

**Memorandum of Understanding between
La Mesa-Spring Valley Schools (“District”) and California School Employees Association
and its Chapter 419 (“Association,” together with District, “Parties”)
Regarding Implementation of Second Batch of Amendments to
Job Descriptions for Classification Study
Date of Full Execution: June 6, 2024**

The La Mesa-Spring Valley School District and CSEA have agreed to the following:

Trades

- Skilled Maintenance Worker I
- Skilled Maintenance Worker II
- Skilled Maintenance Worker III
- Heavy Equipment Technician
- Lead Maintenance Worker

Technology


- Data Support Technician
- IT Help Desk Technician
- Information Technology Support Technician
- Network Administrator
- Information Technology Support Specialist
- Network Engineer

Transportation

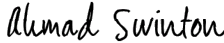
- School Bus Attendant
- School Bus Driver
- Transportation Scheduler/School Bus Driver
- School Bus Trainer/Dispatcher
 - Reallocation from Range 65 to 70
- Dispatcher


Date: June 6, 2024

For the District:

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Meg Jacobsen, Ed.D.
Assistant Superintendent,
Human Resources LMSV

For the Association:

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Ahmad Swinton
Chapter President
CSEA and its Chapter 419

DocuSigned by:

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Kyler Miller
CSEA Labor Relations Representative



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

SKILLED MAINTENANCE WORKER I

JOB FAMILY: Trades

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the Director, Maintenance, Operations and Facilities, this position performs a variety of semi-skilled maintenance, construction, and repair work on buildings, utilities, and equipment, including carpentry, glazing, electrical, painting, plumbing, heating, ventilation, and air conditioning (HVAC) and others [maintenance-related tasks](#) as assigned; assists other maintenance personnel in the performance of a variety of duties related to the building trades.

DISTINGUISHING CHARACTERISTICS

The Skilled Maintenance Worker I classification is the entry-level classification in the series. Incumbents work with other skilled trades personnel and perform entry-level work in the maintenance, construction, and repair of buildings, utilities, and equipment. The Skilled Maintenance Worker II classification performs a variety of skilled maintenance work requiring in-depth knowledge of one or more trades. The Skilled Maintenance Worker III classification is the advanced level in the series and performs highly skilled and specified duties at the journey level ~~in the mechanical and electrical trades~~. Incumbents are involved closely in the facilities planning process, working with management and outside contractors. [The Lead Maintenance Worker is a non-supervisory, lead-level class that provides day-to-day coordination and guidance to Skilled Maintenance Workers with areas of expertise and to resolve immediate operational and safety concerns, identifying repair and replacement needs and assisting other skilled trades personnel in completing projects safely and within established budget and time constraints.](#)

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Assembles, moves, and arranges various furniture and equipment as directed; loads and unloads equipment and supplies.
2. Assists in alterations, repairs, and construction of assigned articles, structures, and components as assigned; assists with installing a wide variety of items and component parts, including cabinets, ~~black~~ [dry erase](#) boards, shelves, partitions, window glasses, faucets, sewer lines, boiler room equipment, pumps, and check valves.
3. Assists in installing and repairing electrical systems as assigned; installs, maintains, and replaces light bulbs, wiring, cabling, and fixtures as assigned; assists with performing general heating, air conditioning, and ventilation maintenance duties as assigned.
4. Assists with inspecting various facilities, systems, and their components as assigned by the position.
5. Communicates with personnel and external contacts to exchange information and resolve issues or

Skilled Maintenance Worker I

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concerns.

6. Operates and maintains a variety of maintenance equipment, including a variety of hand and power tools; drives a vehicle to conduct work as assigned by the position.
7. Performs ~~a variety of~~ entry-level maintenance, construction and repair work on buildings, utilities, and equipment; assists skilled maintenance workers as a helper in various skilled trades including carpentry, glazing, electrical, painting, plumbing, heating, ventilation and air conditioning (HVAC) and others as assigned.
8. Performs general plumbing and irrigation repairs as directed; assists with installing, repairing, and maintaining fixtures, toilets, and sinks; repairs sprinklers and digs trenches for irrigation system installations; installs, replaces, and repairs pipes; assists with water and gas line repairs; unclogs drains as assigned.
9. Prepares and maintains routine records and reports related to assigned activities; works from oral and written instructions and work orders; [operates a computer and assigned software to support department functions](#).
10. Responds to emergency situations for the purposes of resolving immediate safety concerns.

OTHER DUTIES:

1. Attends and participates in meetings, in-service training, workshops, and conferences.
2. Performs related duties as assigned [to ensure the efficient and effective functioning of the work unit and the District](#).

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Appropriate safety precautions and procedures
- Basic record-keeping techniques
- [Operation and maintenance of tools, equipment, and machinery used in the building trades](#)
- [Operation of a computer and assigned software](#)
- Proper lifting techniques
- Requirements of maintaining buildings and equipment in a safe, clean, and orderly condition
- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance and repair

Skills and Abilities to:

- Assist other maintenance personnel in the performance of a variety of duties related to the building trades
- Communicate effectively [in both orally and in-writtening form](#)
- Maintain routine records
- Observe health and safety regulations and procedures
- [Operate and maintain hand and power tools and equipment](#)
- [Operates standard office equipment, including a computer and assigned software](#)
- Perform a variety of maintenance, construction, and repair work on buildings, utilities, and equipment
- Understand and follow oral and written instructions
- Work cooperatively with others

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of experience in the professional construction trades and/or professional construction maintenance with at least one of the years

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completed within the last five years.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- ~~Some incumbents may be required to possess a v~~Valid California Class C Driver's License and evidence of insurability to perform work

CERTIFICATIONS AND TESTING REQUIRED:

- Valid required certifications in specific trades as required by applicable local, state and government agencies
- Pass the District's job-related merit exam
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor and outdoor work environment
- Driving a vehicle to conduct work
- Regular exposure to fumes, dust, and odors
- Bending at the waist, kneeling, or crouching
- Chemical fumes
- Climbing ladders
- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Heavy physical labor
- Lifting, carrying, pushing, or pulling heavy objects as assigned by position
- Reaching overhead, above the shoulders, and horizontally
- Seeing to perform repairs
- Standing for extended periods of time
- Traffic hazards
- Working around and with machinery having moving parts
- Working at heights



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

SKILLED MAINTENANCE WORKER II

JOB FAMILY: Trades

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director, Maintenance, Operations and Facilities, performs a variety of skilled maintenance work requiring the knowledge of one or more skilled trades, including construction, painting, electrical, masonry, plumbing, HVAC, locksmithing, and carpentry, and other maintenance-related tasks; resolves facility operational and safety concerns according to established procedures; maintains the efficient and effective functioning of heating, ventilation, and air conditioning systems (HVAC); maintains and repairs facilities for students, staff, and the public in safe and operating conditions; provides guidance to District construction workers and other Skilled Maintenance workers as assigned; maintains preventive maintenance programs.

