



SANTA ANA UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR OF EMPLOYEE RELATIONS

JOB SUMMARY:

Under the direction of the Associate Superintendent, Human Resources/designee, the Executive Director of Employee Relations directs the operations of the employee relations section in the Human Resources department. The Executive Director provides assistance, analyses, and advice in the specialized field of employer-employee relations and labor laws including performance management, employee discipline, collective bargaining, administrative hearings and proceedings, conducts investigations, advises management on a variety of complex employee relations actions, and recommends policy and regulations. Assures compliance with bargaining unit agreements, State and federal laws, Board/District policies and regulations, and other applicable rules.

REPRESENTATIVE DUTIES:

- Directs, plans, and coordinates the dismissal, discipline, and demotion documents of certificated, and classified and unclassified employees for presentation to the Board of Education for action. **E**
- Participate as a member of the District bargaining team in contract negotiations with employee associations, assist in the development of District proposals and in the analyses of employee proposals, and provide back-up assistance in the day-to-day administration of employee contracts. **E**
- Conducts investigations on issues pertaining to employee misconduct and discipline to ensure due process and reports findings. **E**
- Coordinates the formal and procedural aspects of employee disciplinary actions including researching facts, writing reports, coordinating legal resources, preparing witnesses, and reporting findings. **E**
- Meets with employees on issues related to investigations, grievance, contracts, complaints, and disputes to provide and obtain information. **E**
- Participates in the interactive process by attending meetings and recommending reasonable accommodation decisions. **E**
- Work with principals and other managers for appropriate supervision, evaluation, and discipline of classified and certificated personnel. **E**
- Serves as an advocate for the Office at various administrative proceedings, including, discipline appeal hearings before the Personnel Commission, certificated discipline proceedings before the Office Administrative Hearings, settlement, mediation, and other hearings before DFEH, EEOC, DOL, and Public Employment Relations Board (PERB); and arbitrations per union contracts. **E**
- Responds to Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and Department of Labor (DOL) complaints regarding unlawful discrimination, harassment, retaliation, and other violations of state and federal law involving classified and certificated staff. **E**

EXECUTIVE DIRECTOR OF EMPLOYEE RELATIONS (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Assists the Associate Superintendent with the District's Title IX coordination of services. **E**
- Conducts legal research regarding issues specific to employee relations. **E**
- Assists in the coordination of District mandated trainings and services. **E**
- Recommends and revises organizational policies, regulations, and contracts in accordance with federal and state laws and board policy. **E**
- May represent the Office in Personnel Commission disciplinary hearings and/or small claims court. **E**
- Monitors the documentation of all information related to criminal allegations made against any certificated, classified, or unclassified District employee including the monitoring of law enforcement investigations and court proceedings. **E**
- Directs and safeguards recordkeeping related to the notification process to the California Commission on Teacher Credentialing (CTC) regarding certificated employee misconduct. Ensures timely reporting is performed and timely responses are provided to CTC and for information and/or documentation as required by law. **E**
- Oversees, evaluates, and authorizes the release of records pursuant to subpoenas, employee authorizations, or inquiries from law enforcement agencies. **E**
- Appears in court and other administrative proceedings as an expert witness on behalf of the District, and reports on court cases in progress. **E**
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District personnel policies and procedures and general principals of employee relations.
- District goals and objectives, and organizational structure and functions.
- Provisions of the California Education Code, Title 5 of the Administrative Code, the California Penal Code, the Health and Safety Code, Board Rules, and other statutes and regulations pertinent to public school personnel administration.
- Laws, rules, court decisions, legal interpretations and regulations pertaining to employee relations and criminal matters.
- Fundamental principles and accepted practice, current trends, literature, and research in the field of employee relations.
- Legal principles, concepts, procedures, and research methods.
- Administrative laws and regulations, including proceedings before administrative bodies.

EXECUTIVE DIRECTOR OF EMPLOYEE RELATIONS (CONTINUED)

KNOWLEDGE AND ABILITIES: (continued)

Knowledge of:

- The California Education Code, the California Government Code (Educational Employment Relations Act – EERA), California Fair Employment and Housing Act, Title VII of the Civil Rights Act, Office for Civil Rights Title IX, Age Discrimination in Employment Act The American with Disabilities Act The Family Medical Leave Act, California Family Rights Act and other applicable state and federal laws concerning employment discrimination.
- Collective bargaining agreements for organization's bargaining units.
- General personnel management principles and practices, including selection, training, supervision, and performance evaluation.

Ability to:

- Work effectively with supervisors, peers, teachers, other District personnel, parents, community and union representatives, and other stakeholders, both individually and as a group.
- Manage confidential matters pertaining to the character and reputation of individual employees with discretion.
- Plan, organize, coordinate, prioritize, and review the work of a multi-unit operation.
- Analyze, develop, and implement changes in operating policies and procedures.
- Formulate and express ideas clearly and concisely in written reports and oral presentations.
- Interpret codes, statutes, ordinances, rules, and regulations as they affect personnel.
- Communicate effectively both orally and in writing.
- Accurately analyze complex situational problems and recommend an effective course of action; apply common sense, and step-by-step solutions.

EDUCATION AND EXPERIENCE:

- A bachelor's degree or equivalent in human resources management, psychology, business administration, public administration, education, or other fields closely related to the job requirements of this classification from an institution of higher learning accredited by a regional accrediting organization recognized by the Council of Higher Education Accreditation.
- Three years of professional-level experience in employee relations including conducting background investigations, arbitration, employee discipline, contract development, labor relations, contract administration, and negotiations.
- Equivalency Provision: A Juris Doctorate degree may substitute for two years of the required non-lead experience in personnel management, arbitration, employee discipline, or closely related field.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Private transportation between job sites may be required
- Biliterate (English/Spanish) desirable.

EXECUTIVE DIRECTOR OF EMPLOYEE RELATIONS (CONTINUED)

WORKING CONDITIONS:

Environment:

- Office/school environment.

Physical Abilities:

- Hearing and speaking accurately to exchange information and make presentations.
- Seeing to read materials.
- Drive a vehicle.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 6/14/22 (9/18)



**SANTA ANA UNIFIED SCHOOL DISTRICT
AFTER-SCHOOL INSTRUCTIONAL PROVIDER**

JOB SUMMARY:

Under the direction of the, Expanded Learning Site Supervisor, facilitate and implement After-school Instructional Provider program activities; provide assigned instruction for TK-12 students; provide supervision of after-school program students.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are distinguished from other positions in that these apply to an afterschool program setting, and the duties are specific to the Expanded Learning Program requirements. Incumbents in this position will implement program activities and instruction to TK-12 students. Employees assume responsibility for a variety of duties assigned in conjunction with the program requirements.

REPRESENTATIVE DUTIES:

- Work with and instruct TK-12 students individually and/or in small and large groups, while maintaining appropriate program ratios. **E**
- Implement effective classroom management, discipline and instructional strategies. **E**
- Set up activities on a daily basis; prepare and duplicate materials and operate instructional equipment. **E**
- Monitor and evaluate the instruction and the student's progress. **E**
- Maintain daily after-school attendance sign-in/sign-out log and other records as required. **E**
- Maintain the classroom or learning facility in a clean, organized and healthful manner; storage of materials is required on a daily basis. **E**
- Supervise students in and out of classroom during various after-school activities. **E**
- Maintain frequent and regular parent communication and support parent involvement. **E**
- Attend staff meetings/planning/training sessions on a weekly basis or as required. **E**
- Perform job related duties as assigned.

AFTER-SCHOOL INSTRUCTIONAL PROVIDER (CONTINUED)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Curriculum and instructional strategies appropriate to the assigned responsibility.
- Correct oral and written usage of English ~~and a designated second language~~.
- Basic grammar, spelling, punctuation and math.
- Simple record-keeping and filing techniques.
- Diversity of community, city and school District cultures and languages.

ABILITY TO:

- Demonstrate oral and written proficiency in English.
- Implement effective instructional after-school activities in the classroom.
- Learn the procedures and functions of assigned duties.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Communicate effectively both orally and in writing.
- Learn, understand and apply rules, regulations, procedures and policies.
- Understand and be sensitive to the needs and culture of TK-12 students.
- Work confidentially with discretion.
- Perform simple clerical duties.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- A minimum of 48 College Units or pass NCLB test
- Bilingual in Spanish preferred

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license or State or Federal Identification
- First Aid Certification desirable

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor/outdoor Classroom
- Playground environment.

AFTER-SCHOOL INSTRUCTIONAL PROVIDER (CONTINUED)

PHYSICAL ABILITIES:

- Seeing to monitor student work and read materials.
- Hearing and speaking accurately to exchange information.
- Dexterity of hands and fingers to operate instructional equipment.
- Bending at the waist, kneeling or crouching to assist students.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal interactive process.

