

Pierce Joint Unified School District

Board of Trustees Special Meeting

Pierce Joint Unified School District

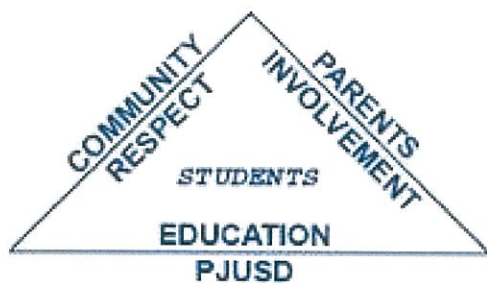
Pierce Joint Unified School District

Technology Building
940A Wildwood Road
Arbuckle CA 95912

Wednesday

July 19, 2017

6:00 pm



"Students First"



Pierce Joint Unified School District
540A 6th Street
P.O. Box 239
Arbuckle CA 95912
(530) 476-2892 * (530) 476-2289 Fax

BOARD OF TRUSTEES SPECIAL MEETING
Pierce Joint Unified School District
Technology Building
940A Wildwood Rd, Arbuckle CA 95912

WEDNESDAY JULY 19, 2017 1:00 p.m.

AGENDA

Governing Board

Abel Gomez, President

John Friel, Vice President

Nadine High, Board Clerk

George Green, Member

Amy Charter, Member

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 540A 6th Street, Arbuckle CA 95912, during normal business hours.

1. CALL TO ORDER
 - A. *Pledge of Allegiance*

2. APPROVAL OF AGENDA ACTION

3. HEARING OF THE PUBLIC
(Speakers will be given three (3) minutes to speak with a twenty (20) minute limit per topic)

4. Facility Planning Meeting

5. Consider and approve **Administrative Assistant Job Description** ACTION

6. CLOSED SESSION: ACTION
 - A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

| Certification | Position | Status |
|----------------------|-----------------------|---------------|
| Certificated | English Teacher – PHS | Resignation |

2017/18 Board Goals:

1. Pierce Joint Unified School District students will graduate high school college and career ready.
2. Pierce Joint Unified School District students will feel a sense of connectedness academically, socially, and physically in their schools.
3. Pierce Joint Unified School District will engage families and members of the greater school community as educational partners.



| | | |
|----------------|--------------------------------|-------------|
| Classified | Administrative Assistant - PHS | Resignation |
| Coach | J.V. Head Football Coach | Hiring |
| Student Worker | Farm Manager | Hiring |

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release

6. OPEN SESSION:

A. PUBLIC EMPLOYMENT: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss employee matters:

| Certification | Position | Status |
|----------------|--------------------------------|-------------|
| Certificated | English Teacher – PHS | Resignation |
| Classified | Administrative Assistant – PHS | Resignation |
| Coach | J.V. Head Football Coach | Hiring |
| Student Worker | Farm Manager | Hiring |

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE: Pursuant to Government Code sec. 54957, the Board will meet in CLOSED SESSION to discuss public employee discipline/dismissal/release

7. Adjourn

In compliance with the American with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact our office at (530) 476-2892 x13000. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

Pierce Joint Unified School District Job Description

| | | |
|-------------------------|---------------------------------|------------------------------|
| JOB TITLE: | Administrative Assistant | |
| SALARY SCHEDULE: | Classified | LOCATION: School Site |
| REPORTS TO: | Site Administrator | BOARD APPROVED: |

SUMMARY: Under the direction of the site administrator, assists with administrative details by performing a wide variety of highly skilled clerical, financial, and accounting work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Duties may vary from site to site based on program needs as determined by the administrator.
- Plans and performs a variety of office functions and activities in an assigned office; prioritizes and schedules duties and activities as necessary to assure efficiency and effectiveness
- Prepares and maintains a variety of records, files and reports related to assigned activities.
- Maintains accurate accounting of the student body funds and ensures all policies and procedures are followed.
- Maintains inventory and orders office, classroom and school supplies, materials and equipment as assigned; checks in and distributes orders as appropriate.
- Processes purchase orders and tracks expenditures.
- Types a variety of materials including letters, memos, bulletins, or other correspondence as requested. Inputs and updates data utilizing word processing, spreadsheets, or a database to generate lists and reports as required.
- Maintains school website.
- Organizes, designs, and maintains a filing system.
- Answers phones and greets visitors; opens, sorts and routes mail and communications.
- Interprets, applies, and explains District policies and school procedures and regulations.
- Assists other staff, when appropriate, in completing office or school related tasks.
- Communicates with staff, students, parents, and others in a courteous and professional manner.
- Receipts and deposits funds utilizing proper accounting procedures.
- Trains and supervises student helpers and volunteers in appropriate office practices and procedures.
- Maintains records of personnel absences and timesheet for payroll and provides reports to the district as required.
- Maintain the highest degree of confidentiality regarding sensitive information.
- Provides basic first aid.
- Develops knowledge of district and school procedures, rules, and practices.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

- Perform a variety of clerical duties in support of assigned school office.
- Process and record accounting transaction accurately.
- Understand and follow oral and written directions.
- Communicate effectively with students, parents, staff and administration.
- Learn, interpret and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Type at 45 words per minute.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Operate a computer and other office equipment as assigned.
- Work independently with little direction.
- Compose correspondence independently.
- Make arithmetic calculations quickly and accurately.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma (preferred) or equivalent; three years of related experience and/or training; or equivalent combination of education and experience. Experience in a school setting is preferred.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Bilingual (Spanish/English) preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

****EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB****