

**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](mailto:jode.howard@rowlandschools.org) or calling (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

August 4, 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\\_sVwNPWPKSL-qFUSIN10GMA](https://rowlandschools-org.zoom.us/webinar/register/WN_sVwNPWPKSL-qFUSIN10GMA)

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.

**August 4, 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 Monday, August 4, 2025, or adopting the Agenda with the following corrections/modifications for Monday, August 4, 2025.

*Motion by:* \_\_\_\_\_  
*Second by:* \_\_\_\_\_

<i>Vote:</i> 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 July 8, 2025. (Ref. 7.1)

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 Jason Garcia, Principal, Oswalt Academy to employ Applicant ID #54072133 as Library Assistant at Step C of Range 17 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 Scott Cavanias, Principal, Nogales High School to employ Applicant ID #60943899 as Behavior Support Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule. (Ref. 8.1b) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_

- c) Consider approving the advanced salary step request from Silvia Rivas, Director, Special Projects to employ Applicant ID #54472296 as Instructional Assistant I at Step E of Range 15.5 on the Classified Salary Schedule. (Ref. 8.1c) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_

- d) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #62255556 as Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule. (Ref. 8.1d) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_

Yvette Santiago \_\_\_\_\_

- e) Consider approving the advanced salary step request from Stacy Berrest, Director, Special Education to employ Applicant ID #47611942 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule. (Ref. 8.1e) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_

- f) Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #62967080 as Campus Safety at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.1f) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_

- g) Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #34529696 as Campus Safety at Step E of Range 17 on the Classified Salary Schedule. (Ref. 8.1g) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_

- h) Consider approving the advanced salary step request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #59270868 as Campus Safety at Step B of Range 17 on the Classified Salary Schedule. (Ref. 8.1h) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_

## 8.2 Reallocation

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

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Sharon Fernandez \_\_\_\_\_  
Natalie Moreno \_\_\_\_\_  
Yvette Santiago \_\_\_\_\_

- b) Consider approving the recommended reallocation of an Instructional Assistant II - Bilingual (Spanish) to Instructional Assistant II position of a vacant position. (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) Personal Care Assistant D-25/26-05
- b) Food Service Assistant I D-25/26-06
- c) Behavior Support Assistant D-25/26-07

- d) Behavior Support Assistant Bilingual Spanish D-25/26-08
- e) Playground Supervision Aide D-25/26-09
- f) Food Service Assistant III D-25/26-10
- g) Human Resources/Credentials Analyst D-25/26-11
- h) Instructional Assistant I D-25/26-12
- i) Instructional Assistant I Bilingual Spanish D-25/26-13
- j) Instructional Assistant I Bilingual/Biliterate Spanish D-25/26-14
- k) Campus Aide D-25/26-15
- l) Instructional Assistant II Bilingual Mandarin D-25/26-16
- m) Instructional Assistant II Bilingual/Biliterate Mandarin D-25/26-17
- n) Personnel Technician D-25/26-18
- o) Personnel Technician Bilingual Spanish D-25/26-19
- p) Career Vocational Assistant D-25/26-20
- q) Office Assistant I D-25/26-21
- r) Office Assistant I Bilingual Spanish D-25/26-22
- s) Office Assistant I Bilingual/Biliterate Spanish D-25/26-23
- t) Maintenance and Operations Manager D-25/26-24

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) Campus Aide D-24/25-80
- b) Custodian D-24/25-75
- c) Food Service Assistant I D-24/25-69
- d) Food Service Assistant III D-24/25-77
- e) Instructional Assistant I D-24/25-83
- f) Instructional Assistant I Bilingual Mandarin D-24/25-45
- g) Instructional Assistant I – Bilingual (Spanish) D-24/25-61
- h) Library Assistant D-24/25-78
- i) Library Assistant Bilingual Spanish D-24/25-79
- j) Playground Supervision Aide D-25/26-09
- k) Speech Language Pathology Assistant D-24/25-40

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)