Board Approved: June 14, 2022 (6/03,11/03)

**CERTIFICATED
PERSONNEL CALENDAR**

Personnel Calendar

Board Meeting - June 14, 2022

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RETIREMENT				
Ceja, Rosa	Elementary Teacher	Romero-Cruz Academy	June 3, 2022	
Christensen, Matthew	Teacher 9-12	Santa Ana	June 3, 2022	
RESIGNATIONS				
Alvarez, Maria	Teacher 9-12	Santa Ana	June 3, 2022	
Amador, Elizabeth	Principal	Thorpe Fundamental	June 30, 2022	
Galvan, Jacqueline	Elementary Teacher	Lincoln	June 3, 2022	
Jasso, Laura	Counselor	Willard	June 8, 2022	
Sanchez, Elida	Program Specialist	Support Services	May 20, 2022	
Santana, Daniel	Mod/ Severe (SH) Teacher	Willard	June 3, 2022	
NEW HIRES/REHIRES				
Hernandez, Vivian	Counselor	Martin	May 6, 2022	New Hire- Categorically Funded E.C. 44909
Reever, Keichea	Speech and Language Pathologist	SAVA	May 9, 2022	New Hire- Probationary I
Ruiz, Richard	School Social Worker	Support Services	May 17, 2022	New Hire- Probationary I
Salinas, Nattalee	School Nurse	Support Services	May 16, 2022	New Hire- Probationary II

Jennifer Flores, Associate Superintendent, Human Resources

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LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
NEW HIRES/REHIRES (CONTINUED)				
Sherman, Jacqueline	Teacher 9-12	CTE	May 23, 2022	New Hire- Code 44910 ROP Instructor
Williamson, Suzanne	Teacher 9-12	Godinez Fundamental	May 25, 2022	New Hire- Code 44910 ROP Instructor
CHANGE IN STATUS				
Anderson, Sarah	Counselor	Thorpe Fundamental	April 1, 2022	From Emergency 44911 to Probationary I
Elder, Christopher	Mild/Mod (RSP) Teacher	Santa Ana	April 1, 2022	From Intern to Probationary II
ADDITIONAL STIPENDS 2021-2022				
Agahi, Fariba		TIPS	2021-2022	Partnership Learning Coaches
Aguila, Dawn		TIPS	2021-2022	Partnership Learning Coaches
Almanzar, Kristi		TIPS	2021-2022	Mentor Stipend
Andersen, Sylvia		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Andersen, Sylvia		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Andersen, Sylvia		TIPS	2021-2022	Mentor Stipend
Avalos Gurrola, Luz		TIPS	2021-2022	Mentor Stipend
Bastida, Luz		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Bastida, Luz		TIPS	2021-2022	Mentor Stipend
Bedol-Collins, Ricki		TIPS	2021-2022	Mentor Stipend
Bedol-Collins, Ricki		TIPS	2021-2022	Partnership Learning Coaches
Beltran, Ammy		TIPS	2021-2022	Mentor Stipend
Beltran, Ammy		TIPS	2021-2022	Partnership Learning Coaches
Benavides, Bertha		TIPS	2021-2022	Admin Induction Mentor Stipend
Ben-Jacob, Ashley		TIPS	2021-2022	Mentor Stipend
Ben-Jacob, Ashley		TIPS	2021-2022	Partnership Learning Coaches
Braun, Kerri		TIPS	2021-2022	Admin Induction Mentor Stipend
Brown, Allison		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Brown, Allison		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Brown, Allison		TIPS	2021-2022	Partnership Learning Coaches
Bruhl, Jimmy		TIPS	2021-2022	Admin Induction Mentor Stipend
Caldwell, Jaime		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Caldwell, Jaime		TIPS	2021-2022	Mentor Stipend
Camacho, Graciela		TIPS	2021-2022	Mentor Stipend
Camacho, Graciela		TIPS	2021-2022	Partnership Learning Coaches
Cantey, Amanda		TIPS	2021-2022	Mentor Stipend
Cardenas, Majorie		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Cardenas, Majorie		TIPS	2021-2022	Mentor Stipend
Castellanos, Xavier		TIPS	2021-2022	Mentor Stipend
Castro, Laura		TIPS	2021-2022	Mentor Stipend
Castro, Laura		TIPS	2021-2022	Partnership Learning Coaches
C'de Baca, Cooper		TIPS	2021-2022	Partnership Learning Coaches
Cervantes, Julissa		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Cervantes, Julissa		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Chin-Barry, Katie		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Chin-Barry, Katie		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Chin-Barry, Katie		TIPS	2021-2022	Mentor Stipend
Chino, Brenda		TIPS	2021-2022	Mentor Stipend
Cocca-Gaskin, Anastasia		TIPS	2021-2022	Mentor Stipend
Cocca-Gaskin, Anastasia		TIPS	2021-2022	Partnership Learning Coaches
Cochran, Marjorie		TIPS	2021-2022	Admin Induction Mentor Stipend
Cockrill, Kelly		TIPS	2021-2022	Mentor Stipend
Colombo, Anna		TIPS	2021-2022	Mentor Stipend
Conover, Matthew		TIPS	2021-2022	Mentor Stipend
Conroy, Judi		TIPS	2021-2022	Mentor Stipend
Cronmiller, Kelsey		TIPS	2021-2022	Mentor Stipend
Curtis, Matthew		TIPS	2021-2022	Mentor Stipend
Curtis, Matthew		TIPS	2021-2022	Partnership Learning Coaches
Detviler, Tammra		TIPS	2021-2022	Mentor Stipend
Dodge, Scott		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Dodge, Scott		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Domingo, Crystal		TIPS	2021-2022	Mentor Stipend
Earl, Andrea		TIPS	2021-2022	Mentor Stipend
Eastly, Nicole		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Eastly, Nicole		TIPS	2021-2022	Mentor Stipend
Eastly, Nicole		TIPS	2021-2022	Partnership Learning Coaches
Edward, Marina		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Edward, Marina		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Edward, Marina		TIPS	2021-2022	Mentor Stipend
Ehlow, Lisa		TIPS	2021-2022	Mentor Stipend
Ekno, Desiree		TIPS	2021-2022	Mentor Stipend
Espinoza, Nayely		TIPS	2021-2022	Mentor Stipend
Ezzeldine, Omar		TIPS	2021-2022	Admin Induction Mentor Stipend
Garcia, Eneida		TIPS	2021-2022	Partnership Learning Coaches
Garcia, Kimberly		TIPS	2021-2022	Admin Induction Mentor Stipend
Garcia, Teresa		TIPS	2021-2022	Mentor Stipend
Gentry, Jennifer		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Gil, Rachel		TIPS	2021-2022	Mentor Stipend
Gil, Rachel		TIPS	2021-2022	Partnership Learning Coaches
Giuseffi, Robyn		TIPS	2021-2022	Mentor Stipend
Golding, Matthew		TIPS	2021-2022	Mentor Stipend
Gonzalez, Ray		TIPS	2021-2022	Admin Induction Mentor Stipend
Greene, Meg		TIPS	2021-2022	Stipend
Grinde, James		TIPS	2021-2022	Mentor Stipend
Hammitt, Wendy		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Hammitt, Wendy		TIPS	2021-2022	Mentor Stipend
Hammitt, Wendy		TIPS	2021-2022	Partnership Learning Coaches
Hanson, Vivian		TIPS	2021-2022	Partnership Learning Coaches
Harney, Jamie		TIPS	2021-2022	Mentor Stipend
Havlik, Joshua		TIPS	2021-2022	Partnership Learning Coaches
Hernandez, Maria		TIPS	2021-2022	Mentor Stipend
Hernandez, Maria		TIPS	2021-2022	Partnership Learning Coaches
Hightower, Sandra		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022

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Board Meeting - June 14, 2022

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Hightower, Sandra		TIPS	2021-2022	Mentor Stipend
Holland, Caran		TIPS	2021-2022	Mentor Stipend
Hsu, Maylin		TIPS	2021-2022	Mentor Stipend
Huizar, Ann		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Huizar, Ann		TIPS	2021-2022	Mentor Stipend
Ingles, Patricia		TIPS	2021-2022	Mentor Stipend
Jefferson, Laily		TIPS	2021-2022	Mentor Stipend
Johnson, Victor		TIPS	2021-2022	Mentor Stipend
Juarez, Crystal		TIPS	2021-2022	Mentor Stipend
Kadinoff, Naomi		TIPS	2021-2022	Mentor Stipend
Kerkhof-Martin, Jeanette		TIPS	2021-2022	Mentor Stipend
Laguna-Caturegli, Julie		TIPS	2021-2022	Mentor Stipend
Larsen, Jacob		TIPS	2021-2022	Mentor Stipend
Lastra Short, Lupe		TIPS	2021-2022	Mentor Stipend
Lemus, Devora		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Lemus, Devora		TIPS	2021-2022	Mentor Stipend
Lopez, Jennifer		TIPS	2021-2022	Mentor Stipend
Lopez, Luis		TIPS	2021-2022	Mentor Stipend
Luong, Julie		TIPS	2021-2022	Mentor Stipend
Lutack, Ian		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Lutack, Ian		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Lutack, Ian		TIPS	2021-2022	Mentor Stipend
Magruder, Jill		TIPS	2021-2022	Mentor Stipend
Martinez, Rene		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Martinez, Rene		TIPS	2021-2022	Mentor Stipend
Martinez, Rene		TIPS	2021-2022	Partnership Learning Coaches
Mata-Azvedo, Theresa		TIPS	2021-2022	Mentor Stipend
McMahon, Jeanette		TIPS	2021-2022	Mentor Stipend
McMahon, Jeanette		TIPS	2021-2022	Partnership Learning Coaches
Medina, Carolina		TIPS	2021-2022	Mentor Stipend
Mendoza, Stephanie		TIPS	2021-2022	Mentor Stipend
Mirhashemi, Niloufar		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Mirhashemi, Niloufar		TIPS	2021-2022	Mentor Stipend
Margaret		TIPS	2021-2022	Mentor Stipend
Morales, Leticia		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Morales, Leticia		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Morales, Vanessa		TIPS	2021-2022	Mentor Stipend
Morten, Jessica		TIPS	2021-2022	Mentor Stipend
Moure, Deborah		TIPS	2021-2022	Partnership Learning Coaches
Muniz, Ignacio		TIPS	2021-2022	Admin Induction Mentor Stipend
Munoz, Lizdelia		TIPS	2021-2022	Mentor Stipend
Nguyen, Demi		TIPS	2021-2022	Mentor Stipend
Nicholson, MaryEllen		TIPS	2021-2022	Mentor Stipend
Ninofranco, John		TIPS	2021-2022	Mentor Stipend
Nixon, Walter		TIPS	2021-2022	Partnership Learning Coaches
Noriega, Belinda		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Noriega, Belinda		TIPS	2021-2022	Mentor Stipend
Norwood, Tricia		TIPS	2021-2022	Mentor Stipend
Norwood, Tricia		TIPS	2021-2022	Partnership Learning Coaches
Nunez, Jesus		TIPS	2021-2022	Admin Induction Mentor Stipend
Obleda, Allison		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Obleda, Allison		TIPS	2021-2022	Mentor Stipend
Ochoa, Jackie		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Olivas, Erika		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Olivas, Erika		TIPS	2021-2022	Mentor Stipend
Pena, Giancarlo		TIPS	2021-2022	Mentor Stipend
Pena, Giancarlo		TIPS	2021-2022	Partnership Learning Coaches
Pennett, Sandra		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Pennett, Sandra		TIPS	2021-2022	Mentor Stipend
Peterson, Erik		TIPS	2021-2022	Mentor Stipend
Peterson, Erik		TIPS	2021-2022	Partnership Learning Coaches
Petrova, Nikolina		TIPS	2021-2022	Mentor Stipend
Ramirez, Scott		TIPS	2021-2022	Mentor Stipend
Ramirez, Scott		TIPS	2021-2022	Partnership Learning Coaches
Reinhart, Veronica		TIPS	2021-2022	Mentor Stipend
Rendon Cardenas, Patricia		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Rendon Cardenas, Patricia		TIPS	2021-2022	Mentor Stipend
Renzaz, Ellen		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022