DISTINGUISHING CHARACTERISTICS

The Skilled Maintenance Worker II classification performs a variety of skilled maintenance work requiring in-depth knowledge of one or more trades. The Skilled Maintenance Worker I classification is the entry-level classification in the series. Incumbents work with other skilled trades personnel and performs semi-skilled work in the maintenance, construction, and repair of buildings, utilities, and equipment. The Skilled Maintenance Worker III classification is the advanced level in the series and performs highly skilled and specified duties at the journey level in the mechanical and electrical trades. Incumbents are involved closely within the facilities planning process, working with management and outside contractors. The Lead Maintenance Worker is a non-supervisory, lead-level class that provides day-to-day coordination and guidance to Skilled Maintenance Workers with areas of expertise and to resolve immediate operational and safety concerns, identifying repair and replacement needs and assisting other skilled trades personnel in completing projects safely and within established budget and time constraints.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Collaborates with site personnel, other trades, and subcontractors regarding scheduling work orders and work activities; identifying identifies project specifications, estimating estimates costs; and establishing establishes required delivery dates of equipment and supplies in order to provide written support; conveying conveys information, and coordinating coordinates work assignment activities; assists with inspecting contracted work to assure ensure District standards are met.
2. Communicates with personnel and external contacts to exchange information and resolve issues or concerns; coordinates with administration and other trades in the completion of projects and work orders.
3. Inspects facilities, systems, and their components to assure ensure safety and cleanliness and identifies necessary repairs; resolves facility operational and safety concerns according to established procedures.

Skilled Maintenance Worker II

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4. Installs a variety of items and system components of a complex nature, including cabinetry, doors and hardware, windows, playground equipment, classroom and office equipment and facility components, TV cables, audio-visual equipment, and intercommunicating telephones.
5. Maintains assigned inventories and ~~assures~~ensures the availability of required items.
6. Operates and maintains a variety of maintenance equipment, ~~including a variety of hand~~, and power tools; maintains, repairs, and modifies tools and equipment and ~~assures~~ensures equipment is ~~maintained in~~ safe and ~~operating condition~~operational; drives a vehicle to conduct work as assigned by the position.
7. Performs a variety of facility and equipment repair and maintenance activities at ~~multiple~~ all sites within areas of trade expertise, including electrical, heating ~~and~~ /air conditioning, carpentry, plumbing, ~~heating~~, locksmithing, roof and rain gutters, concrete, drywall, stucco, ~~and~~ painting, and ~~other~~ maintenance-related tasks; ~~assures~~ensures District facilities and equipment are maintained in a safe and effective working order.
8. Performs a variety of skilled maintenance work requiring the knowledge of one or more skilled trades, including construction, painting, electrical, masonry, plumbing, heating, ventilation and air conditioning, locksmithing, and carpentry carpentry, and other maintenance-related tasks; ensures all jobs are completed in compliance within established guidelines and in an orderly and safe manner.
9. Plans and organizes assigned tasks; interprets plans, diagrams, blueprints, sketches and specifications; maintains a digital file structure of equipment manuals, troubleshooting guides, schematic drawings, site plans, and other related documentation.
- 9.10. Prepares and maintains routine records and reports related to assigned activities; works from oral and written instructions and work orders; prepares and maintains a variety of documentation, including work orders, repair records, purchase orders, and requisitions; operates a computer and assigned software to support department functions.
- 10.11. Trains and Provides guidance to other maintenance workers in performing skilled crafts as assigned by the position.
- 11.12. Responds to emergency situations for the purposes of resolving immediate safety concerns.
13. Tests, ~~and~~ troubleshoots, ~~a variety of items related specific trade expertise~~; ~~and~~ assesses item functioning and ~~recommending~~ recommends repairs or replacement as necessary.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Appropriate safety precautions and procedures
- Basic preventive maintenance principles and practices
- Basic record-keeping techniques
- Operation and proper maintenance of tools, equipment, and machinery used in the building trades
- Oral and written communication skills
- Operation of a computer and assigned software
- Proper lifting techniques
- Requirements of maintaining buildings and equipment in a safe, clean, and orderly condition
- Specific trades related knowledge as required by assignment
- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair

Skills and Abilities to:

- Communicate effectively in both orally and in-writtening form

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- [Diagnose equipment malfunctions and](#) ~~P~~perform a variety of skilled maintenance, construction, and repair work on buildings, utilities, and equipment
- [Learn applicable building codes, ordinances, and fire regulations](#)
- [Maintain routine records](#)
- Meet schedules and timelines
- Observe health and safety regulations and procedures
- [Operate and maintain hand and power tools and equipment](#)
- [Operate standard office equipment, including a computer and assigned software](#)
- Perform a variety of duties related to the building trades
- Plan and lay-out projects
- [Read construction blueprints, utility plans, mechanical drawings, and wiring schematics](#)
- Understand and follow oral and written instructions
- Work cooperatively with others

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and four years of experience in the professional construction trades and/or professional construction maintenance with at least one of the years completed within the last five years.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- ~~Some incumbents may be required to possess a v~~Valid California Class C Driver's License and evidence of insurability [to perform work](#)

CERTIFICATIONS AND TESTING REQUIRED:

- Valid required certifications in specific trades as required by applicable local, state and government agencies
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor and outdoor work environment
- Regular exposure to fumes, dust, and odors
- Bending at the waist, kneeling, or crouching
- Chemical fumes
- Climbing ladders
- [Dexterity of hands and fingers to operate specialized equipment and tools](#)
- [Driving a vehicle to conduct work](#)
- Hearing and speaking to exchange information
- Heavy physical labor
- Lifting, carrying, pushing, or pulling heavy objects as assigned by position
- Reaching overhead, above the shoulders, and horizontally

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- Seeing to perform repairs
- Standing for extended periods of time
- Traffic hazards
- Working around and with machinery having moving parts
- Working at heights

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

SKILLED MAINTENANCE WORKER III

JOB FAMILY: Trades

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director, Maintenance, Operations and Facilities, performs skilled journey-level maintenance work ~~over~~in a wide variety of trades; resolves operational and safety concerns; maintains facilities for students, staff, and the public in a safe, attractive, and effective operating condition; provides guidance to department personnel as assigned and maintains an effective preventive maintenance program; provides technical input and review regarding facility planning ventures.