- Campus Safety D-24/25-76
  - ID# 15021406 – PC Rule 6.1.10.8
  - ID# 62804137 – PC Rule 6.1.10.8
- Instructional Assistant II
  - ID# 57759764 - PC Rule 6.1.10.6
  - ID# 62358890 - PC Rule 6.1.10.6
  - ID# 55169257 - PC Rule 6.1.10.8
- Personal Care Assistant
  - ID# 62943023 - PC Rule 6.1.10.4
- School Bus Driver D-24/25-01
  - ID# 40882486 – PC Rule 6.1.10.8

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
- 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, SEPTEMBER 2, 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 JULY 8, 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 4:33 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, July 8, 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:

- Instructional Assistant I D-24/25-83
- Instructional Assistant I – Bilingual (Spanish) D-24/25-84
- Instructional Assistant I – Bilingual/Biliterate (Spanish) D-24/25-85
- Assistant Superintendent, Administrative Services D-24/25-86
- Administrative Secretary D-24/25-87
- Administrative Secretary – Bilingual (Spanish) D-24/25-88
- Administrative Secretary – Bilingual/Biliterate (Spanish) D-24/25-89
- School Bus Driver D-25/26-01
- Instructional Assistant II D-25/26-02
- Instructional Assistant II – Bilingual (Spanish) D-25/26-03
- Instructional Assistant II – Bilingual/Biliterate (Spanish) D-25/26-04
- Personal Care Assistant D-25/26-05
- Food Service Assistant I D-25/26-06
- Playground Supervision Aide D-25/26-07

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

- School Bus Driver - Structured Interviews
- Instructional Assistant II Series – ESSA Written Test, Structured Interviews, and Placement Interviews
- Personnel Care Assistant – Structured Interviews
- Speech Language Pathology Assistant Series - Structured Interviews

- Behavior Support Assistant – Structured Interviews
- Food Service Assistant I – Written Test and Structured Interviews
- Administrative Secretary B/B Mandarin – Structured Interviews
- Central Kitchen Supervisor - Structured Interviews
- Custodian – Written Test
- Campus Safety – Written Test, Structured Interviews, and Placement Interviews
- Library Assistant – Written Test

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

- 1 - Cafeteria Lead Worker I
- 3 - Custodian Provisional
- 1 - Custodian Substitute

**Updates/Reminders/Remarks:**

- Job Fair results – Instructional Assistant II – had more interest than vacancies
  - 11 hires, including 4 promos
  - 5 subs
  - 6 no hires
- 7/28 PCA placement interviews

**COMMUNICATIONS**

A. CSEA – Mateo Buenaluz, CSEA President

Mr. Buenaluz inquired about the Instructional Assistant I vacancies at the TK sites. Mr. Buenaluz also asked for an update on the Campus Safety and Campus Aide vacancies.

Ms. Howard provided updates in response to Mr. Buenaluz's inquiries.

B. District Administration – None

C. Audience Members – None

**PERSONNEL COMMISSION**

7.1 Recommendation: Approve the minutes of the meeting of June 3, 2025 as submitted.

Motion made by: Yvette Santiago  
 Seconded by: Natalie Moreno

Vote: Sharon Fernandez Yes  
 Natalie Moreno Yes  
 Yvette Santiago Yes

**ITEMS FOR DISCUSSION AND/OR ACTION**

**REALLOCATION**

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

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

9.3 Recommendation: To ratify the following eligibility lists:

- 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 made by: Yvette Santiago  
Seconded by: Natalie Moreno

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:

- 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 made by: Natalie Moreno  
Seconded by: Yvette Santiago

Vote: Sharon Fernandez Yes  
Natalie Moreno Yes  
Yvette Santiago Yes



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

Ms. Santiago mentioned she had a great time on the last day of school at Rowland Elementary. Ms. Santiago thanked the Personnel Commission staff for their hard work during the summer months.

Ms. Fernandez thanked the Personnel Commission staff for their hard work and dedication to fill positions during the summer months.

Ms. Moreno also thanked the Personnel Commission staff for filling positions diligently during the summer.