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Renzaz, Ellen		TIPS	2021-2022	Mentor Stipend
Rhone, Cyndi		TIPS	2021-2022	Mentor Stipend
Ricca, Tracy		TIPS	2021-2022	Mentor Stipend
Riturban, Vanessa		TIPS	2021-2022	Mentor Stipend
Rivero Carillo, Virginia		TIPS	2021-2022	Mentor Stipend
Rossmann, Erik		TIPS	2021-2022	Mentor Stipend
Rozema, Jeffrey		TIPS	2021-2022	Admin Induction Mentor Stipend
Sackett, Rebecca		TIPS	2021-2022	Mentor Stipend
Sackett, Rebecca		TIPS	2021-2022	Partnership Learning Coaches
Salas, April		TIPS	2021-2022	Mentor Stipend
Saltzer, Robin		TIPS	2021-2022	Mentor Stipend
Sanchez, Rudy		TIPS	2021-2022	Mentor Stipend
Sanchez, Susan		TIPS	2021-2022	Mentor Stipend
Santana, Jennifer		TIPS	2021-2022	Mentor Stipend
Schlensker, Nicholas		TIPS	2021-2022	Mentor Stipend
Shorey, Sara		TIPS	2021-2022	Admin Induction Mentor Stipend
Siddall, Marie		TIPS	2021-2022	Mentor Stipend
Silva, Jesus		TIPS	2021-2022	Mentor Stipend
Siratt, Julie		TIPS	2021-2022	Mentor Stipend
Small, Deborah		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Small, Deborah		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Smith, Kathryn		TIPS	2021-2022	Mentor Stipend
Smith, Kathryn		TIPS	2021-2022	Partnership Learning Coaches
Sohner, Kelly		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Sohner, Kelly		TIPS	2021-2022	Mentor Stipend
Sohner, Kelly		TIPS	2021-2022	Partnership Learning Coaches
Sosa, Griselda		TIPS	2021-2022	Mentor Stipend
Spitzer, Cynthia		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Spitzer, Cynthia		TIPS	2021-2022	Mentor Stipend
Splitzer, Cynthia		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Stoewsand, Shelby		TIPS	2021-2022	Mentor Stipend
Strazzulla, Shannon		TIPS	2021-2022	Mentor Stipend
Strazzulla, Shannon		TIPS	2021-2022	Partnership Learning Coaches
Streckfus, AnneMarie		TIPS	2021-2022	Mentor Stipend
Striegl, Telly		TIPS	2021-2022	Mentor Stipend
Su, Kathy		TIPS	2021-2022	Mentor Stipend
Sullivan, Christina		TIPS	2021-2022	Mentor Stipend
Taylor, Jennifer		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Taylor, Jennifer		TIPS	2021-2022	Partnership Learning Coaches
Terich, Mike		TIPS	2021-2022	Mentor Stipend
Thornton, Hanan		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Thornton, Hanan		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Thornton, Hanan		TIPS	2021-2022	Mentor Stipend
Timmons, Eric		TIPS	2021-2022	Mentor Stipend
Torres-Leyva, Angelica		TIPS	2021-2022	Mentor Stipend
Tran, Kenny		TIPS	2021-2022	Partnership Learning Coaches
Tran, Khanh		TIPS	2021-2022	Mentor Stipend
Verdesoto, Karla		TIPS	2021-2022	Partnership Learning Coaches
Verhaegen, Terri		TIPS	2021-2022	Mentor Stipend
Verhaegen, Terri		TIPS	2021-2022	Partnership Learning Coaches
Wedekind, Patricia		TIPS	2021-2022	Mentor Stipend
Wolk, Emily		TIPS	2021-2022	Admin Induction Mentor Stipend
Wood, Jennifer		TIPS	2021-2022	Mentor Stipend

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ADDITIONAL STIPENDS 2021-2022 (CONTINUED)				
Yen, Ju-Yin		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Yen, Ju-Yin		TIPS	2021-2022	Mentor Stipend
Young, Annie		TIPS	2021-2022	Mentor Stipend
Younger, Elisa		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Younger, Elisa		TIPS	2021-2022	Mentor Stipend
Zarate, Rosa		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Zarate, Rosa		TIPS	2021-2022	Mentor Stipend
Zarate, Rosa		TIPS	2021-2022	Partnership Learning Coaches
Zertuche, Denise		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 9, 2022
Zertuche, Denise		TIPS	2021-2022	California Standards for the Teaching Profession Event Date May 11, 2022
Zertuche, Denise		TIPS	2021-2022	Mentor Stipend
BEGINNING TEACHER INCENTIVE FUNDING				
Andres, Tina		MacArthur Fundamental	2021-2022	Math

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BEGINNING TEACHER INCENTIVE FUNDING (CONTINUED)				
Axton, James		MacArthur Fundamental	2021-2022	Math
Beaumont, John		Century	2021-2022	Science
Bennett, Christine		Mendez Fundamental	2021-2022	Math
Berger, Jill		Segerstrom	2021-2022	Mild/Moderate
Bushnell, Karen		Mitchell	2021-2022	Mild/Moderate
Camacho, Octavio		Middle College	2021-2022	Math
Collins, Rachelle		Santa Ana	2021-2022	Mild/Moderate
Corell, Julie		Speech Department	2021-2022	Speech
Cuellar, Alice		Special Education	2021-2022	Adapted PE
Curtis, Christina		Speech Department	2021-2022	Speech
Detviler, Tammra		Santa Ana	2021-2022	Mild/Moderate
Dolan, Laura		Speech Department	2021-2022	Speech
Dukus, Robert		Santa Ana	2021-2022	Science
Eidenmuller, Gail		Special Education	2021-2022	Mild/Moderate
Elizondo, Gerard		Godinez Fundamental	2021-2022	Math
Garcia, Reuben		Valley	2021-2022	Science
Gaw, Catherine		Lorin Grisct	2021-2022	Math
Gundy, Afaf		Century	2021-2022	Science
Gwinup, Andrea		Speech Department	2021-2022	Speech
Harrington, Judy		Roosevelt/Walker	2021-2022	Mild/Moderate
Hefner, Anne		Speech Department	2021-2022	Speech
Jara, Ricardo		Santa Ana	2021-2022	Science
Kirchberg, John		Valley	2021-2022	Science
Kong, Dawn		Saddleback	2021-2022	Math
Kotler, Holly		MacArthur Fundamental	2021-2022	Math
Mata-Azvedo, Theresa		Taft	2021-2022	Mild/Moderate

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BEGINNING TEACHER INCENTIVE FUNDING (CONTINUED)				
Mercer, Susan		Esqueda	2021-2022	Math
Moreno, Jeanine		Mendez Fundamental	2021-2022	Math
Musngi, Noemi		Godinez Fundamental	2021-2022	Science
O'Brien, Lisa		Roosevelt/Walker	2021-2022	Mild/Moderate
Park, Cheryl		Century	2021-2022	Science
Pondell, Katrina		Transition Programs	2021-2022	Mild/Moderate
Price-Flores, Deborah		Mitchell	2021-2022	Mild/Moderate
Purdy, Christine		Speech Department	2021-2022	Speech
Richardson, Craig		Valley	2021-2022	Science
Salgado, Veronica		Century	2021-2022	Moderate/Severe
Sandoval, Paula		Segerstrom	2021-2022	Moderate/Severe
Setlich, Laurette		Century	2021-2022	Science
Sommer, Kimberly		Mitchell	2021-2022	Mild/Moderate
Steele-Hasen, Lisa		Chavez	2021-2022	Mild/Moderate
Stotelmeyer, Stephanie		Segerstrom	2021-2022	Mild/Moderate
Tamayo-Nikolenko, Judith		Speech Department	2021-2022	Speech
Tarnow, Paula		Valley	2021-2022	Mild/Moderate
Tayco, Lance		Santa Ana	2021-2022	Science
Valle, Michele		Speech Department	2021-2022	Speech
Wright, Lori		Saddleback	2021-2022	Math
CO-CURRICULAR 2021-2022				
Carrillo, Felix		CTE	2021-2022	Automotive Academy
Fe, Helen		CTE	2021-2022	Health Academy
Garcia, Saul		CTE	2021-2022	Automotive Academy