DISTINGUISHING CHARACTERISTICS

The Skilled Maintenance Worker III classification is the advanced level in the series and performs highly skilled and specified duties at the journey level ~~in the mechanical and electrical trades~~. Incumbents are involved closely ~~with~~in the facilities planning process, working with management and outside contractors. The Skilled Maintenance Worker I classification is the entry ~~level~~ classification in the series. Incumbents work with other skilled trades personnel and performs semi-skilled work in the maintenance, construction, and repair of buildings, utilities, and equipment. The Skilled Maintenance Worker II classification performs a variety of skilled maintenance work requiring in-depth knowledge of one or more trades. The Lead Maintenance Worker is a non-supervisory, lead-level class that provides day-to-day coordination and guidance to Skilled Maintenance Workers with areas of expertise and to resolve immediate operational and safety concerns, identifying repair and replacement needs and assisting other skilled trades personnel in completing projects safely and within established budget and time constraints.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Collaborates with site personnel, other trades, subcontractors, and outside agencies regarding scheduling work orders and ~~work~~ activities; ~~identifying~~identifies project specifications, ~~and~~ ~~estimating~~estimates costs; ~~establishing~~establishes required delivery dates of equipment and supplies; ~~and~~ ~~verifying~~verifies relevant codes; provides written support, ~~and~~ conveys information; ~~and~~ coordinates work assignment activities.
2. Communicates with personnel and external contacts to exchange information and resolve issues or concerns.
3. Coordinates with administration and multiple trades personnel to ~~assure~~ensure projects and work orders are completed efficiently, according to established schedules and timelines ~~and are completed efficiently~~.
4. Inspects facilities, systems, and their components to ~~assure~~ensure safety and cleanliness and ~~identifies~~identifies

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- necessary repairs; inspects contracted work as assigned to assure District standards are met.
5. Installs complex systems and component parts to assist with maintaining facilities in a safe, comfortable, and operating condition.
 6. Maintains inventories of assigned items; orders parts and supplies and assures the availability of required items.
 7. Operates and maintains a variety of maintenance equipment, including a variety of hand and power tools; maintains, repairs, and modifies tools and equipment, and assures equipment is maintained in safe and in operating condition.
 8. Performs skilled journey-level maintenance work over in a wide variety of trades; performs various duties to maintain facilities for students, staff, and the public in a safe, attractive, and effective operating condition; assists in the design and development of systems and projects; identifies required resources, timelines, cost estimates, and applicable codes to address various maintenance and facilities needs.
 9. Prepares and maintains records, reports, and documentation related to assigned duties, such as equipment specifications, drawings, blueprints, manuals, diagrams, parts lists, parts and equipment inventories; operates a computer and assigned software to support department functions.
 10. Provides guidance to assigned maintenance workers in performing skilled crafts according to established procedures.
 11. Repairs and calibrates computerized energy management control systems, including installing necessary software updates, system scheduling and programming, and hardware repairs; repairs various items, systems, and components within area of trade expertise.
 12. Responds to emergency situations for the purpose of resolving immediate safety concerns.
 13. Transports various items, including tools, equipment, and supplies; drives a vehicle to conduct work.
 14. Troubleshoots, disassembles, and services a variety of complex equipment and system components as assigned.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable building codes, ordinances, and fire regulations
- Appropriate safety precautions and procedures
- Basic preventive maintenance principles and practices
- Extensive knowledge in a specific skilled craft
- Facilities planning methods and requirements
- General tools, equipment, materials, methods, and techniques used in the building maintenance trades including construction, maintenance, and repair activities
- Operation and proper maintenance of tools, equipment, and machinery used in the building trades
- Oral and written communication skills
- Proper lifting techniques
- Record-keeping techniques
- Requirements of maintaining facilities, utilities, and equipment in a safe, clean, and orderly condition
- Specific trades related knowledge as required by assignment

Skills and Abilities to:

Skilled Maintenance Worker III

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- [Assist in the Planning, and managing, and implementation of maintenance and repair](#) projects
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades
- Communicate effectively [in both orally and in-writtening form](#)
- Maintain, repair, or replace a variety of parts, components, and equipment
- Maintain routine records of work performed
- Meet schedules and timelines
- Observe health and safety regulations and procedures
- [Operate a variety of assigned tools and equipment effectively and safely](#)
- [Operate standard office equipment, including a computer and assigned software](#)
- [Diagnose equipment malfunctions and Pperform a variety of semi-skilled duties in the maintenance, construction](#) and repair of designated facilities, utilities, and equipment
- ~~Understand and follow oral and written communications~~
- Understand and follow oral and written instructions
- Work cooperatively with others
- Work independently with little direction

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and five years of journey-level experience in the professional construction trades and/or professional construction maintenance with at least one of the years completed within the last five years.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class C Driver's License and evidence of insurability [to perform work](#)

CERTIFICATIONS AND TESTING REQUIRED:

- Valid required certifications in specific trades as required by applicable local, state and government agencies
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor and outdoor work environment
- Regular exposure to fumes, dust, and odors
- Bending at the waist, kneeling, or crouching
- Chemical fumes
- Climbing ladders
- [Dexterity of hands and fingers to operate specialized equipment and tools](#)
- [Driving a vehicle to conduct work](#)
- Hearing and speaking to exchange information
- Heavy physical labor

Skilled Maintenance Worker III

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- Lifting, carrying, pushing, or pulling heavy objects as assigned by position
- Reaching overhead, above the shoulders, and horizontally
- Seeing to perform repairs
- Standing for extended periods of time
- Traffic hazards
- Working around and with machinery having moving parts
- Working at heights