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: 4:56 pm

Time Reconvened to Open Session: 6:23 pm

12. **ADJOURNMENT**

To adjourn the meeting at 6:24 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 MONDAY, AUGUST 4, 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.***

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**LIBRARY ASSISTANT**

The Commission is in receipt of a request from Jason Garcia, Principal, Oswalt Academy to employ Applicant ID #54072133 as Library Assistant at Step C of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant a Bachelors degree and has over 2 years of experience. The number of years of education and related work experience does qualify this applicant for step placement at Step C based on the formula of one step will be given for two years of additional education beyond the employment standards for the classification and 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 C of Range 17 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)**

The Commission is in receipt of a request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #60943899 as Behavior Support Assistant – Bilingual (Spanish) at Step D of Range 17.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step D.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step D of Range 17.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT I – BILINGUAL (MANDARIN)**

The Commission is in receipt of a request from Silvia Rivas, Director, Special Projects to employ Applicant ID #54472296 as Instructional Assistant I – Bilingual (Mandarin) at Step E of Range 15.5 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 10 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 15.5 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT II**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #62255556 as Instructional Assistant II at Step B of Range 16 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 16 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**INSTRUCTIONAL ASSISTANT II**

The Commission is in receipt of a request from Stacy Berrest, Director, Special Education to employ Applicant ID #47611942 as Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 8 years of work related experience. The number of years of related work experience does qualify this applicant for step placement at Step D 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 D of Range 16 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CAMPUS SAFETY**

The Commission is in receipt of a request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #62967080 as Campus Safety at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step E.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step E of Range 17 on the Classified Salary Schedule.

**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CAMPUS SAFETY**

The Commission is in receipt of a request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #34529696 as Campus Safety at Step E of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has over 10 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 17 on the Classified Salary Schedule.



**PERSONNEL COMMISSION**  
**ADVANCED SALARY STEP PLACEMENT**  
**FOR**  
**CAMPUS SAFETY**

The Commission is in receipt of a request from Scott Cavanias, Principal, Nogales High School to employ Applicant ID #59270868 as Campus Safety at Step B of Range 17 on the Classified Salary Schedule pursuant to Rule 17.2.1.

Staff has reviewed the request and concluded this applicant has voluntarily presented evidence that the salary received by the most recent employer is greater than the first step of the salary for the position offered. This evidence of salary from the most recent employer does qualify this applicant for step placement at Step B.

Therefore, it is recommended the Commission act to approve advanced salary step placement at Step B of Range 17 on the Classified Salary Schedule.



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

July 31, 2025

TO: Dennis Bixler, Assistant Superintendent of Human Resources


FROM: Jode Howard, Personnel Director

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

Gregory Perez, Principal of Rowland High School, has requested that we reallocate an Office Assistant – Bilingual (Mandarin) to Office Assistant – Bilingual (Spanish) position for a vacant position. There is no longer a site need to provide support in Mandarin to students that speak English as a second language, however, there is a need for additional Bilingual (Spanish) staff to be present in the office.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Monday, August 4, 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: 	Date: 7/31/25

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

PC26-022



ROWLAND UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEMORANDUM

July 31, 2025

TO: Dennis Bixler, Assistant Superintendent of Human Resources


FROM: Jode Howard, Personnel Director

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

Elena Camarillo, Principal of Villacorta Elementary School, has requested that we reallocate an Instructional Assistant II – Bilingual (Spanish) to Instructional Assistant II 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 staff members that can provide support in Spanish as needed at Villacorta.

Your input concerning the recommended reallocation is important. The Personnel Commission will consider approving this at the regular meeting on Monday, August 4, 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: 	Date: 7/31/25