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CO-CURRICULAR 2021-2022 (CONTINUED)				
Kim, Young-Chul		CTE	2021-2022	Culinary Arts
Lomeli, Norma		CTE	2021-2022	Engineering
Nusbickel, Thomas		CTE	2021-2022	Engineering Design
Santiago, Joanna		CTE	2021-2022	Global Business Academy
Sepulveda, Kristin		CTE	2021-2022	Culinary Arts
Vu, Minh		CTE	2021-2022	Engineering/CT Academy
Cabrera, Cassandra		Mendez Fundamental	2021-2022	Pentathlon
Cabrera, Cassandra		Mendez Fundamental	2021-2022	Academic Coach
Cebreroes, Yamilet		Mendez Fundamental	2021-2022	Pentathlon
Cesena, Angelica		Mendez Fundamental	2021-2022	Pentathlon
Diaz, Jose		Mendez Fundamental	2021-2022	Academic Coach
McDonald, Charles		Mendez Fundamental	2021-2022	Pentathlon
Phan, Joanne		Mendez Fundamental	2021-2022	Pentathlon
Radford, David		Mendez Fundamental	2021-2022	Academic Coach
Reyes, Ashley		Mendez Fundamental	2021-2022	Pentathlon
Soto, Janet		Mendez Fundamental	2021-2022	Pentathlon
DEPARTMENT CHAIRS 2021-2022				
Davison, Justin		SAVA	2021-2022	Math: Grade 9-12
Harris, Olivia		SAVA	2021-2022	AVID: Grade 6-8 and Grade 9-12
Hess, Thomas		SAVA	2021-2022	English: Grade 9-12
Leonard, Amanda		SAVA	2021-2022	9-12
Perez, Aliset		SAVA	2021-2022	Special Education

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DEPARTMENT CHAIRS 2021-2022 (CONTINUED)				
Schlissel, Aileen		SAVA	2021-2022	Special Education
Shipley, Brandi		SAVA	2021-2022	English: Grade 6-8
Spurgeon, Sherry		SAVA	2021-2022	Math (50% Shared)
Stoewsand, Shelby		SAVA	2021-2022	9-12
Taylor, Joshua		SAVA	2021-2022	Grade 9-12
Vasil, Jennifer		SAVA	2021-2022	Math (50% Shared)
FALL SPORTS 2021-2022				
Fredericksen, Timothy		MacArthur Fundamental	2021-2022	Soccer and Tournament
INTRAMURAL ATHLETIC DIRECTOR 2021-2022				
Bahena, Jose		Villa Fundamental	2021-2022	
MASTER TEACHER STIPEND				
Gunderson, Julie		Human Resources	2021-2022	
Nikolenko, Judy		Human Resources	2021-2022	
Orrante, Rebecca		Human Resources	2021-2022	
Vu, Khanh		Human Resources	2021-2022	
SPRING SPORTS 2021-2022				
Cernicky, Hannah		Carr	2021-2022	Cross Country and Tournament

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SPRING SPORTS 2021-2022 (CONTINUED)				
Galaviz, Lucero		Carr	2021-2022	Cross Country and Tournament
Moreno, Edgard		Carr	2021-2022	Cross Country and Tournament
Rivera, Rudy		Carr	2021-2022	Cross Country and Tournament
Caroompas, John		Segerstrom	2021-2022	Volleyball (CIF 1 Week)
DeMent, Russell		Segerstrom	2021-2022	Baseball (CIF 2 Weeks)
Perterson, Erik		Segerstrom	2021-2022	Track (CIF 1 Week)
Robertson, Courtney		Segerstrom	2021-2022	Swimming (CIF 1 Week)
Sanchez, Daniel		Segerstrom	2021-2022	Track (CIF 1 Week)
Stevenson, Neil		Segerstrom	2021-2022	Track (CIF 1 Week)
Vanags, Michael		Segerstrom	2021-2022	Lacrosse (CIF 1 Week)
Vu, Lan		Segerstrom	2021-2022	Track (CIF 1 Week)
WINTER SPORTS 2021-2022				
Callanan, Jason		MacArthur Fundamental	2021-2022	Soccer and Tournament
Fredericksen, Timothy		MacArthur Fundamental	2021-2022	Soccer and Tournament
GATE COORDINATOR STIPENDS 2021-2022				
Agahi, Fariba		Edison	2021-2022	
Alexander, Jean		Pio Pico	2021-2022	

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GATE COORDINATOR STIPENDS 2021-2022 (CONTINUED)				
Arroyo, Hazelle		Mendez Fundamental	2021-2022	
Beltran-Gonzalez, Gabriela		McFadden Institute of Technology	2021-2022	
Blanco, Maribel		Kennedy	2021-2022	
Botch, Karisa		SAVA	2021-2022	
Boyce, Haley		Lathrop	2021-2022	
Burger, Libna		Romero-Cruz Academy	2021-2022	
Chandler, Sharon		Esqueda	2021-2022	
Conover, Matthew		Valley	2021-2022	
Contreras, Redonda		Sierra Academy	2021-2022	
Copengaver, Jennifer		Harvey	2021-2022	
Cumming, Tricia		Thorpe Fundamental	2021-2022	
Dominguez, Nieves		Lincoln	2021-2022	
Fleming, Polly		Jackson	2021-2022	
Garcia, Jesus		Diamond	2021-2022	
Giorgio, Janelle		Santiago	2021-2022	
Gomez, Laura		Martin	2021-2022	
Guzman, Irene		Heninger	2021-2022	
Hammit, Wendy		Roosevelt-Walker	2021-2022	
Holst, Christopher		Esqueda	2021-2022	
Jimenez, Gabriela		Heroes	2021-2022	
Jimeno, Clare		Muir Fundamental	2021-2022	
Leyva, Susan		Monte Vista	2021-2022	
Liebman, Seth		Kennedy	2021-2022	
Lostanau, Jessica		Taft	2021-2022	
Ludd, Catherine		Carver	2021-2022	

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GATE COORDINATOR STIPENDS 2021-2022 (CONTINUED)				
Lund, Amber		Segerstrom	2021-2022	
Magruder, Jil		Carr	2021-2022	
Marcus, Stephanie		Greenville Fundamental	2021-2022	
Matsuda, Maricela		Davis	2021-2022	
Meneghini, Julie		Heninger	2021-2022	
Olivas, Desiree		Garfield	2021-2022	
Oswandel, Elizabeth		Lathrop	2021-2022	
Pappas, Mercedes		Martin	2021-2022	
Pollard, Kristine		Jefferson	2021-2022	
Raasch, Janice		Washington	2021-2022	
Savelsberg, Patricia		ALA	2021-2022	
Seibert, Sarah		Santiago	2021-2022	
Serna-Bates, Jessica		ALA	2021-2022	
Silva, Jesus		Monroe	2021-2022	
Silvestre, Ricardo		Fremont	2021-2022	
Simon, Tracy		Greenville Fundamental	2021-2022	
Sleiman, Angela		Franklin	2021-2022	
Slonkosky, Margaret		Madison	2021-2022	
Sobh, Sabah		Willard	2021-2022	
Statler, Monique		Godinez Fundamental	2021-2022	
Sullivan, Lory		Carr	2021-2022	
Tran, Chyna		Saddleback	2021-2022	
Valenzuela, Norma		King	2021-2022	
Van De Merhel, Caroline		MacArthur Fundamental	2021-2022	
Villa, Liza		Lowell	2021-2022	
Wright, Jennifer		Adams	2021-2022	

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LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RETIREMENT				
Lopez, Glen	Custodian	Building Services	May 24, 2022	
Martin, Maria	Activity Monitor	Heninger	June 2, 2022	
RESIGNATIONS				
Arzaga, Dolores	Behavior Support Provider	District Office	March 16, 2022	
Colbert, Kedarious O.	Senior Facilities Planner	District Office	May 13, 2022	
Favela Gomez, Abel	Energy Manager	District Office	April 29, 2022	
Finley, Mache	Student Support Paraprofessional - Special Education	Seegerstrom	June 2, 2022	
Gaspar, Michelle	Nutrition Services Lead-Satellite Kitchen	Nutrition Services	April 11, 2022	
Guerrero, Nuvia	FACE Liaison	District Office	May 2, 2022	School Counselor @ Wilson
Haro, Ricardo Junior	Custodian	Head Start	June 3, 2022	
Hernandez Miranda Osornio, Karen I.	Activity Monitor	Santa Ana	May 9, 2022	
Kelly, Michael	Electronics and Technology Support Technician	Building Services	May 11, 2022	
Macik, Justin	Custodian	Building Services	May 13, 2022	
Mercado, Michelle	Instructional Assistant Severely Disabled	Century	May 10, 2022	
Nunez, Sandra	Licensed Vocational Nurse	Madison	May 11, 2022	
Ortiz, Maritza	Instructional Assistant Provider	Santa Ana	May 26, 2022	
Pichardo de Ortiz, Estela	Nutrition Services Assistant	REACH Academy	June 2, 2022	
Rios, Jaqueline	Activity Monitor	Santa Ana	May 13, 2022	
Rios, Paola	Student Support Paraprofessional - Special Education	Pio Pico	May 13, 2022	
Ruiz, Fernando	Custodian	Building Services	April 22, 2022	

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LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
RESIGNATIONS (Continued)				
Tello, Jackline Marie	After School Instructional Provider	Pio Pico	June 2, 2022	
Vargas, Maricruz	After School Instructional Provider	Jackson	April 29, 2022	
Vidal Ponce, Jose	Nutrition Services Assistant	Saddleback	May 13, 2022	
ABSENCE (3 to 20 duty days) - Without Pay				
Elias, Marvin	Student Support Paraprofessional - Special Education	McFadden Institute of Technology	May 6, 2022 to June 3, 2022	
Rose, Blake	Autism Paraprofessional	Jefferson	May 11, 2022 to June 1, 2022	
LEAVE (21 duty days or more) - Without Pay				
Bustos, Dody	Site Coordinator	Esqueda	March 21, 2022 to May 31, 2022	
VOLUNTARY DEMOTION				
Garcia, Guadalupe	Migrant Education Communication Assistant	District Office	April 18, 2022	Grade/Step 30/6
PROBATIONARY APPOINTMENTS				
Acosta, Amy C.	Administrative Secretary	Facilities Planning	May 31, 2022	Grade/Step 30/1 *Filling an existing vacancy