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

HEAVY EQUIPMENT TECHNICIAN

JOB FAMILY: Trades

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director, Transportation, maintains District engine equipment and vehicles in safe operating condition [in accordance with the requirements and regulations of the California Highway Patrol and the Federal Highway Commission](#); recommends needed repairs and replacements of assigned equipment; performs required repairs and preventive maintenance; and provides written documentation of repairs to meet District, State and federal requirements; collaborates with other personnel to perform assigned duties as needed.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Checks driver's daily write-ups to determine vehicle repair needs.
2. Communicates with various personnel, outside agencies, and vendors to exchange information, coordinate activities, and resolve issues or concerns.
3. Develops a school bus safety and preventative maintenance program in line with [the](#) requirements of California laws.
4. ~~Fabricates, welds, and repairs parts; utilize gas, electric, arc and wire feed welding.~~
5. Maintains a schedule of ongoing bus maintenance and repairs.
6. Maintains tools and equipment in safe and operating conditions; inspects and repairs tools as needed; maintains a safe and clean work environment.
7. Operates a variety of maintenance tools and equipment, including power and hand tools, air tools, specialized auto parts tools, lifts and hoists, drills, grinders, compressors, mowers, gauges, meters, impact tools, and a variety of grounds equipment; drives a vehicle to conduct work.
8. Performs [a](#) mandated 45-day bus and 90-day vehicle inspections and mandated scheduled services; inspects and performs preventative maintenance on District vehicles and grounds equipment including gas powered engines, compressed natural gas (CNG) and electric buses (ebuses) drive trains, electrical systems, mowers, and trailers according to established procedures; identifies defects and ~~assures~~ [ensures](#) that equipment is in a safe operating condition.
9. Performs road tests on all vehicles and ~~assures~~ [ensures](#) that vehicles are in safe operating order.
10. Performs various duties in maintaining District engine equipment and vehicles in safe operating condition; recommends needed repairs and replacements of assigned equipment; diagnoses engine malfunctions for gas, ~~and~~ diesel-fueled, [CNG, ebus](#) and electric machinery and determines needed engine repairs and replacements; performs duties for major vehicle repairs, including repairs to brake systems, transmissions, and engine systems.
11. Prepares and maintains records and documentation related to assigned duties and according to established procedures; [operates a computer and assigned software that support department functions.](#)

Heavy Equipment Technician

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12. Repairs and replaces defective vehicle parts, components, and systems, including heating, brake systems, lights, electrical, tires, and pumps, and ~~assures~~ensures the availability of vehicles in a safe operating condition.
13. Requisitions and researches parts and supplies and maintains inventories~~y~~ as assigned; contacts vendors as needed.
14. Responds to emergency situations related to assigned duties and assists with resolving immediate safety concerns; responds to road calls regarding disabled vehicles;~~and~~ performs emergency repairs~~s~~ work in the field as needed, some nights and weekends included.
15. Stores waste oil and other hazardous waste for the purposes~~s~~ of disposing of waste properly and providing documentation of disposal~~s~~.
16. Works as a team to oversee the shop operations~~s~~, including providing work guidance to new staff, to ensure the efficient and effective use of staff resources and the quality of work.
- ~~17. Works independently with little direction.~~

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
- ~~1.2.~~2. Fabricates, welds, and repairs parts using Metal Inert Gas (MIG) welding techniques.
- ~~2.3.~~3. Performs related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic record-keeping techniques
- Basic understanding of electric buses (ebus)
- Health and safety regulations
- ~~Internal~~External combustion, gasoline, diesel and CNG engines
- Methods, materials, tools, and equipment used in the repair of engine equipment and vehicles
- Operation, maintenance, and repair of small and large gasoline and diesel-powered grounds maintenance equipment and vehicles
- Operation of a computer and assigned software
- Preventative maintenance of District vehicles and equipment
- Proper lifting techniques
- Proper methods and techniques related to the maintenance and repair of hydraulic systems
- Proper methods of storing equipment, materials, and supplies

Skills and Abilities to:

- Communicate effectively in both oral and written form
- Learn to Fabricate, weld, and repair parts
- Learn welding techniques
- Maintain routine records
- Make repairs in a timely manner
- Maintain, diagnose, repair, and adjust a variety of light and heavy power-driven maintenance equipment
- Maintain schedules and timelines associated with vehicle repairs
- Observe health and safety regulations
- Operate hand and power tools, and other equipment used in the repair of grounds maintenance equipment and vehicles
- Operate standard office equipment, including a computer and assigned software
- Understand and follow oral and written instructions

Heavy Equipment Technician

Updated: 2022-23 EH&A / MGT

Previous update: 03/01/08, (Heavy Equip. Mech.), 09/28/17, 02/18/20

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- Work cooperatively with others
- Work independently with little direction

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and five years of journey-level experience in the maintenance and repair of heavy-duty equipment (school bus, trailers, etc.), including experience involving ~~both gas~~ gasoline, CNG, and diesel engines. Formal training in automotive, and bus (fuel and electric) repair preferred.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class C driver's license and evidence of insurability to perform work
- California Class B with Passenger endorsement (must be completed within 6 months of hire) ~~a designated probationary period~~

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's job-related merit exam
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense
 - Consent to participate in Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse
 - Enrollment in Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program
 - Enrollment in Department of Transportation random drug screening program

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel
- High voltage electrical systems
- Outdoor and repair shop environment
- Seasonal heat, cold, and adverse weather conditions
- Subject to noise from equipment operation
- Working in a cramped or restrictive work chamber
- Bending at the waist, kneeling, or crouching to perform repair and maintenance tasks
- Climbing ladders
- Dexterity of hands and fingers to operate tools and equipment
- Driving a vehicle to conduct work
- Hearing and speaking to exchange information
- Lifting, carrying, pushing, or pulling heavy objects as assigned by the position
- Reaching overhead, above the shoulders, and horizontally
- Seeing to perform repairs
- Standing for extended periods of time
- Traffic Hazards
- Working around and with machinery having moving parts
- Working at heights

Heavy Equipment Technician

Updated: 2022-23 EH&A / MGT

Previous update: 03/01/08, (Heavy Equip. Mech.), 09/28/17, 02/18/20

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

LEAD MAINTENANCE WORKER

JOB FAMILY: Trades

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the Director, Maintenance, Operations and Facilities, leads and provides work guidance to Skilled Maintenance Workers within areas of expertise; performs duties within area of journeyman trade and skilled maintenance to resolve immediate operational and safety concerns; identifies repair and replacement needs; assists other skilled trades in completing projects safely and within established budget and time constraints; ~~assures~~-ensures adequate materials are available to complete assignments in a timely manner; utilizes expertise in maintaining facilities for students, staff, and ~~the~~ public in safe operating condition.