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

PC26-023

**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

August 4, 2025

ITEM 9.1 EXAM REVIEW

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

<b>Classification</b>	<b>Length of Eligibility List</b>	<b>Number of Positions</b>	<b>Hours / Months</b>	<b>Last Class Description Revision</b>	<b>Tentative Exam Plan</b>
Personal Care Assistant	6 months	8	5.0/9.5	2/2011	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>
Food Service Assistant I	6 months	9	3.0/9.5 4.5/9.5 8.0/9.5	2/2011	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> </ul>
Behavior Support Assistant / Behavior Support Assistant – Bilingual (Spanish)	6 months	4	5.5/9.5	4/2019	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>
Playground Supervision Aide	6 months	7	3.75/9.5, 5.5/9.5	11/2018	<ul style="list-style-type: none"> <li>• Remote Written Assessment</li> </ul>
Human Resources / Credentials Analyst	6 months	1	8.0/12.0	10/2019	<ul style="list-style-type: none"> <li>• Structured Interview</li> <li>• Technical Project</li> <li>• Computer Testing</li> </ul>
Instructional Assistant I / Instructional Assistant I – Bilingual (Spanish) / Instructional Assistant – Bilingual/Biliterate (Spanish)	6 months	9	5.5/9.5	6/2025	<ul style="list-style-type: none"> <li>• Remote Written Assessment</li> <li>• Structured Interview</li> </ul>
Campus Aide	6 months	2	5.5/10.0	5/2024	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>
Instructional Assistant II – Bilingual (Mandarin) / Instructional Assistant II – Bilingual/Biliterate (Mandarin)	6 months	2	5.5/9.5	4/2012	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> </ul>
Personnel Technician / Personnel Technician – Bilingual (Spanish)	6 months	1	8.0/12.0	5/2014	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> <li>• Technical Project</li> <li>• Computer Testing</li> </ul>
Career Vocational Assistant	6 months	1	5.5/9.5	2/2017	<ul style="list-style-type: none"> <li>• Structured Interview</li> </ul>
Office Assistant / Office Assistant – Bilingual (Spanish) / Office Assistant – Bilingual/Biliterate (Spanish)	6 months	3	6.0/9.5 6.0/10.0 8.0/10.0	9/2011	<ul style="list-style-type: none"> <li>• Remote Written Exam</li> <li>• Structured Interview</li> <li>• Technical Project</li> <li>• Computer Testing</li> </ul>
Maintenance and Operations Manager	6 months	1	8.0/12.0	4/2023	<ul style="list-style-type: none"> <li>• Structured Interview</li> <li>• Technical Project</li> </ul>

**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](http://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](mailto: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](mailto: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](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**

## **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](http://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](http://www.rowlandschools.org)

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](mailto: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](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:

- 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](http://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](http://www.rowlandschools.org)

**UPDATED / CONTINUOUS**

INVITES APPLICATIONS FOR THE POSITION OF:

### **BEHAVIOR SUPPORT ASSISTANT**

**\$21.24 - \$25.90 Hourly Rate**

### **BEHAVIOR SUPPORT ASSISTANT – BILINGUAL (SPANISH)**

**\$21.78 - \$26.54 Hourly Rate**

*An Equal Opportunity Employer*

**OPENING DATE: June 16, 2025**

**FINAL FILING DATE: Continuous**

#### **POSITION**

There is currently one (1) position available, five and a half (5.5) hours per day, five (5) days per week, nine and a half (9.5) months a year. Eligibility lists are being established in all classifications to fill current and future vacancies and hire substitutes for the next six months. Position details below:

LOCATION	HOURS/MONTHS	TENTATIVE HOURS
Special Education	5.5 Hrs/day, 9.5 Mo/Yr	8:30 AM - 2:30 PM

If you wish to be considered for the **BILINGUAL SPANISH** 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.

#### **SUMMARY OF DUTIES**

Under the direction of a designated administrator assists a certificated teacher in providing support to behaviorally challenged individuals or small groups of students; monitors, redirects, and modifies student progress regarding inappropriate behaviors and performance, makes presentations and develops activities to assist students in improving academic performance, self-esteem, social skills and positive behaviors; provides training and supervision to students involved in school programs such as Cross-Age or Peer Tutoring, SARB etc., and performs other related duties as required.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or its equivalency is required. Course work in child development, psychology, behavior management or child education is desirable.

**EXPERIENCE:** Two years of experience working with "at-risk" or special needs students in an educational setting is required. One year of experience may be waived for candidates who have obtained a bachelor's degree in social work, liberal studies, child development or related field.

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

- **Proof of Education:** HS diploma or equivalent, or copy of highest completed degree (AA/BA/MA) (Copy of diploma or transcripts on watermarked paper); and
- A valid **Basic/Standard First Aid Certificate**; and
- A valid and current **CPR Certificate (Child and Adult)**

Documents may also be emailed to [cvahimarae@rowlandschools.org](mailto: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.

