

**TIPTON ELEMENTARY SCHOOL DISTRICT  
SPECIAL BOARD MEETING  
AGENDA**

Tuesday, September 7, 2021  
4:30 p.m. District Board Room

**1. Call to order- Flag Salute**

**In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format**

**2. Public Input:**

*In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the board. Board presentations are limited to 3 minutes per person and 15 minutes per topic.*

**2.1** Community Relations/Citizen Comments

**2.2** Reports by Employee Units CTA/CSEA

**3. ADMINISTRATIVE: Action items:**

**3.1** Consider and Approve Confidential COVID-19 Administrative Assistant Job Description

**3.2** Consider and Approve Confidential COVID-19 Administrative Assistant Salary Schedule

**3.3** Consider and Approve Teacher on Special Assignment Job Description

**4. Adjournment:**

**The Board upon discussion and a vote of agreement, the Board may make any item an action item.**

**Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272.**

**Agenda Posted: Friday, September 3, 2021**

**3. ADMINISTRATIVE: Action items:**

- 3.1** Consider and Approve Confidential COVID-19  
Administrative Assistant Job Description

# TIPTON ELEMENTARY SCHOOL DISTRICT

TITLE: Confidential COVID-19 Administrative Assistant

CLASSIFICATION: Confidential

REPORTS TO: Administration

WORK YEAR: 235 days

Full Time: 5.5 hours daily

BOARD APPROVAL: Pending

SALARY: COVID-19  
Administrative Assistant

## DEFINITION

Under the supervision and direction of the Superintendent or Designee, provides leadership and support responsibility for mitigating risk associated with the COVID-19 and control of other infectious diseases that may impact the safety, health, and well-being of students and staff. The COVID-19 Pandemic Specialist serves as the district's primary liaison between the school district and county public health to facilitate contact tracing, community-wide transmission, and testing. Works directly with the Superintendent, Principal and other members of the District's management team to coordinate communication, training, and educational programming related to COVID-19 awareness. **Note: this is a short-term position scheduled to conclude on June 30, 2022.**

## CLASS CHARACTERISTICS

The primary work location is indoors in an office setting. Noise levels in this setting range from quiet to moderate. The employee may occasionally be required to communicate with District staff and receive and input data from home during non-scheduled work hours.

## EXAMPLES OF DUTIES

- Works with the Superintendent, Principal, and other members of the District's management team to monitor and assess COVID-19 cases and transmission
- Maintains awareness, knowledge, and understanding of current COVID-19 guidelines from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH)
- Assists in ensuring compliance with various local, state, and/or federal regulations regarding pandemic management functions
- Provides any information necessary to the County Public Health Department
- Maintains reporting platform: School Portal for Outbreak Tracking (SPOT)
- Communicates with appropriate staff when a student and/or staff member is cleared to return to work after being exposed to pandemic
- Works with contracted vendors to maintain staff lists and verify the ordering, shipment, and administration of COVID-19 testing using established District protocols
- Assists the purchasing department in identifying and procuring necessary Personal Protective Equipment (PPE), sanitation products, and other materials required to mitigate the spread of COVID-19 within the district and community.
- Advises the Superintendent and District's management on implementation and monitoring of district COVID-19 operational plans
- Prepares and maintains manuals, procedures, reports, and files related to pandemic

- Works with the District's administration to develop COVID- 19 informational materials for students, staff, and parents
- Other duties and responsibilities consistent to the primary functions may be assigned

## SUPERVISION

General supervision is received from the Superintendent or Designee

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Federal laws, California education code, and board policy related to overall school operations, public employment, and the rights and responsibilities of students and community stakeholders
- Legal requirements, collective bargaining agreements, board policy, and district procedures related to the hiring, supervision, and evaluation of assigned staff
- Legal requirements for the appropriate use and retention of confidential student and employee records
- Knowledge of COVID-19 guidelines and regulations issued by Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and the Occupational Safety and Health Administration (OSHA)

### Ability to:

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Work collaboratively and communicative effectively as part of a team
- Analyze and interpret numerical data and written information
- Read, learn, interpret, and apply complex federal, state and district regulations
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records
- Write and edit using proper English with accurate spelling, grammar, vocabulary, and punctuation
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, advisory groups, and other community stakeholders

### Experience:

Three years' experience working in public education, public health, or medical field

### Education:

Possesses an Associate of Arts Degree (Bachelor's Degree preferred)

## ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Understand and communicate with children and families
2. Understand cultural differences in children and families

3. Work cooperatively with school site staff and agency personnel
4. Work Cooperatively with district leadership and other staff
5. Understand program objectives including specific funding and program requirements and mandates
6. Maintain confidentiality of sensitive or privileged information
7. Compile and maintain accurate and complete reports and records
8. Communicate effectively, both orally and in writing, in English and Spanish
9. Assist with and monitor the implementation of program requirements and district mandates.