DISTINGUISHING CHARACTERISTICS (For use in a job series only)

The Lead Maintenance Worker is a non-supervisory, lead-level class that provides day-to-day coordination and guidance to Skilled Maintenance Workers with areas of expertise and to resolve immediate operational and safety concerns, identifying repair and replacement needs and assisting other skilled trades personnel in completing projects safely and within established budget and time constraints. The Skilled Maintenance Worker I classification is the entry-level classification in the series. Incumbents work with other skilled trades personnel and perform semi-skilled work in the maintenance, construction, and repair of buildings, utilities, and equipment. The Skilled Maintenance Worker II classification performs a variety of skilled maintenance work requiring in-depth knowledge of one or more trades. The Skilled Maintenance Worker III classification is the advanced level in the series and performs highly skilled and specified duties at the journey level; incumbents are involved closely in the facilities planning process, working with management and outside contractors.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Communicates with various personnel and outside agencies to exchange information and resolve issues or concerns.
2. Inspects facilities, systems and their components within areas of trade expertise such as heating/ventilation units, new and remodel construction and electrical; ~~assures~~-ensures quality of work standards are met and identifies repairs and preventive maintenance requirements.
3. Installs, builds and maintains systems and component parts covering a wide range of trades including HVAC, electrical, plumbing, and general maintenance; repairs various items, systems and components as assigned.
4. Leads and provides work guidance, coordination, and task training when required to Skilled Maintenance Workers within areas of expertise such as plumbing, mechanical/HVAC, electrical/electronic or general

Lead Maintenance Worker

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maintenance; coordinates work assignments with administration, site personnel, other skilled trades and outside parties to complete projects/work orders efficiently; ~~assures~~ ensures that maintenance and safety objectives are met within budget guidelines and in compliance with all established regulations and guidelines.

5. Operates ~~and maintains~~ a variety of maintenance equipment including ~~a variety of~~ hand and power tools; maintains tools and equipment appropriate to the skilled trade to ~~assure~~ ensure their availability ~~of equipment~~ in safe and operating condition as required; operates a computer and assigned software to support department functions.
6. Coordinates the tasks and workflow of ~~Oversees~~ assigned Skilled Maintenance Workers and assures ~~scheduled work assignments are~~ is completed in a safe, proper, and timely manner; ~~assigns employee duties and follows up by~~ reviewing work for accuracy, completeness, and ~~compliance with~~ adherence to established standards and procedures; provides training and work guidance to assigned personnel.
7. Participates in scheduled meetings with Director, Supervisors, and other Lead Maintenance Workers to present current status of general department issues; ~~;~~ reviews and reports on specific project progress and assists ~~in scheduling of~~ work activities to coordinate efficiency of departmental resources including personnel and assigned Skilled Maintenance Workers.
8. Performs duties within areas of journeyman trade skills ~~sed maintenance~~ to resolve immediate operational and safety concerns across all skilled trades ~~that may include installing, repairing and building items; diagnoses causes of problems including cooling/heating/refrigeration, electrical, light systems, signal and alarms, building renovations, masonry, painting and plumbing~~.
9. Prepares documentation, reports and records related to assigned activities such as time-sheets, inventory, work orders, labor and material estimates, repair manuals, blue-prints and specifications; maintains District's digital and paper archival records of building plans and responds to requests for history of facilities.
10. Recommends plans, procedures and specific actions to address department goals, objectives, and work-related needs; plans and designs systems and projects within specific area of trade expertise.
11. Submits requisitions and orders equipment and supplies as assigned; maintains assigned inventories.
12. Transports various items including tools, equipment and supplies and assures availability of materials required at job site; drives a vehicle to conduct work.
13. Welcomes new hires and orients them to District policies, work expectations, and safety standards; provides input regarding observed work behaviors and technical skills assessment of trades personnel as directed.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops and conferences.
2. Performs related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable building codes, ordinances and fire regulations
- Appropriate safety precautions and procedures
- Extensive knowledge in a specific skilled craft
- Facilities planning methods and requirements
- General office procedures and protocols
- General tools, equipment, materials, methods and techniques used in the building maintenance trades including construction, maintenance and repair activities
- Operation and proper maintenance of tools, equipment and machinery used in the building trades
- Oral and written communication skills
- Organization or department operations, services and policies

Lead Maintenance Worker

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- ~~Basic~~ Preventive maintenance principles and practices
- Principles of providing training and work guidance
- Proper lifting techniques
- Record-keeping techniques
- Requirements of maintaining facilities, utilities and equipment in good repair
- [Specific trades related knowledge as required by assignment](#)

Skills and Abilities to:

- Assist in the development, [planning, project management](#), and implementation of maintenance and repair projects
- Communicate effectively [in both orally and in-writtening form](#)
- [Diagnose equipment malfunctions and Pperform](#) a variety of ~~semi~~-skilled duties in the maintenance and repair of designated facilities, utilities and equipment
- Interpret and apply applicable building codes, ordinances, fire regulations, and safety precautions
- Maintain, repair, or replace a variety of parts, components, and equipment
- Maintain routine records of work performed
- Meet schedules and timelines
- Observe health and safety regulations and procedures
- Operate a variety of assigned tools and equipment effectively and safely
- [Operate standard office equipment, including a computer and assigned software](#)
- Provide training and work guidance to assigned personnel
- [Specify scope of work for trades staff and contractors and ensure subsequent adherence to scope](#)
- ~~Understand and follow oral and written communications~~
- Understand and follow oral and written instructions
- Work cooperatively with others
- Work independently with little direction

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and six years of journey-level experience in the commercial construction trades and/or commercial construction maintenance with at least one of the years completed in the last five years.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class C Driver's License and evidence of insurability [to perform work](#)

CERTIFICATIONS AND TESTING REQUIRED:

- Valid required certifications in specific trades as required by applicable local, state and government agencies
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor and outdoor work environment
- Regular exposure to fumes, dust, and odors
- Bending at the waist, kneeling, or crouching
- Chemical fumes
- Climbing ladders
- Dexterity of hands and fingers to operate specialized equipment and tools
- [Driving a vehicle to conduct work](#)
- Hearing and speaking to exchange information
- Heavy physical labor
- Lifting, carrying, pushing, or pulling heavy objects as assigned by position
- Reaching overhead, above the shoulders and horizontally
- Seeing to perform repairs
- Standing for extended periods of time
- Traffic hazards
- Working around and with machinery having moving parts
- Working at heights