**LICENSE / LANGUAGE / CERTIFICATION / TRAINING REQUIREMENTS:** Positions in a specialized language classification require individuals who can speak and read (bilingual) as specified. A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and a 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 and Tier I, Tier II, and Tier III of Positive Behavior Interventions and Support (PBIS) training is required during the probationary period and will be provided at the District's expense.

## **FILING PERIOD**

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

Please visit: [www.rowlandschools.org](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 via email only\***

## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview Examination
- Language Assessment (Spanish)

### **Salary Range**

**Behavior Support Assistant: 17**

**Behavior Support 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 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 a 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 visit: [www.rowlandschools.org](http://www.rowlandschools.org)

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ROWLAND UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://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](mailto: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.**

## **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](http://www.rowlandschools.org)

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## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

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](mailto: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](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:

- 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.

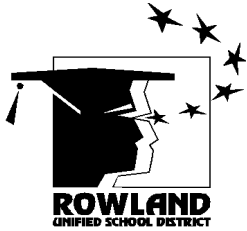
## **VETERANS CREDIT**

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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**HUMAN RESOURCES / CREDENTIALS ANALYST**

**\$39.42 - \$47.99 Hourly**  
**\$6,831.00 - \$8,322.00 Monthly**  
**\$81,972.00 - \$99,864.00 Annually**  
*An Equal Opportunity Employer*

**OPENING DATE: July 10, 2025**

**FINAL FILING DATE: August 1, 2025**

**POSITION**

There is one position available for the Human Resources / Credentials Analyst, eight (8) hours per day, five (5) days a week, twelve (12) months a year. An eligibility list is being established to fill this position, to hire substitutes, and to fill future vacancies.

**SUMMARY OF DUTIES**

Under general direction of the Director of Human Resources, plans, organizes, assigns, trains, and provides work direction to lower-level human resources staff engaged in a variety of personnel activities including processing all new certificated employees, assisting with questions regarding leaves, credentialing compliance, procedures, costs, and renewals; serves as a resource to managers, employees, union representatives, and the public explaining credentialing, procedures, contract provisions, etc.; serves as the lead worker in the human resources department by training staff and maintaining knowledge of credentialing and permit regulations by reading materials, attending training classes, and discussing data with those at the County and other district offices.

**QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency is required. College coursework in human resources management or a related field is desirable.

**EXPERIENCE:** Four years of increasingly responsible and technical full-time personnel experience, including two (2) years of experience in performing certificated employee credentialing functions is required.

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**

You may upload your documents to your application or email them to [jasmine.portillo@rowlandschools.org](mailto: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](#) to be considered.

**LICENSE/CERTIFICATION/TRAINING 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.

**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, 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 until **Friday, August 1, 2025, by 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:

- Technical Project
- Structured Interview
- Computer Performance Exams

**Classified Salary Range: 29.5**

## **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: [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. **Veterans credit can only be applied once, upon initial hire.**

For a more detailed job description, including benefits, please visit: [www.rowlandschools.org](http://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.*





## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://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: July 10, 2025**

**FINAL FILING DATE: Continuous**

#### **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](mailto: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](mailto: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 **an appropriate number of qualified applications are received.**

**\*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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### **CAMPUS AIDE**

SALARY

**\$18.78 - \$22.89 HOURLY**

*An Equal Opportunity Employer*

OPENING DATE: July 25, 2025

FINAL FILING DATE: **August 15, 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](mailto: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](mailto: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 **August 15, 2025, 4:30 p.m.**

Please visit [www.rowlandschools.org](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 via e-mail only\***

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## **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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**INSTRUCTIONAL ASSISTANT II – BILINGUAL (MANDARIN)**

**\$20.77 - \$25.29 Hourly Rate**

**INSTRUCTIONAL ASSISTANT II – BILINGUAL/BILITERATE (MANDARIN)**

**\$21.24 - \$25.90 Hourly Rate**

*An Equal Opportunity Employer*

**OPENING DATE: July 25, 2025**

**FINAL FILING DATE: August 15, 2025**

**POSITION**

There is tentatively one (1) part-time position available.

Position	Site	Hours/Day	Months/Year	Tentative Reporting Time
IA II-Bil/Biliterate (Man)	Rowland High School	5.5 hours/day	9.5	8:30 AM to 2:30 PM

An eligibility list is being established to fill the current vacancies, hire substitutes and to fill future vacancies.

If you wish to be considered for the **BILINGUAL** and **BILINGUAL/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**

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](mailto: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 August 15, 2025**.

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 (Man): 16 ½ - Inst Asst II-Bilingual/Biliterate (Man): 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](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### **PERSONNEL TECHNICIAN - \$4,068 – \$4,952 MONTHLY** **PERSONNEL TECHNICIAN – BILINGUAL (SPANISH) - \$4,167 – \$5,080 MONTHLY**

*An Equal Opportunity Employer*

OPENING DATE: July 25, 2025

FINAL FILING DATE: August 15, 2025

#### **POSITION**

There is currently one full-time Personnel Technician – Bilingual (Spanish) position available, eight (8) hours per day, five (5) days per week, twelve (12) months per year in the Human Resources department. An eligibility list is being established to fill future vacancies and substitute positions throughout the year.

#### **SUMMARY OF DUTIES**

Under the direction of an assigned supervisor, performs specialized technical and administrative duties such as coordinating the recruitment, examination and selection system for classified, non-classified, and certificated employees; processes new employees; coordinates placement of limited term, substitute, and provisional employees; develops and maintains employee files; provides information and assistance in person and on the telephone to District staff and the public regarding personnel matters; and performs other related duties as required.

#### **QUALIFICATIONS**

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

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

- High School Diploma or equivalent

You may upload your documents to your application (preferred) or email them to Arlene Zamudio at [Arlene.Zamudio@RowlandSchools.org](mailto:Arlene.Zamudio@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.

**EXPERIENCE:** Two years of full-time clerical experience involving public contact is required.

#### **LICENSE/LANGUAGE REQUIREMENTS:**

- A valid, Class C, California Driver License, a good driving record, and use of a private automobile may be required and if so, must be maintained during employment.

#### **ENVIRONMENT:**

Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, may be exposed to germs 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 20 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 starting **Friday, July 25, 2025 to Friday, August 15, 2025 until 4:30 pm.**

**\*Applicants will be sent notifications via e-mail only\***

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## 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

**Salary Range: 19, 19 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 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 once, upon initial hire.*

\*For a more detailed job description, including benefits/leave information, please go to [www.rowlandschools.org](http://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](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

### **CAREER/VOCATIONAL ASSISTANT**

Salary: \$23.49 - \$28.58 Hourly Rate

*An Equal Opportunity Employer*

OPENING DATE: July 25, 2025

FINAL FILING DATE: August 15, 2025

#### **POSITION**

There is currently one (1) part-time Career/Vocational Assistant position available, five and one half (5.5) hours per day, five (5) days per week, nine and a half (9 1/2) months per year. The reporting hours are tentatively set from 8:30 am to 2:30 pm. An eligibility list is being established to fill current and future vacancies and hire substitutes for the next six months.

#### **SUMMARY OF DUTIES**

Under the general direction of the Coordinator of Special Education or Site Principal, assists students with physical and/or learning disabilities, as determined by the Individual Education Plan, to successfully seek and gain employment in the community; contacts employers to identify possible employment opportunities for students; provides support to students in work experience jobs; serves as liaison between teachers, students and employers; maintains records and completes reports; performs a variety of clerical and record keeping activities; and assists students with instructional and physical needs in the classroom as needed.

#### **QUALIFICATIONS**

**EDUCATION:** Graduation from high school or equivalency and a minimum of 24 semester or 36 quarter units of college coursework is required. Coursework in special education, sociology or psychology is desirable.

**EXPERIENCE:** One year of experience working with students in an educational setting is required. Experience working with special education students is desirable.

Please email Jasmine Portillo at [jasmine.portillo@rowlandschools.org](mailto:jasmine.portillo@rowlandschools.org) or call 626 854-8388 with any inquiries.