**3. ADMINISTRATIVE: Action items:**

**3.2** Consider and Approve Confidential COVID-19  
Administrative Assistant Salary Schedule

**Tipton Elementary School District  
Classified Salary Schedule  
2021-2022 (July 1, 2021 2.5% increase)**

Schedule I

Confidential COVID Administrative Assistant

STEPS	Hourly Rate <u>Schedule I</u>
1	22.69
2	24.28
3	25.55
4	26.27
5	27.27

1. Eleven-month employee: 235 Days, paid holidays and vacation days
2. New employees will be given a maximum of five steps credit for previous experience in similar positions.
3. Employees with a Bachelor's Degree shall receive a \$1,000 stipend per year
4. Employees with a Master's Degree in shall receive a \$2,000 stipend per year
5. **0.5% additional raise off of the salary schedule only for 2021-2022**

Superintendent

Stacey Betterton

Date:

9/3/2021

\_\_\_\_\_  
Date Board Approved

**3. ADMINISTRATIVE: Action items:**

**3.3** Consider and Approve Teacher on Special Assignment Job Description



# TIPTON ELEMENTARY SCHOOL DISTRICT

TITLE: Teacher on Special Assignment

CLASSIFICATION: Certificated                      REPORTS TO: Principal

WORK YEAR: 185 Days                      SALARY: Certificated Salary Schedule

BOARD APPROVAL:

## **BASIC FUNCTIONS:**

Provides an educational program to develop the potential of each pupil in grades K-8, or a combination thereof. **Note: this is a short-term position scheduled to conclude on June 30, 2022.**

## **REPRESENTATIVE DUTIES:**

1. Provide instruction for students in grades TK-8 as necessary (e.g. general ed teacher is unavailable, Student Study Team meetings, IEP meetings, special learning recovery instruction, etc.)
2. Teaches reading, language arts, social studies, mathematics, science, art, health, and physical education to pupils in a classroom utilizing a course of study adopted by the Board of Education, and uses appropriate learning activities.
3. Designs activities to engage students in cognitively challenging work aligned to standards.
4. Uses assessment data about individual students' academic strengths, needs, and progress in planning.
5. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
7. Establishes and maintains standards of pupil behavior needed to achieve an optimal learning atmosphere in the classroom.
8. Closely monitors student learning in order to understand how students are progressing toward the learning objectives and provides students with instructive and timely feedback that will move their learning forward.
9. Communicates with parents through parent meetings and individual conferences.
10. Initiates or participates in Individual Education Plan (IEP) meetings with administrators, faculty, parents and other parties involved to develop an IEP for eligible students.
11. Utilizes approved techniques to implement the IEP goals and continually monitors student progress toward IEP goals achievement.
12. Creates an effective environment for learning.
13. Maintains professional competence through participation in in-service education activities provided by the district and/or self-directed professional growth activities.
14. Supports and cooperates with colleagues in order to promote a professional school culture.

15. Performs basic attendance accounting service as required.
16. Participate in meetings as directed by the site administration.
17. Coordinate and integrate program activities for assigned Character Counts and Attendance Re Engagement Plan

**KNOWLEDGE OF:**

Knowledge of content and pedagogy necessary for effective instruction.

Knowledge of physical, intellectual, social and emotional development patterns of students.

**ABILITIES TO:**

Ability to differentiate instruction to meet diverse student learning needs.

Ability to cooperate with the school faculty and administration in the development of a coherent program of instruction.

Ability to work effectively with students, parents, and staff members in providing a suitable educational program.

Ability to communicate effectively including giving clear concise instructions, and providing appropriate feedback/reinforcement.

Ability to use academic language and appropriate level of instruction.

Ability to properly use and to care for the materials, supplies and equipment employed in teaching.

**EDUCATION AND EXPERIENCE:**

Teaching credential authorizing elementary instruction

English Learner Authorization

**LICENSES AND OTHER REQUIREMENTS:**

Fingerprints and tuberculosis clearance

**WORKING ENVIRONMENT:**

Classroom Setting