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Lead Maintenance Worker

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

DATA SUPPORT TECHNICIAN

JOB FAMILY: Technology

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the assigned administrator, performs technical duties in the management of the student information database systems; prepares, reviews, transmits, and maintains the California Longitudinal Pupil Achievement Data System (CALPADS) database; collaborates with department staff to help support the student database system and ~~to~~ prepare documentation and mandated reports; manages the accuracy of an assigned database to compile statistical reports as requested; trains staff in the use and maintenance of assigned student databases and related applications.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Collaborates with department staff to support and maintain the district's student system, other systems, and state and federal reporting.
2. Communicates with various departments, personnel, school sites, and outside agencies to exchange information, respond to various inquiries, coordinate activities, and resolve issues or concerns; disseminates information in compliance with District, State and federal student database requirements.
3. Develops and updates a procedural manual and user instructions specific to the use of the student database.
4. Inputs and compiles data from a wide variety of sources; manipulates large sets of data; transfers data between the ~~d~~District's student system and CALPADS.
5. May drive a vehicle to conduct work.
6. Maintains a variety of files and records; compiles pertinent information in compliance with applicable federal, State and District regulations; prepares and maintains detailed documentation of CALPADS processes and other systems supported by the department.
7. Performs a variety of activities in maintaining and improving designated databases to include organizing ~~the collecting and updating of data~~ data collection and updating; develops data backup systems ~~for data backup~~; assures and ensuring compliance with District, State and federal student database requirements.
8. Prepares and provides state and federal submission reports to various departments and staff members.
9. Prepares, reviews, diagnoses, corrects, transmits, and maintains CALPADS data; assures ensures the accuracy of various submissions.
10. Prepares, implements, and maintains documentation of student database procedures.
11. Provides assistance with various district supported software and applications to site users; creates user accounts on district network and student database applications.
12. Provides guidance to clerical personnel responsible for data entry and maintenance of records.
13. Provides training and technical support to staff in the use of designated student database systems and ~~in~~

Data Support Technician

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~~the use of~~ related applications; serves as a liaison ~~regarding~~for designated student databases.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned: ~~for ensuring~~to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic mathematical calculations
- Computer hardware systems and software applications ~~utilized~~
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills including tact, patience, and courtesy
- Modern office practices, procedures, and equipment
- Operation of a variety of office equipment, a computer and assigned software
- Oral and written communication skills
- Principles of data storage and handling techniques
- Principles of database management and documentation
- Record-keeping and report preparation techniques
- Specification and formatting of reports utilizing student database software
- Student information databases, spreadsheets, and data processing systems
- Troubleshooting techniques for application software and peripheral ~~equipment~~

Skills and Abilities to:

- Add, subtract, multiply, and divide quickly and accurately
- Analyze data systems, identify problems, and develop effective solutions
- Communicate effectively ~~in~~ both orally and ~~in-written~~ing form
- Complete work with many interruptions
- Develop database reports
- Establish and maintain cooperative and effective working relationships with others
- Facilitate group discussions
- Implement a system to backup data to ensure integrity of the student database
- Maintain records and prepare reports
- Meet schedules and time-lines
- Present technical concepts clearly and concisely ~~in~~ both orally and ~~in-written~~ing form
- Provide support and training to personnel concerning student database software applications
- Provide training for staff in the use of database, spreadsheet, and related systems
- Type and input data with accuracy and at an acceptable rate of speed
- Understand and follow oral and written instructions
- Work independently with little direction

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of responsible clerical experience, preferably with experience working with student database systems such as

Data Support Technician

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Previous update: 04/28/14, 09/28/17

CALPADS/AERIES and Student Assessment Program.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Some incumbents may be required to possess a ~~V~~valid California Class C Driver's License and evidence of insurability to perform work.

CERTIFICATIONS AND TESTING REQUIRED:

- Certificates in job-related software applications ~~are~~is desirable
- Pass the District's job-related merit exam
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Constant interruptions
- Indoor/office environment
- Possible Ddriving a vehicle to conduct work
- Dexterity of hands and fingers to operate a computer keyboard and assigned office equipment
- Hearing and speaking to exchange information in person and on the telephone
- Possible Traffic hazards
- Seeing to view a computer monitor
- Sitting for extended periods of time



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

IT HELP DESK TECHNICIAN

JOB FAMILY: Technology

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director, Information Technology and Supervisor, Information Technology, performs a variety of technical services in the installation, operation, configuration, repair, maintenance, and diagnosis of computer hardware and software and peripheral equipment; provides technical user support assistance; processes and maintains various data, documents, and reports for local, State and federal reporting as assigned; provides training to personnel in the operation of computers, peripherals, and related equipment.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Communicates with various District personnel, departments, outside agencies, and vendors to exchange information; coordinates activities and resolves issues or concerns; responds to inquiries for student data extraction from legacy student systems according to established policies and procedures.
2. Creates, maintains, and disables user log-in accounts for District email, network, and student data systems, and online training programs as assigned; assures appropriate levels of secured access are available to approved District employees in a timely manner.
3. Creates software and hardware requisitions.
4. Monitors, assigns, and closes work orders from using help desk software.
5. Performs a variety of technical services in the installation, operation, configuration, repair, maintenance and diagnosis of computer hardware and software and peripheral equipment; responds to inquiries from various District departments and school sites regarding assigned District supported software and assists with various problems; provides information and refers issues to appropriate personnel as needed.
6. Performs various duties in the maintenance of a variety of District-approved application software products and programs; provides district device software update support to department staff as needed.
7. Prepares, maintains, and generates records, reports, and logs related to assigned activities; collects a variety of queries and reporting criteria and assists assigned personnel in responding to requests for specific data and developing new reports; maintains equipment repair logs, records, requisitions, and service contracts according to established procedures.
8. Prepares written materials, including manuals, instructions, notices, reminders, and memos related to assigned functions, as needed.
9. Processes and maintains various data, documents, and reports for local, State and federal reporting as assigned; provides required mandatory data submissions to federal, State and local agencies according to established procedures and ensures compliance; prepares, reviews, transmits, corrects, and reconciles data between the assigned District's student system and the State data system (CALPADS); assures compliance with local, federal and State reporting requirements; initiates regular data checks, backups, and system

IT Help Desk Technician

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- updates as assigned; ~~assure~~ensures the accuracy and completeness of input and output data.
10. Provides help desk support for District personnel; troubleshoots ~~for~~ software and hardware issues; assists users with procedural questions, software configuration issues, network and server login problems, and hardware issues in-person, via telephone, or by utilizing remote access; reinstalls and configures software and assigned programs as needed; provides computer support to department staff as assigned; drives a vehicle to conduct work as assigned by the position.
 11. Provides required information to the Business Services Department regarding warranty repairs.
 12. Provides technical support for Student Information System users.
 13. Provides training to school site staff and other department staff members on the functions and operating requirements of the District's supported software applications and peripheral equipment as assigned.
 14. Works closely with outside vendors and district staff to process damaged and malfunctioning site technology equipment and performs related duties, including creating requisitions, logging information, sending out for repairs, tracking equipment, verifying accuracy of invoices and payment, ~~track~~tracking costs for iPad battery repairs, and notifying sites and technicians of repair status as needed.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Computer hardware systems, software applications, and languages utilized
- Current, legacy, and emerging operating systems
- Inter/intranet applications
- Interpersonal skills using tact, patience, and courtesy
- Laws, rules, and regulations related to assigned activities
- Materials, methods, and tools used in the operation and repair of computer and network systems
- Modern office practices, procedures, and equipment
- Network environments and protocols
- Oral and written communication skills
- Policies and objectives of assigned program, and activities
- Principles and practices of installing and maintaining computers, server peripherals, and workstations
- Proper methods of storing equipment, materials, and supplies
- Record-keeping techniques
- Technical aspects of field of specialty