**LICENSE/CERTIFICATION/TRAINING 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.

A valid First Aid Certificate, comparable to the American Red Cross Standard First Aid Certificate and an Adult Cardiopulmonary Resuscitation Certificate is required for all positions and must be maintained during employment.

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

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

- **High School Diploma** or equivalent;
- **Proof of college coursework:** A copy of transcripts on watermarked paper or completed AA/BA/MA degree (Reflecting a minimum of 24 semester units or 36 quarter units);
- A valid and current **First Aid Certificate**; and
- An **Adult Cardiopulmonary Resuscitation (CPR) Certificate**.

**Applications without the supporting document(s) 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 **August 15, 2025, until 4:30 pm.**

Please visit [www.rowlandschools.org](http://www.rowlandschools.org) to begin creating your application or to edit/update an existing account and/or application.

**\*Applicants will be sent notifications via e-mail only\***

## **EXAMINATION – OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Structured Interview / Performance Exercise

**Classified Salary Range: 19**

### **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 visit [www.rowlandschools.org](http://www.rowlandschools.org) → Departments → Personnel Commission → Classified Job Openings**

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## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

INVITES APPLICATIONS FOR THE POSITION OF:

**OFFICE ASSISTANT: \$21.24 – \$25.90 Hourly**  
**OFFICE ASSISTANT-BILINGUAL (Spanish): \$21.78 – \$26.54 Hourly**  
**OFFICE ASSISTANT-BILINGUAL / BILITERATE (Spanish): \$22.34 – \$27.22 Hourly**

*An Equal Opportunity Employer*

**OPENING DATE: August 1, 2025**

**FINAL FILING DATE: August 22, 2025**

### **POSITION**

Eligibility lists are being established in all classifications to fill current and future vacancies and hire substitutes for the next six months.

If you wish to be considered for a **BILINGUAL or BILINGUAL/BILITERATE** position, please indicate 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/or write in the second language as part of the testing process.

### **SUMMARY OF DUTIES**

Under the direction of an administrator, counselor, department chair or teacher, performs clerical duties such as typing, filing, duplicating and answering phones; serves as receptionist and/or switchboard operator and assists students, parents, employees or community members; prepares and processes a variety of paperwork; maintains records and files; registers students; administers first aid; requisitions supplies and materials; operates a computer; generates reports; and performs other related duties as required.

### **QUALIFICATIONS**

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

**EXPERIENCE:** Clerical experience is desirable.

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

- **Proof of Education** (High School Diploma or equivalent, highest completed degree - AA/BA/MA)
- **A valid and current First Aid Certificate**, comparable to the American Red Cross Standard First Aid Certificate

You may upload your documents to your application, email them to Crystal Vahimarae at [cvahimarae@rowlandschools.org](mailto: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.

**WORK ENVIRONMENT:** Office environment; Driving a vehicle to conduct work as required.

**HAZARDS:** Some positions in this class may be exposed to blood-borne pathogens, body fluids and communicable diseases.

**PHYSICAL REQUIREMENTS:** Strength to perform average lifting up to fifteen (15) pounds; good speaking and hearing ability; manual dexterity to operate a computer keyboard; ability to bend, kneel, crouch, and reach overhead, above the shoulders and horizontally.

## **FILING PERIOD**

Applications for this position will be accepted online only **until August 22, 2025**.

Please visit [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

*Applicants will be sent notifications via e-mail only.*

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## **EXAMINATION - OPEN / PROMOTIONAL WITH DUAL CERTIFICATION**

The examination may consist of the following:

- Job Related Written Exam
- Structured Interview / Technical Project / Computer Performance Exams
- Bilingual / Biliterate evaluation

**Salary Range: Off Asst: 17, Off Asst-Bil (Sp): 17.5, Off. Asst-Bil/Bil (Sp): 18**

### **PROOF OF EDUCATION:**

If you received your education outside of the United States, you must have your degree/transcripts evaluated by a 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>.