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LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
PROBATIONARY APPOINTMENTS (Continued)				
Alaniz, Ilieana	Licensed Vocational Nurse	Support Services	May 23, 2022	Grade/Step 24/4 *Filling an existing vacancy
Cardona, Sonia	Activity Monitor	Esqueda	May 16, 2022	Grade/Step 10/2 *Filling an existing vacancy
Castillo, Jesus Alberto	Translator Interpreter II	Support Services	May 31, 2022	Grade/Step 32/1 *Filling an existing vacancy
Garcia, Kimberlin	Student Support Paraprofessional - Special Education	Lowell	May 23, 2022	Grade/Step 19/3 *Filling an existing vacancy
Hernandez, Cristian	District Safety Officer	School Police	May 24, 2022	Grade/Step 31/1 *Filling an existing vacancy
Moreno, Taryn	Instructional Assistant Severely Disabled	Sierra Preparatory Academy	May 24, 2022	Grade/Step 20/1 *New Position
Quinonez, Itzel	Instructional Assistant Severely Disabled	Valley	May 17, 2022	Grade/Step 20/4 *Filling an existing vacancy
Rodriguez, Drake	Activity Monitor	Valley	May 18, 2022	Grade/Step 10/1 *Filling an existing vacancy
Shorey, Summer	Instructional Assistant Severely Disabled	Mitchell CDC	May 23, 2022	Grade/Step 20/1 *Filling an existing vacancy

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LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
PROMOTIONAL APPOINTMENTS				
Lor, Sorphier Seng	Computer Technician I	Harvey	May 16, 2022	From Site Clerk Grade/Step 24/4 to Grade/Step 28/3 *Creating a new vacancy
Mier, Claudia	Community Worker	ECE	May 13, 2022	From Teacher's Aide HDS Grade/Step 10/6 to HDS Grade/Step 20/2 *Creates a new vacancy
Santana, Jennifer	Autism Paraprofessional	Davis	May 20, 2022	From SSP Special Ed. Grade/Step 19/1 to Grade/Step 24/1 *Creates a new Vacancy
Soria, Magdalena	School Police Office Specialist	School Police	May 2, 2022	From Site Clerk Grade/Step 24/2 to Grade/Step 27/2 *Creating a new vacancy
ADJUSTMENT OF WORKING ASSIGNMENT				
Alonzo, Mariela	Nutrition Services Assistant	Nutrition Services	May 18, 2022	6.5 hrs to 8 hrs
Barajas, Irma	Nutrition Services Assistant	Nutrition Services	May 18, 2022	6.5 hrs to 8 hrs
Esparza, Maria	Nutrition Services Assistant	Nutrition Services	May 18, 2022	6.5 hrs to 8 hrs
Fernandez Coria, Esbeydi	Nutrition Services Assistant	Nutrition Services	May 18, 2022	6.5 hrs to 8 hrs
Flores, Georgina	Nutrition Services Assistant	Nutrition Services	May 2, 2022	6.5 hrs to 8 hrs
Garcia, Rosa	Nutrition Services Assistant	Nutrition Services	May 18, 2022	6.5 hrs to 8 hrs
Pyon, Maria	Nutrition Services Assistant	Nutrition Services	May 18, 2022	6.5 hrs to 8 hrs
Silva, Susana	Nutrition Services Assistant	Nutrition Services	May 2, 2022	6.5 hrs to 8 hrs
Soto, Maria Luisa	Nutrition Services Assistant	Nutrition Services	May 18, 2022	6.5 hrs to 8 hrs

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LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
REAPPOINTMENT (Returned from LOA)				
Echeverria-Salinas, Sandy	Site Coordinator	District Office	May 16, 2022	
TEMPORARY ASSIGNMENTS				
Aboytes, Lorena	Site Coordinator	Advanced Learning Academy	May 16, 2022 to June 2, 2022	Hourly Rate \$26.53
Alarcon, Martha	Senior Secretary	Head Start	March 29, 2022 to June 30, 2022	Head Start Grade/Step 27/6
Avila de Garcia, Cindy	Library Media Technician	Pio Pico	May 23, 2022 to June 2, 2022	Correction from 5/24/22 Grade/Step 25/1
Bedolla, Oscar	Lead Custodian	Santa Ana	May 24, 2022 to May 31, 2022	Grade/Step 28/5
Diaz, Jasmin	Site Coordinator	Monroe	May 4, 2022 to May 23, 2022	Hourly Rate \$26.53
Eutimio, Karina	Site Coordinator	Valley	May 2, 2022 to June 10, 2022	Hourly Rate \$26.53
Magallon, Mario	Senior Groundskeeper	Building Services	May 16, 2022 to May 27, 2022	Grade/Step 30/4
Margo, Tiffany	Attendance Technician	Segerstrom	May 2, 2022 to June 10, 2022	Grade/Step 24/6
Marin, Epifania	Roving Lead Custodian	Taft/Monroe	April 11, 2022 to July 13, 2022	Grade/Step 28/3
Marquez, Blanca	Office Manager	Willard	May 23, 2022 to June 16, 2022	Grade/Step 28/2
Mireles, Christopher	Acting Sergeant	School Police	May 1, 2022 to June 30, 2022	Mgmt. Grade/Step 125/4
Lopez, Jason	Energy Conservation Manager	Building Services	May 2, 2022 to May 31, 2022	Mgmt. Grade/Step 123/3

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LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
TEMPORARY ASSIGNMENTS (Continued)				
Pichardo, Janet	Attendance Technician	Romero-Cruz Academy	May 2, 2022 to May 27, 2022	Grade/Step 24/1
Sanchez, Luis	Acting Sergeant	School Police	May 1, 2022 to June 30, 2022	Mgmt. Grade/Step 125/4
Sanchez-Miranda, Ivette	Senior Facilities Planner	District Office	May 16, 2022 to June 30, 2022	Mgmt. Grade/Step 123/6
Sintora, Cristina	Plant Custodian	Lathrop	June 8, 2022 to June 28, 2022	Grade/Step 32/2
Tirado, Lizet	Site Coordinator	Sierra Preparatory Academy	May 16, 2022 to June 2, 2022	Hourly Rate \$26.53
HOURLY APPOINTMENTS				
Corte, Abril	Instructional Assistant Provider	District Office	May 23, 2022	Grade/Step 16/1
HOURLY APPOINTMENTS (Temporary)				
Gonzales, Ashley M.	Instructional Assistant Provider	District Office	May 23, 2022	Grade/Step 16/1
Ruiz, Bryan	AVID Tutor	Saddleback	May 26, 2022	Grade/Step 16/1
EXTRA DUTY (Stipends)				
Conejo, Edwin		Mendez Fundamental	2021-2022	Track and Field
Penunuri, Jesse		Mendez Fundamental	2021-2022	Track and Field
Alcado, Rafael		Santa Ana	2021-2022	Volleyball (1 Weeks)
Cruz Marquez, Mario		Santa Ana	2021-2022	Track and Field (1 Week)
Cruz, Maer		Santa Ana	2021-2022	Swimming (1 Week)
Mateo, Patricia		Santa Ana	2021-2022	Track and Field (1 Week)

**Personnel Calendar
Board Meeting - June 14, 2022**

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
EXTRA DUTY (Stipends)(Continued)				
Mckee, Jeff		Santa Ana	2021-2022	Baseball (1 Week)
Nava, Carlos		Santa Ana	2021-2022	Track and Field (1 Week)
Nguyen, Tuyetmai		Santa Ana	2021-2022	Track and Field (1 Week)
Ramirez, Rolando		Santa Ana	2021-2022	Baseball (1 Week)
Reyes, Eduardo		Santa Ana	2021-2022	Tennis (1 Week)
Rivas, Eric		Santa Ana	2021-2022	Baseball (1 Week)
Rodriguez, Albert		Santa Ana	2021-2022	Softball (1 Week)
Silva, David		Santa Ana	2021-2022	Baseball (1 Week)
Guerrero, Maria		MacArthur Fundamental	2021-2022	Basketball and Tournament
Penaloza, Jose		Godinez Fundamental	2021-2022	CIF Playoffs (1 Week)
Pintor, Teresa		Godinez Fundamental	2021-2022	CIF Playoffs (1 Week)
Alaman Jr. Alvin L.		Valley	2021-2022	Track and Field
Alaman, Alvin		Valley	2021-2022	Tennis
Armstrong, James		Valley	2021-2022	Swimming and Water Polo (3 Weeks)
Barret, Levelle		Valley	2021-2022	Softball
Barroso, Vanessa		Valley	2021-2022	Cheer
Castro, Joshua		Valley	2021-2022	Baseball (90%)
Cazares, Alexander		Valley	2021-2022	Baseball (90%)
Cruz, Andrew		Valley	2021-2022	Football (3 Weeks)
Eutimio, Christian		Valley	2021-2022	Track and Field and
Godinez, Rafael		Valley	2021-2022	Track and Field
Gutierrez, Adrian		Valley	2021-2022	Softball
Huynh, Tommy		Valley	2021-2022	Volleyball
Macias, Alfredo		Valley	2021-2022	Football (3 Weeks)

**Personnel Calendar
Board Meeting - June 14, 2022**

CLASSIFIED PERSONNEL CALENDAR

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
EXTRA DUTY (Stipends)(Continued)				
Martinez, Erick		Valley	2021-2022	Cheer
Moran, Jesus		Valley	2021-2022	Track and Field (20%)
Nava, Javier		Valley	2021-2022	Softball
Pineda, Gerzain		Valley	2021-2022	Track and Field
Rodriguez, Stephen		Valley	2021-2022	Football (3 Weeks)
Sanchez, Jesus		Valley	2021-2022	Volleyball
Zordani, Jeff		Valley	2021-2022	Baseball (40%)
Faletoi, Faamoana		Sierra Preparatory Academy	2021-2022	Track and Field and Tournament
Frostee, Rucker		Sierra Preparatory Academy	2021-2022	Track and Field
Herrera, Juan Carlos		Sierra Preparatory Academy	2021-2022	Soccer
Brooks, Henry		Segerstrom	2021-2022	Tennis
Brown, Lawrence		Segerstrom	2021-2022	Track and Field
Hylland, Michael		Segerstrom	2021-2022	Softball
Jimenez, George		Segerstrom	2021-2022	Baseball
Kosai, Richard		Segerstrom	2021-2022	Tennis
Landeros, Elias		Segerstrom	2021-2022	Baseball
Madrid, Nicholas		Segerstrom	2021-2022	Baseball (50%)
Mendoza, Gary		Segerstrom	2021-2022	Baseball
Poploskie, Benjamin		Segerstrom	2021-2022	Lacrosse (Boys and Girls)
Ramirez, Erasmo		Segerstrom	2021-2022	Baseball
Rosure, Marietoni		Segerstrom	2021-2022	Volleyball
Sanborn, Bruce		Segerstrom	2021-2022	Softball
Shigekawa, Dylan		Segerstrom	2021-2022	Volleyball

LAST NAME	POSITION	SITE	EFFECTIVE DATE	COMMENTS
EXTRA DUTY (Stipends)(Continued)				
Smith, Corey		Segerstrom	2021-2022	Swimming
Tran, Joseph		Segerstrom	2021-2022	Lacrosse (Boys and Girls)
Varela, Janae		Segerstrom	2021-2022	Cheer (4 Weeks)
Woo, Nathaniel		Segerstrom	2021-2022	Volleyball

INFORMED K12 EXTRA DUTY

Title of Activity or Addendum to Activity	Employee Name(s)	Site/Dept	Funding Source	Total Amount Not to Exceed	Total Hours Not to Exceed	Received from Site/Department
College and Career Information Events (Classified)	Gonzalez, Angelica Olivares, Adriana	College and Career Readiness	013215 Governor's Emergency Edu Relief Fund	\$3,117.08 \$1,198.88	65 25	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Behavior Intervention Plan Training Classified	Cain, Bridget Stella	Special Education	016546 State Mental Health-Related Services	\$42.10	2	April 14, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support AMENDMENT TO REF #5461	Lomeli, Rosa	Civic Center	010032 Civic Center Rental Fees	\$118.04	3	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support AMENDMENT TO REF #5514	Zaragoza, Alejandro	Civic Center	010032 Civic Center Rental Fees	\$121.01	3	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

NCI Training Set Up	Rosales, Alfredo	Special Education	016500 Special Education	\$146.57	4	May 4, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
SAUSD Arts Summer Enrichment 2021-22	Davis-Rivera, Jennifer Drayton, Eddie Huerta Castro, Arturo Lai, Jackson Wenhao	Visual and Performing Arts	013213 ESSER III Elementary and Secondary School Relief Fund	\$380.25 \$380.25 \$361.37 \$327.24	21 21 21 21	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
SAUSD Arts Summer Enrichment 2021-22	Cervantes, George Lopez, Josue Munguia Manzo, Joel Westmyer, John Eugene	Visual and Performing Arts	013213 ESSER III Elementary and Secondary School Relief Fund	\$239.78 \$201.92 \$2,665.38 \$3,150.28	5 5 66 66	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
SAUSD Arts Summer Enrichment 2021-22	Bullard, Anne-Marie Johnson Capule, Elbenrey Cobb, Laura Marie Cook, Vicki Louise Gates, J Lawrence Jaskolka, Jeffrey Richard Turk, Wendi	Visual and Performing Arts	013213 ESSER III Elementary and Secondary School Relief Fund	\$163.75 \$156.01 \$1,179.00 \$163.75 \$141.58 \$539.13 \$156.01	5 5 36 5 5 21 5	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Teachers Aide ECERS Training	Cendejas, Marlyn	Early Childhood Education	126105 Child Development: CA State Preschool Prog	\$31.99	2	April 26, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Delivering Furniture	Gordon, Edward Jay Salcedo, Eric Eduardo	Early Childhood Education	126105 Child Development: CA State Preschool Prog	\$1,303.11 \$1,273.14	30 30	April 26, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Nutrition Services-Extra Duty: Office Staff	Ramirez, Fatima	Nutrition Services	135310 Child Nutrition: School Programs	\$975.00	40	April 26, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
SAUSD Arts Summer Enrichment 2021-22	Davis-Rivera, Jennifer Drayton, Eddie Huerta Castro, Arturo Lai, Jackson Wenhao	Visual and Performing Arts	013213 ESSER III Elementary and Secondary School Relief Fund	\$1,557.20 \$1,557.20 \$1,479.89 \$1,340.14	86 86 86 86	April 26, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

Personnel Calendar

June 14, 2022

INFORMED K12 EXTRA DUTY

SAUSD Arts Summer Enrichment 2021-22	Cervantes, George Lopez, Josue Munguia Manzo, Joel Westmyer, John Eugene	Visual and Performing Arts	013213 ESSER III Elementary and Secondary School Relief Fund	\$959.10 \$807.69 \$5,371.14 \$6,348.29	20 20 133 133	April 26, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
SAUSD Arts Summer Enrichment 2021-22	Bullard, Anne-Marie Johnson Capule, Elbenrey Cobb, Laura Marie Cook, Vicki Louise Gates, J Lawrence Jaskolka, Jeffrey Richard Turk, Wendi	Visual and Performing Arts	013213 ESSER III Elementary and Secondary School Relief Fund	\$327.50 \$624.04 \$2,718.25 \$163.75 \$283.15 \$2,207.88 \$312.02	10 20 83 5 10 86 10	April 26, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Nutrition Services-Extra Duty	Estrada, Danny Gutierrez Betancourt, Abianet Lorenzo, Sarahi Ramirez, Guadalupe	Nutrition Services	135310 Child Nutrition: School Programs	\$1,415.20 \$1,312.88 \$1,415.20 \$1,312.88	80 80 80 80	April 27, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Nutrition Services-Extra Duty: New Employee (Storekeeper)	Herrera, Arturo	Nutrition Services	135310 Child Nutrition: School Programs	\$2,089.26	60	April 27, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

TIPS Trainings Support	Moore, Laura Motonishi, Koji Rodriguez, Roselia	TIPS	019125 TIPS (Teaching Induction & Professional Support)	\$981.16 \$522.32 \$667.64	15 15 15	April 27, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Office Extra Help	Johnson, Berenice Rosalia	Early Childhood Education	126105 Child Development: CA State Preschool Prog	\$1,419.53	27	April 27, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Teaching on Glass Training	Castillo Alva, Hilton	TIPS	013210 ESSERF Elementary & Secondary Emergency Relief Fund	\$691.08	25	April 27, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Middle College Soccer Tournament	Borrell, Jennifer	Middle College	010030 Unrestricted Discretionary Accounts	\$348.22	5	April 27, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Middle College Graduation Ceremony	Cervantes, George	Middle College	010030 Unrestricted Discretionary Accounts	\$191.82	4	April 27, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Escobar, David	Civic Center	010032 Civic Center Rental Fees	\$245.63	5	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support	Lopez Ramirez, Erick	Civic Center	010032 Civic Center Rental Fees	\$133.38	4	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer Support	Cisneros, Isaac	Civic Center	010032 Civic Center Rental Fees	\$191.82	4	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Extra Duty District Safety Officer Support	Plascencia, Veronica	Civic Center	010032 Civic Center Rental Fees	\$155.07	3	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Flores, Sylvia Aguirre	Civic Center	010032 Civic Center Rental Fees	\$699.66	13	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support	Fernandez-Chavez, Martin	Civic Center	010032 Civic Center Rental Fees	\$133.38	4	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Castro, Joshua	Civic Center	010032 Civic Center Rental Fees	\$244.24	6.5	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Extra Duty DSO support	Ramos, Raul Salgado, Dennis	Civic Center	010032 Civic Center Rental Fees	\$182.76 \$201.42	4 4	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support	Giron De Castro, Julia	Civic Center	010032 Civic Center Rental Fees	\$121.01	3	April 29, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
CAC Series/Fair - Media Tech.	Garcia, Gilbert Joseph	Special Education	016500 Special Education	\$517.68	10	May 3, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Athletic Groundskeeper	Macias, Alfredo	Civic Center	010032 Civic Center Rental Fees	\$356.04	8	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Valley HS ASSETS Program	Eutimio, Karina	Extended Learning -After School Programs	015868 21st Century ASSETS (roll-up 4124)	\$137.66	8	May 3, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty for End of School Year Security Coverage	Ramos Jr, Raul	Villa Fundamental	010030 Unrestricted Discretionary Accounts	\$548.28	12	May 3, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
NCI Training	Arellano, Julissa Espinoza, Daisy Lopez, Vanessa Rose, Blake Ruelas, Stephanie Skibby, Bruce Velasquez, Stephanie Mireya	Special Education	016500 Special Education	\$63.14 \$69.61 \$54.32 \$80.72 \$80.72 \$71.21 \$63.09	3 3 3 3 3 3 3	May 4, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Custodial Extra Duty / The Robotics Invitational	Lopez Fuentes, Cesar	Lathrop Intermediate School	010030 Unrestricted Discretionary Accounts	\$254.28	8	May 3, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Invitational Robotics Challenge Custodial Overtime	Contreras Jr, Juan Gonzalez Soto, Salvador	Career Technical Education	010808 Unrestricted - Regional Occupational Center Program (ROC/P 6350)	\$423.43 \$338.35	8 8	May 4, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Custodial- Custodial staff to provide extra support on special events	Bedolla, Oscar Melgar, Mark	Reach Academy	010074 Graduation Support Plan (ongoing)	\$322.72 \$322.68	8 8	May 4, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Translation Services	Alcala, Aida Margarita Mata, Elizabeth Castro	Edison Elementary School	010030 Unrestricted Discretionary Accounts	\$512.42 \$1,199.74	10 38	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
DSO-Additional Support	Frausto, Jose Javier	Middle College	010731 SC-LCFF Supplemental/ Concentration - One-time Funds	\$1,879.05	50	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