Skills and Abilities to:

- Assist personnel with setting up and maintaining computer applications
- Communicate effectively in both orally and ~~in~~in-written ~~ing~~ form
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Make routine equipment adjustments and perform routine maintenance
- ~~Operate a vehicle to conduct work~~
- Maintain current knowledge of technological advances in the field
- Maintain records and prepare reports
- Meet schedules and timelines

IT Help Desk Technician

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- Perform skilled work in the repair, maintenance, and installation of a variety of computerized equipment and peripherals
- Plan and organize work
- Prioritize and schedule work
- Provide technical assistance to computer system users
- [Provide training to personnel in operating computers, information systems, and related applications](#)
- Research, analyze, and recommend new system software and hardware
- [Serve as a technical resource to personnel](#)
- Troubleshoot and repair basic system malfunctions and maintain system operation
- [Work cooperatively with others](#)
- [Work independently with little direction](#)

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED supplemented by college-level course work in computer science or a related field and two years-² [of](#) experience in the installation, maintenance, and repair of computer systems, peripherals, and related equipment.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- [Valid California Class C Driver's License and evidence of insurability to perform work](#)

CERTIFICATIONS AND TESTING REQUIRED:

- [Pass the District's applicable job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- [Driving a vehicle to conduct work](#)
- [Frequent interruptions](#)
- Office and indoor environment
- Bending at the waist, kneeling, or crouching
- Dexterity of hands and fingers to operate computer keyboards and other assigned equipment
- [Hearing and speaking to exchange information in person and on the telephone](#)
- Lifting, carrying, pushing, and pulling moderately heavy objects
- Reaching overhead, above the shoulders and horizontally
- Seeing to perform computer repair duties
- Sitting or standing for extended periods of time
- Traffic hazards

IT Help Desk Technician

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

INFORMATION TECHNOLOGY SUPPORT TECHNICIAN

JOB FAMILY: Technology

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director, Information Technology and Learning Resources, maintains operating systems and equipment in support of teachers, classrooms, computer labs, students, and library operations; troubleshoots, diagnoses, and repairs malfunctions of hardware and software applications; provides training on basic operating procedures; maintains Mobile Device Management that monitor students' equipment; completes trouble tickets as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Communicates with various personnel, departments, school sites, and outside contacts, including vendors, to exchange information and resolve issues or ~~concerns~~ concerns; collaborates with various school sites and District personnel in order to set priorities, schedule items, and coordinate work activities.
2. Configure and maintain audio visual equipment in classrooms, conference rooms, multi-purpose rooms for various presentations, performances, and meetings.
- ~~2.3.~~ Installs assigned computer hardware, peripherals, and application software, including service packs, application software, operating software, and hardware upgrades; assists with maintaining safe and effective operations for various sites, including classrooms, library, and computer labs.
- ~~3.4.~~ Maintains current knowledge of technological advances and industry trends.
- ~~4.5.~~ Maintains District telecommunications services as assigned ~~by the position~~; troubleshoots telephone, intercom, paging, and VOIP systems in accordance with established policies and procedures; ~~assures~~ ensures the availability and effectiveness of related telecommunications functions.
- ~~5.6.~~ Maintains inventory of supplies and equipment as assigned and ~~assures~~ ensures availability of required items; maintains complete inventory and related records for equipment as assigned; prepares new equipment to be distributed to classrooms accordingly.
- ~~6.7.~~ Maintains workstations and site-based server functionality; performs various duties, including installing patches and upgrades, servers, and images as assigned to ~~assure~~ ensures availability of desktop and server functionality for all assigned users utilizing assigned operating systems.
- ~~7.8.~~ Operates a variety of job-related equipment and office equipment, including test equipment, hand tools, external drives, routers, cables, servers, a computer, and assigned software; drives a vehicle to conduct work.
- ~~8.9.~~ Oversees site data security and backup/recovery procedures as assigned to ~~assure~~ ensure data availability and access by only authorized users.
- ~~9.10.~~ Performs repairs on a variety of site-based computers, peripherals, and assigned electronic equipment; troubleshoots and resolves software and hardware related problems.

Information Technology Support Technician

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- ~~10.~~ 11. Performs various duties to maintain operating systems and equipment in support of teachers, students, staff, classrooms, computer labs, and library operations; troubleshoots, diagnoses, and repairs malfunctions of hardware and software applications, including computers, tablets, applications, protocols, printers, phones, and cables; determines appropriate actions to maintain operations or to send to auction according to established procedures.
- ~~11. Prepares and maintains a variety of manual and electronic files, records, and documentation related to assigned activities, including equipment inventory, licenses, work logs, and user login information.~~
12. Prepares devices for distribution at school sites; creates, maintains, and monitors the administrative system associated with device tracking and maintains accurate inventory of devices.
- ~~12.~~ 13. Provides training to instructional users on basic operating procedures; responds to requests for help, repairs, training, and upgrades by telephone, e-mail, or work order system accordingly; provides information, schedules appointments, confirms problem resolutions and refers issues to appropriate parties as needed.
14. Reports violations of the District technology policies for the purposes of maintaining network security, hardware integrity, adherence to copyright laws, and student safety.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.
3. Transport technology-related equipment and supplies from various locations across the district when directed.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable safety requirements and practices
- Assigned operating systems, including Windows, Mac OS, Chrome OS, iOS and network system
- Computer hardware systems, peripheral equipment, software applications, and languages utilized
- Current, legacy, and emerging operating systems
- Google Suite, Microsoft Office and various software programs
- Inter/Intranet applications
- Interpersonal skills using tact, patience, and courtesy
- Inventory methods and practices
- Laws, rules, and regulations related to assigned activities
- Materials, methods, and tools used in the installation, operation, and repair of computer systems and applications
- Materials, methods, and tools used in the operation and repairs of computer and network systems
- Mobile Device Management
- Modern office practices, procedures, and equipment
- Network environments and protocols
- Oral and written communication skills
- Policies and objectives of assigned program and activities
- Principles and practices of installing and maintaining computers, servers, peripherals, and workstations
- Proper methods of storing equipment, materials, and supplies
- Record-keeping and report preparation techniques
- Technical aspects of field of specialty
- Troubleshooting methods

