA/AA) (Official Transcripts on Letterhead)
- A valid **Basic/Standard First Aid Certificate and a valid and current CPR Certificate** (Child and Adult)

Please email Crystal Vahimarae at cvahimarae@rowlandschools.org with any questions or call (626) 854-8388. 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.

FILING PERIOD

Applications for this position will be accepted online only **until enough qualified applications are received.**

Please visit: <http://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 BY E-MAIL ONLY.**

NOTE: If you wish to be considered for a **BILINGUAL or BILINGUAL/BILITERATE** 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 and read in the second language as part of the testing process (bilingual) and/or your ability to speak, read, and write in a second language (bilingual/biliterate).

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Assessment Written Examination
- Structured Interview Examination
- Bilingual and/or Biliterate Evaluation (Spanish)

Salary Range: Inst Asst II: 16 - Inst Asst II-Bilingual (Sp): 16 ½ - Inst Asst II-Bilingual/Biliterate (Sp): 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 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

Personnel Commission

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www.rowlandschools.org

INVITES APPLICATIONS FOR THE POSITION OF:

PERSONAL CARE ASSISTANT

SALARY

\$18.34 - \$22.34 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: June 12, 2025

FINAL FILING DATE: Continuous

POSITION

There are currently several Personal Care Assistant positions available within Rowland Unified School District. Typical hours for these positions are five and one half (5.5) hours per day and nine and one half (9.5) months a year. An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

SUMMARY OF DUTIES

Provides behavioral, physical, health and social services to pupils who are physically, emotionally, or behaviorally challenged; operates and monitors a variety of health equipment; assists students on a one-to-one or group basis in meeting the physical requirements of attending school.

QUALIFICATIONS

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

EXPERIENCE: Experience providing health care services and working with physically handicapped children is desirable.

LICENSE / CERTIFICATION / TRAINING REQUIREMENTS: A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a Child and Adult Cardiopulmonary Resuscitation Certificate are required and must be submitted with your on-line application.

Successful completion of Crises Prevention Intervention (CPI) 12-hour training is required during the probationary period.

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

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

Documents may also be emailed to Jasmine Portillo at jasmine.portillo@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.

Please email jasmine.portillo@rowlandschools.org or call 626 854-8577 with any questions.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, may be exposed to wetness, urine, feces, strong odors, airborne pathogens and germs, and have direct contact with students and the public.

PHYSICAL REQUIREMENTS: Employees in this classification stand, walk, use both hands simultaneously, stoop/bend, reach overhead, have rapid mental and/or muscular coordination, lift and carry up to 50 pounds or over 50 pounds with assistance, push/pull students of varying weights in wheelchairs, speak clearly and hear normal voice conversation.

FILING PERIOD

Applications for this position will be accepted online only on a continuous basis **until a sufficient number of applications are received**. *This position may close at any time, so interested candidates are encouraged to apply as soon as possible.*

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 BY E-MAIL ONLY**

EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Structured Interview Examination

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: <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 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

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INVITES APPLICATIONS FOR THE POSITION OF:

FOOD SERVICE ASSISTANT I

\$16.82 - \$20.21 HOURLY RATE

An Equal Opportunity Employer

OPENING DATE: June 12, 2025

FINAL FILING DATE: Continuous

POSITION

There are several vacancies available for the position of Food Service Assistant I. Typical hours for this job range from two (2) hours to three and a half (3 ½) hours per day, nine and a half (9 ½) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies for the next 6 months. Typical assignment hours (subject to change):

- 2.0 hours / 9.5 months
- 2.5 hours / 9.5 months
- 3.0 hours / 9.5 months
- 3.5 hours / 9.5 months

SUMMARY OF DUTIES

Prepares or assists in the preparation of a variety of food at the Food Center or secondary school kitchens; assists in serving food at a school cafeteria; cleans equipment and utensils and maintains food service facilities in a clean and sanitary condition.

QUALIFICATIONS

EDUCATION: Graduation from high school or equivalency is desirable.

EXPERIENCE: Experience in large quantity food preparation and/or serving is desirable.

Please email Jasmine Portillo at jasmine.portillo@rowlandschools.org or call 626 854-8577 with 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 varying temperatures, in contact with machinery with moving parts, sharp metal objects, and cleaning agents, and in contact with students.

PHYSICAL REQUIREMENTS:

Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift, carry, push, and pull up to 50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a chopping or twisting motion, use both hands simultaneously, speak clearly, hear normal conversation, and use a point-of-sale computer terminal.

FILING PERIOD

Applications for this position will be accepted online only **until a sufficient number of applications are received**. This position may close at any time, so interested candidates are encouraged to apply as soon as possible.

Visit www.rowlandschools.org and navigate to Departments → Personnel Commission → Classified Job Openings, to begin creating your application or to edit/update an existing account.

*** APPLICANTS WILL BE SENT NOTIFICATIONS BY E-MAIL ONLY.**

EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION

The examination may consist of the following:

- Job Related Written Examination
- Structured Interview

Salary Range: 12

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 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 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:
PLAYGROUND SUPERVISION AIDE

\$17.41 Hourly
An Equal Opportunity Employer

OPENING DATE: Friday, June 20, 2025

FINAL FILING DATE: Wednesday, July 16, 2025

POSITION

Hours for this job range from one (1) hour per day to three (3) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. Reporting hours will vary in these positions. An eligibility list will be established to fill current vacancies, hire substitutes, and fill future vacancies within the next 6 months.

SUMMARY OF DUTIES

Under the direction of the principal or designee, performs a variety of assignments monitoring and overseeing students in the cafeterias, lunch areas, restrooms, playgrounds, school hallways, parking lots, or grounds during breakfast, lunch, or other non-instructional times; assists school staff in the safety and well-being of students; and intercedes in potentially harmful situations in accordance with school and organizational procedures.

QUALIFICATIONS

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

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

Please email Jasmine Portillo at jasmine.portillo@rowlandschools.org or call 626-854-8577 with any questions.

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.

HAZARDS: Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible fights and confrontations.

PHYSICAL REQUIREMENTS: Employees in this classification stand for extended periods of time, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., 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 radio and telephone.

FILING PERIOD

Applications for this position will be accepted starting on **Friday, June 20, 2025, until Wednesday, July 16, 2025, at 4:30 p.m.**

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 Quiz

Classified Salary Range: 9 Schedule M*

**Playground Supervision Aide is a non-represented classification, and the salary schedule has only one step. Staff employed in this classification do not receive annual increases.*

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.**

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*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.

PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
July 8, 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
Food Service Assistant I (D-24/25-35)	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# 59601439
Food Service Assistant I (D-24/25-54)	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# 61414128 6.1.10.2 Any of the causes listed in Rule 4.4. 4.4.11 Making a false statement or intentionally omitting a statement of a material fact requested on the application form. ID# 58932978
Food Service Assistant I (D-24/25-69)	6.1.10.4 A written request by the eligible for removal. ID# 33948894
Nutrition Services Stock Delivery Worker (D-24/25-65)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. ID# 43384164
Speech Language Pathology Assistant (D-24/25-40)	6.1.10.4 A written request by the eligible for removal. ID# 61589213 6.1.10.4 A written request by the eligible for removal. ID# 41396014 6.1.10.4 A written request by the eligible for removal. ID# 62255464

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.