***PLEASE NOTE: RUSD will only accept evaluation of foreign transcripts 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 upon initial hire.***

\*For a more detailed job description, including benefits/leave information, please visit [www.rowlandschools.org](http://www.rowlandschools.org)

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## ROWLAND UNIFIED SCHOOL DISTRICT

Personnel Commission  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
[www.rowlandschools.org](http://www.rowlandschools.org)

### INVITES APPLICATIONS FOR THE POSITION OF: **MAINTENANCE AND OPERATIONS MANAGER**

\$8,839.00 - \$9,995.00 Monthly  
\$106,073.64 - \$119,949.36 Annually

*An Equal Opportunity Employer*

OPENING DATE: August 1, 2025

UPDATED FINAL FILING DATE: AUGUST 22, 2025

#### **POSITION.**

The Rowland Unified School District is seeking an outstanding individual to assume the responsibilities of Maintenance and Operations Manager in the Building Services Department. This is a one position management-level classification assigned, twelve (12) months per year.

#### **SUMMARY OF DUTIES**

Under the direction of the Executive Director of Facilities, Maintenance, Operations, and Construction (FMOC) or designee, plans, coordinates and supervises District maintenance and construction activities. Duties include oversight for the effective maintenance and operation of all facilities on all District campuses and District owned properties. This individual works with the Executive Director of FMOC to develop, implement, and administer comprehensive District procedures, plans, and programs and provides direction regarding maintenance, grounds keeping, custodial work, facilities maintenance and use, and construction project operations of the District.

#### **QUALIFICATIONS**

**EDUCATION:** An Associate's degree or equivalent in business administration, engineering, architecture, facilities planning, construction management, or other related field from an accredited college or university.

An additional two years of supervisory or management experience overseeing maintenance and repair of grounds and/or custodial operations, facilities or building services for multiple sites may substitute for the Associate's degree. High School diploma or equivalent is required.

**EXPERIENCE:** Five years of recent lead, supervisory, or management level experience involving maintenance and repair of grounds or buildings for multiple sites, including at least three years of experience supervising journey-level trade staff is required. *Recent experience is defined as experience obtained within the last five years.*

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

- A copy of your Associates degree or copy of highest completed degree (BA/MA) (Copy of diploma or official transcripts on watermarked paper). OR
- High School Diploma if you are supplementing **two** additional years of supervisory experience in lieu of the higher education.

You may upload your documents to your application or email them to Arlene Zamudio at [arlene.zamudio@rowlandschools.org](mailto:arlene.zamudio@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.

#### **LICENSE/LANGUAGE REQUIREMENTS:**

- Possession of a valid Class C, California Driver License, and use of a private automobile is required and 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/motor vehicle; use a computer, telephone, and radio.



## **FILING PERIOD**

Applications for this position will be accepted online only from Friday, August 1, 2025 until Friday, August 22, 2025.

Please visit [www.rowlandschools.org](http://www.rowlandschools.org), Departments → Personnel Commission → Classified Job Openings.

**\*Applicants will be sent notifications via e-mail only\***

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## **EXAMINATION –OPEN & PROMOTIONAL**

The examination **may** consist of the following:

- Training and Experience (T & E) Evaluation
- Structured Interview and Technical Project

## **District Leadership Team Salary Schedule – Range 70**

### **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, please visit [www.rowlandschools.org](http://www.rowlandschools.org).

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**PERSONNEL COMMISSION  
ROWLAND UNIFIED SCHOOL DISTRICT**

August 4, 2024

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

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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
School Bus Driver (D-24/25-01)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"><li>ID# 40882486</li></ul>
Campus Safety (D-24/25-76)	6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"><li>ID# 15021406</li><li>ID# 62804137</li></ul>
Instructional Assistant II (D-24/25-02)	6.1.10.6 Refusing an employment offer after certification as an eligible and available for the appointment. <ul style="list-style-type: none"><li>ID# 57759764</li><li>ID# 62358890</li></ul> 6.1.10.8 Failure to satisfactorily complete all pre-employment and background reviews, including reference checks conducted by the Appointing Authority. <ul style="list-style-type: none"><li>ID# 55169257</li></ul>
Personal Care Assistant (D-24/25-27)	6.1.10.4 A written request by the eligible for removal. <ul style="list-style-type: none"><li>ID# 62943023</li></ul>

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.