DSO-Additional Support	Aguirre, Francisco	Saddleback High School	010731 SC-LCFF	\$1,577.43	30	May 8, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
	Boonmag, Nicholas Mark		Supplemental/	\$1,473.75	30	
	Burnett, Deborah Nathaly		Concentration -	\$1,438.65	30	
	Ceniceros, Gilbert Munoz		One-time Funds	\$1,438.65	30	
	Cisneros, Isaac			\$1,438.65	30	
	Cruz, Alexandro			\$1,438.65	30	
	Davis, Brent Michael			\$1,243.94	30	
	Delgado, Juan Martin			\$1,537.25	30	
	Escobar, David			\$1,438.65	30	
	Flores, Ralph Anthony			\$1,587.87	30	
	Flores, Sylvia Aguirre			\$1,614.38	30	
	Flores, Yvette Yolanda			\$1,243.94	30	
	Garcia, Anthony			\$1,473.75	30	
	Godinez, Enrique			\$1,473.75	30	
	Gomez, Maria De Los Angeles			\$1,438.65	30	
	Gonzales, Freddie			\$1,655.64	30	
	Gonzales, Vincent Eric			\$1,629.09	30	
	Guillen, Damian			\$1,550.88	30	
	Guillen, Eduardo			\$1,438.65	30	
	Hernandez, Oscar			\$1,473.75	30	
	Herrera, Juan Carlos			\$1,304.19	30	
	Lopez, Leticia Martha			\$1,550.88	30	
	Lyons, Irma Virginia			\$1,629.09	30	
	Martinez, Gilbert Rudolph			\$1,629.09	30	
	Martinez-Lopez, Celia			\$1,438.65	30	
	Pena, Rudy Joseph			\$1,510.70	30	
	Perez, John Edward			\$1,304.19	30	
	Pinedo, David			\$1,438.65	30	
	Pita, Lazaro			\$1,466.51	30	
	Plascencia, Veronica			\$1,550.88	30	
Quezada, Juan		\$1,510.70	30			
Ramos Jr, Raul		\$1,304.19	30			
Rios, Ronald		\$1,510.70	30			
Salazar, Jose Cornelio		\$1,510.70	30			
Salcido, Arturo		\$1,438.65	30			

INFORMED K12 EXTRA DUTY

	Salgado, Dennis Sandoval, Ray Sarkisyan, Sevan Solares Jr, Ramon Velarde, Mauricio			\$1,510.70 \$1,473.75 \$1,304.19 \$1,273.68 \$1,670.09	30 30 30 30 30	
DSO-Additional Support	Davis, Brent Michael Lopez, Leticia Martha	McFadden Institute of Technology	010731 SC-LCFF Supplemental/ Concentration - One- time Funds	\$4,347.30 \$5,169.60	100 100	May 11, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
DSO - Additional Support	Muro Jr., Miguel	Reach Academy	010731 SC-LCFF Supplemental/ Concentration - One-time Funds	\$3,303.95	76	May 10, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
DSO Additional Support.	Placencia, Veronica	Willard Intermediate School	010731 SC-LCFF Supplemental/ Concentration - One-time Funds	\$1,860.84	36	May 10, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

DSO-Extra Duty Time fro Extra Curricular Activities	Plascencia, Veronica	Willard Intermediate School	010030 Unrestricted Discretionary Accounts	\$310.18	6	May 12, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
DSO Additional Support	Gomez, Maria De Los Angeles Hernandez, Oscar Quezada, Juan Carlos	Segerstrom High School	010731 SC-LCFF Supplemental/ Concentration - One-time Funds	\$846.32 \$866.89 \$888.57	18 18 18	May 11, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support AMENDMENT TO REF #5368	Luna, Gregory	Civic Center	010032 Civic Center Rental Fees	\$126.90	3	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support Amendment to REF #5493	Castro, Joshua	Civic Center	010032 Civic Center Rental Fees	\$131.51	3.5	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Extra Duty Custodial Support	Pham, Thang	Civic Center	010032 Civic Center Rental Fees	\$165.42	4	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial support	Bedolla, Oscar Cervantes, Raul Mares Jr., Richard Martinez, Ignacio	Civic Center	010032 Civic Center Rental Fees	\$121.01 \$101.97 \$115.29 \$146.84	3 3 3 3	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Salazar, Jose	Civic Center	010032 Civic Center Rental Fees	\$201.42	4	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Godinez, Enrique	Civic Center	010032 Civic Center Rental Fees	\$196.50	4.5	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Extra Duty District Safety Officer support	Perez, John	Civic Center	010032 Civic Center Rental Fees	\$182.76	4	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Pinedo, David Ramos, Raul	Civic Center	010032 Civic Center Rental Fees	\$191.82 \$182.76	4 4	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Delgado, Juan	Civic Center	010032 Civic Center Rental Fees	\$512.40	10	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety officer Support AMENDMENT TO REF #5429	Castro, Joshua	Civic Center	010032 Civic Center Rental Fees	\$187.88	5	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Extra Duty District Safety Officer support	Gomez, Maria De Los Angeles Hernandez, Oscar Quezada, Juan Carlos	Civic Center	010032 Civic Center Rental Fees	\$319.31 \$327.31 \$654.62	6.5 6.5 13	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty - Electronic & Technology Support	Sharp, Marvin	Civic Center	010032 Civic Center Rental Fees	\$841.23	13	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support	Carrillo Castaneda, Abraham Cortez, Jesus Herrera Facusseh, Elias Huerta Rendon, Rosa	Civic Center	010032 Civic Center Rental Fees	\$285.24 \$82.71 \$330.84 \$73.29	8 2 8 2	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Gomez, Maria De Los Angeles Hernandez, Oscar	Civic Center	010032 Civic Center Rental Fees	\$98.25 \$100.71	2 2	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

Extra Duty District Safety Officer support	Perez, John Plascencia, Veronica	Civic Center	010032 Civic Center Rental Fees	\$251.30 \$284.30	5.5 5.5	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty District Safety Officer support	Aguirre, Francisco Delgado, Juan Salazar, Jose Velarde, Mauricio	Civic Center	010032 Civic Center Rental Fees	\$499.46 \$486.78 \$478.37 \$285.23	9.5 9.5 9.5 5	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support AMENDMENT TO REF #5461	Garay, Maria	Civic Center	010032 Civic Center Rental Fees	\$121.01	3	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial support	Pham, Thang	Civic Center	010032 Civic Center Rental Fees	\$41.36	1	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

Personnel Calendar

June 14, 2022

INFORMED K12 EXTRA DUTY

Extra Duty District Safety Officer support for Food Distribution Event	Rios, Ronald	Civic Center	010300 Department Unrestricted Discretionary Accounts	\$302.13	6	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
ESY - Pre-School Assessment Team - Physical Therapist	Castro, Tanjay	Special Education	016500 Special Education	\$2,549.70	30	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
2021-2022 Support Services - Classified Staff	Leon, Ana Maria	Support Services	010300 Department Unrestricted Discretionary Accounts	\$631.44	30	May 12, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Engage 360 Extra Duty - ASES	Arana Villalta, Edith Rosibel Belman, Cecilia Maricela Blanco, Alma Cano, Stephanie Chairez, Maria Luisa Cruz Martinez, Veronica De Avila, Olga Higareda Diaz, Angelica Espinal, Bernarda Gomez, Carmen Gonzalez, Clara	Extended Learning - After School Programs	016010 After School Education and Safety (ASES)	\$36.21 \$36.21 \$36.21 \$1,086.42 \$36.21 \$1,086.42 \$1,086.42 \$1,086.42 \$1,086.42 \$36.21 \$1,086.42	2 2 2 60 2 60 60 60 60 2 60	May 12, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

INFORMED K12 EXTRA DUTY

	Gonzalez, Ofelia			\$1,086.42	60	
	Gonzalez, Raquel Franco			\$36.21	2	
	Guerrero, Maria Isabel			\$36.21	2	
	Jaramillo Porras, Humberta			\$934.98	60	
	Lizada, Sonia			\$1,086.42	60	
	Luna, Reyna			\$36.21	2	
	Manriquez Contreras, Maria			\$36.21	2	
	Mendoza, Jocelyn			\$36.21	2	
	Mendoza, Maria			\$984.66	60	
	Mercado-Ruiz, Maria Teresa			\$2,281.86	126	
	Molina, Angelica Carmen			\$984.66	60	
	Montero de Gutierrez, Leticia			\$36.21	2	
	Navarro Molina, Silvia Nelly			\$36.21	2	
	Orozco Orozco, Maria			\$36.21	2	
	Padilla, Delia Gallegos			\$36.21	2	
	Padilla, Faustina Perez			\$2,281.48	126	
	Paredes, Luz			\$984.66	60	
	Quijada, Rosa Maura			\$32.82	2	
	Riquelme de Febres, Natividad			\$1,086.42	60	
	Romero, Susan			\$2,281.48	126	
	Ruvalcaba Monjo, Laura			\$36.21	2	
	Sanchez, Elizabeth			\$1,086.42	60	
	Santos Silva, Angelica			\$36.21	2	
	Tapia Jimenez, Maria			\$1,086.42	60	
	Torres Quiroz, Erika			\$1,086.42	60	
	Villegas, Claudia Minerva			\$1,086.42	60	
	Villela, Elvira			\$1,086.42	60	
DSO - Additional Support	Flores, Sylvia Aguirre	Century High School	010731 SC-LCFF	\$968.63	18	May 12, 2022
	Guillen, Damian		Supplemental/	\$930.53	18	
	Perez, John Edward		Concentration - One-time Funds	\$822.53	18	Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022

Personnel Calendar

June 14, 2022

INFORMED K12 EXTRA DUTY

DSO -Additional Support	Castro, Joshua Alexander	Lorin Grisnet Academy	010731 SC-LCFF Supplemental/ Concentration - One-time Funds	\$2,287.40	58	May 12, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support AMENDMENT TO REF #5529	Correa, Edgar	Civic Center	010032 Civic Center Rental Fees	\$121.01	3	May 2, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
Extra Duty Custodial Support	Bejar, Jose Huerta Rendon, Rosa	Civic Center	010032 Civic Center Rental Fees	\$186.66 \$73.29	4 2	May 4, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022
DSO-Additional Support	Gonzales, Freddie	MacArthur Fundamental	010731 SC-LCFF Supplemental/ Concentration - One-time Funds	\$2,207.52	40	May 6, 2022 Board Date: June 14, 2022 Submission Window: April 22, 2022 - May 12, 2022



SANTA ANA UNIFIED SCHOOL DISTRICT

EXPANDED LEARNING DEPARTMENT SECRETARY

BASIC FUNCTION:

Under the direction of the Director of Expanded Learning, perform highly skilled secretarial work in planning, organizing and performing clerical operations related to the Expanded Learning Department.

REPRESENTATIVE DUTIES:

- Provide and support coordination of the secretarial/clerical day-to-day duties to ensure effective operations with the Expanded Learning Department clerical team. **E**
- Monitor other clerical personnel; provide work direction and training as necessary. **E**
- Perform a wide variety of secretarial duties on behalf of the Expanded Learning Department. **E**
- Take and transcribe dictation and correspondence for the department; compose correspondence as necessary. **E**
- Oversee the coordination of payroll for the department as requested; ensure time sheets are collected, reviewed and submitted timely to the Payroll Department. **E**
- Maintain a constant flow of written communications between administrators and school personnel; respond to telephone inquiries regarding the policies and practices of the department. **E**
- Make appointments, schedule meetings and conferences, and maintain the administrator's calendar. **E**
- Collect and compile information pertaining to related administrative activities and prepare drafts of reports. **E**
- Develop procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**
- Update policy manuals to reflect changes; prepare agenda and other information for meetings and conferences. **E**
- Prepare and type reports of financial and statistical data; maintain control of files for matters in progress and expedite their completion. **E**
- Assist in maintaining contact and communications with individuals, groups and associations within the community; assist in coordinating communications with other offices in the District. **E**

EXPANDED LEARNING DEPARTMENT SECRETARY (CONTINUED)

REPRESENTATIVE DUTIES: (continued)

- Attend conferences and committee meetings; prepare minutes and summaries of actions taken. **E**
- Assist in preparing and monitoring information for the budget; make recommendations on purchasing and budget to supervisor. **E**
- Perform job related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office practices, procedures and equipment including computer equipment.
- Record-keeping techniques.
- English, grammar, spelling and punctuation.
- School District organization, operations and objectives.
- Oral and written communications skills.
- Applicable Sections of State Education Code.
- Technical aspects of field of specialty.
- Collection and organization of data and information.
- Computer software applications.
- Basic arithmetic.

Ability to:

- Understand and follow oral and written directions.
- Work cooperatively with others.
- Type at 60 words per minute.
- Take accurate notes and minutes of meetings using shorthand, portable computer, speed writing, or from other recording equipment at 65 words per minute.
- Exercise discretion and judgment.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.
- Supervise the work of others.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to high school education and some additional course work in the secretarial field.
- Five (5) years of increasingly responsible secretarial work.

EXPANDED LEARNING DEPARTMENT SECRETARY (CONTINUED)

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license or State or Federal Identification.
- First Aid Certification desirable.

WORKING CONDITIONS:

Environment:

- Office environment.
- Subject to considerable distraction and interruptions.

Physical abilities:

- Hearing and speaking accurately to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal interactive process.

Board Approved: June 14, 2022



SANTA ANA UNIFIED SCHOOL DISTRICT BEFORE-SCHOOL INSTRUCTIONAL PROVIDER

JOB SUMMARY

Under the direction of the Site Supervisor of Expanded Learning, facilitate and implement before-school Instructional Provider program activities and support the school day; provide assigned instruction for TK-12 students; perform supervision of before-school programs.

REPRESENTATIVE DUTIES:

- Work with and instruct TK-12 students individually and/or in small and large groups while maintaining program ratios. **E**
- Implement effective classroom management, discipline and instructional strategies. **E**
- Set up morning activities on a daily basis; prepare and duplicate materials and operate instructional equipment. **E**
- Monitor and evaluate the instruction and the student's progress. **E**
- Maintain daily before-school attendance sign-in/sign-out log and other records as required. **E**
- Maintain the classroom or learning facility in a clean, organized and healthful manner; storage of materials is required on a daily basis. **E**
- Supervise students in and out of classroom during various before and school day activities. **E**
- Maintain frequent and regular parent communication regarding student progress, behavior and program attendance. **E**
- Attend staff meetings/planning/training sessions on a weekly basis or as required. **E**
- Monitor and support breakfast distribution. **E**
- Support before-school program recruitment efforts. **E**
- Collaborate with and support site administration and teachers with student academics and wellness needs. **E**
- Perform job related duties as assigned.

BEFORE-SCHOOL INSTRUCTIONAL PROVIDER (CONTINUED)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Curriculum and instructional strategies appropriate to the assigned responsibility.
- Correct oral and written usage of English.
- Basic grammar, spelling, punctuation and math.
- Simple record-keeping and filing techniques.
- Diversity of community, city and school District cultures and languages.

ABILITY TO:

- Demonstrate oral and written proficiency in English.
- Implement effective instructional before-school activities in the classroom.
- Learn the procedures and functions of assigned duties.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Communicate effectively both orally and in writing.
- Learn, understand and apply rules, regulations, procedures and policies.
- Understand and be sensitive to the needs and culture of TK-12 students.
- Work confidentially with discretion.
- Perform simple clerical duties.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- A minimum of 48 College Units or pass the NCLB test
- Bilingual in Spanish preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license or State or Federal Identification
- First Aid Certification desirable

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor/outdoor classroom
- Playground

BEFORE-SCHOOL INSTRUCTIONAL PROVIDER (CONTINUED)

WORKING CONDITIONS: (continued)

PHYSICAL ABILITIES:

- Seeing to monitor student work and read materials.
- Hearing and speaking accurately to exchange information.
- Dexterity of hands and fingers to operate instructional equipment.
- Bending at the waist, kneeling or crouching to assist students.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal interactive process.

Board Approved: June 14, 2022



SANTA ANA UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST OF EXPANDED LEARNING - ENRICHMENT

JOB SUMMARY:

Under the direction of the Expanded Learning Assistant Director monitor, coach and support multiple enrichment Community Providers and professional development. Provide leadership and ensure completion of work goals and deliverables related to enrichment services in the TK-12 Expanded Learning programs.

REPRESENTATIVE DUTIES:

- Build and maintain relationships with educational partners to facilitate communication, program coordination and ensure programs meet community needs and interest. **E**
- Assist in planning and coordinating the Community Provider enrichment services across multiple sites. **E**
- Assess needs and assist in development, implementation and evaluation of special enrichment projects. **E**
- Organize and provide professional development to Expanded Learning staff and Community Providers around enrichment curriculum, activities, et.; Maintain documentation and supervise maintenance of professional development records. **E**
- Create and oversee enrichment project timelines to support implementation of enrichment initiatives, events and activities based on the department and District goals. **E**
- Collaborate with educational partners to leverage and organize additional professional development opportunities. **E**
- Create, collect and analyze stakeholder enrichment surveys and results to assess the needs of the sites. **E**
- Perform other job-related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of quality Expanded Learning Programs.
- Needs of diverse student populations.

**PROGRAM SPECIALIST OF EXPANDED LEARNING – ENRICHMENT
(CONTINUED)**

KNOWLEDGE AND ABILITIES: (continued)

Knowledge of:

- Youth development and Expanded Learning programs.
- Developmental stages of youth and children
- Oral and written communication principles and practices.
- Operation of computer hardware and related software

Ability to:

- Organize and plan effectively.
- Lead discussions and make presentations.
- Analyze and interpret data.
- Assess situations and make good decisions
- Provide leadership in a positive manner.
- Work effectively with educational partners.
- Communicate effectively both in writing and orally.
- Work independently with little direction.
- Meet deadlines.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in related field
- A minimum of five (5) years' experience working with youth development programs

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- First Aid Certification desirable

WORKING CONDITIONS:

Environment:

- School office environment.
- Subject to visiting school, home and community agencies.
- Drive vehicle to conduct work.

**PROGRAM SPECIALIST OF EXPANDED LEARNING – ENRICHMENT
(CONTINUED)**

WORKING CONDITIONS: (continued)

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or over the phone.
- Seeing to monitor program service operations, read a variety of materials for extended periods of time and driving a vehicle.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling objects, normally not exceeding thirty (30) pounds.
- Standing and walking for extended periods of time.
- Fine motor dexterity to type and utilize computers and other electronics.

Hazards:

- Extended viewing of computer monitor.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal interactive process.

Board Approved: June 14, 2022