Information Technology Support Technician

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- [Website design and current web server technology](#)
- [Wireless technology](#)

Skills and Abilities to:

- [Assist personnel with setting up and maintaining computer applications](#)
- [Communicate effectively in both orally and in-writtening form](#)
- [Convey technical information to non-technical audiences](#)
- [Determine appropriate action within clearly defined guidelines](#)
- [Establish and maintain cooperative and effective working relationships with others](#)
- [Install, maintain, and repair computers, and workstations](#)
- [Maintain and continuously improve job-related knowledge](#)
- Maintain records and documents
- Make routine equipment adjustments and perform routine maintenance
- Meet schedules and timelines
- Observe and adhere to applicable safety procedures
- ~~Operate a vehicle to conduct work~~
- Perform skilled work to maintain operating systems and equipment
- Prioritize and schedule work
- Provide technical assistance [and serve as a technical resource](#) to computer systems users
- Provide training to users on basic operating procedures
- Troubleshoot and repair hardware and software malfunctions and maintain system operation
- [Type and input data with accuracy and at an acceptable rate of speed](#)
- ~~Work cooperatively with others~~
- [Work independently with little direction](#)

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED supplemented by college-level course work in computer science or related field and two years of experience installing, repairing, and troubleshooting computer hardware and software. [Experience with Apple desktop and server software, and backup and recovery solutions preferred.](#)

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- [Valid California Class C Driver's License and evidence of insurability to perform work](#)

CERTIFICATIONS AND TESTING REQUIRED:

- [A+ Certified and Apple Certified Repair Technician desired](#)
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Information Technology Support Technician

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- Driving a vehicle to conduct work
- [Frequent interruptions](#)
- Office and indoor environment
- Bending at the waist, kneeling, or crouching
- [Climbing ladders and working from heights](#)
- [Hearing and speaking to exchange information in person and on the phone](#)
- Dexterity of hands and fingers to operate computer keyboards and other assigned equipment
- Lifting, carrying, pushing, and pulling moderately heavy objects [up to 50 pounds](#)
- Reaching overhead, above the shoulders, and horizontally
- Seeing to perform computer repair duties
- Sitting or standing for extended periods of time
- Traffic hazards
- Working at heights

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

NETWORK ADMINISTRATOR

JOB FAMILY: Technology

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director, Information Technology, maintains operating systems and equipment in support of administrative staff, district office, and operations center; troubleshoots, diagnoses, and repairs malfunctions of hardware and software applications; provides training on basic operating procedures; performs administration on the District Local Area Network, associated network equipment, peripherals, and the District’s VoIP phone system.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Assists in the evaluation and selection of new technology equipment, in coordination with overall district technology plans and goals. Communicates with various personnel, departments, school sites, and outside contacts, including vendors, to exchange information and resolve issues or concerns; collaborates with various school site and District personnel in order to set priorities, schedule items, and coordinate work activities.
2. Installs assigned computer hardware, peripherals and application software including service packs, application software, operating software, hardware upgrades; assists with maintaining safe and effective operations for various sites including district office and operations center.
3. Installs, configures, maintains, and supports the District VoIP phone system and voicemail; works with Network Engineers on infrastructure changes including SIP/T1/PRI/POTS lines, other voice cabling systems, circuits, and equipment.
4. Installs network infrastructure data cables as needed or coordinates with cabling vendors, outside contractors, and the maintenance department for installation.
5. Maintains current knowledge of technological advances and industry trends.
6. Maintains District telecommunications services as assigned by the position; troubleshoots telephone, intercom, paging, and VOIP systems in accordance with established policies and procedures; assures availability and effectiveness of related telecommunications functions.
7. Maintains inventory of supplies and equipment as assigned and assures-ensures availability of required items; maintains complete inventory and related records for equipment as assigned; prepares new equipment to be distributed to staff accordingly.
8. Maintains workstations and site-based server functionality; performs various duties, including installing patches and upgrades, servers, and images as assigned to assure-ensure availability of desktop and server functionality for all assigned users utilizing assigned operating systems.
9. Operates a variety of job-related equipment and office equipment, including test equipment, hand tools, external drives, routers, cables, servers, a computer, and assigned software; drives a vehicle to conduct

work.

10. Oversees site data security and backup/recovery procedures as assigned to ~~assure~~ensure data availability and access by only authorized users.
11. Performs repairs on a variety of site-based computers, peripherals, and assigned electronic equipment; troubleshoots and resolves software and hardware related problems; establishes the need for repairs, including transporting, ordering new parts, warranty, and replacement.
12. Performs various duties to maintain operating systems and equipment in support of administrative staff, district office staff, and operations center; troubleshoots, diagnoses, and repairs malfunctions of hardware and software applications, including computers, tablets, applications, protocols, printers, phones, and cables; determines appropriate actions to maintain operations or to send to auction according to established procedures.
13. Prepares and maintains a variety of manual and electronic files, records, and documentation related to assigned activities, including equipment inventory, licenses, work logs, and user login information.
14. Provides training to instructional users on basic operating procedures; responds to requests for help, repairs, training, and upgrades by telephone, e-mail, or work order system accordingly; provides information, schedules appointments, confirms problem resolutions, and refers issues to appropriate parties as needed.
15. Reports violations of the District technology policies for the purposes of maintaining network security, hardware integrity, adherence to copyright laws, and student safety.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable safety requirements and practices
- Assigned operating systems including Windows and network system
- Computer hardware systems, peripheral equipment, software applications, and languages utilized
- Current, legacy and emerging operating systems
- Ethernet cabling standards and connectivity
- Experience with provisioning and connecting VoIP phones
- Inventory methods and practices
- ~~Basic~~ Intermediate understanding of VoIP
- Interpersonal skills using tact, patience, and courtesy
- Laws, rules, and regulations related to assigned activities
- Materials, methods, and tools used in the operation and repair of computer and network systems and applications
- Modern office practices, procedures, and equipment
- Network environments and protocols
- Oral and written communication skills
- Policies and objectives of assigned program and activities
- Proper methods of storing equipment, materials, and supplies
- Record-keeping and report preparation techniques
- Technical aspects of field of specialty
- Telecommunications systems in an enterprise networked environment over T-1/PRI and SIP circuits
- Troubleshooting methods

Network Administrator
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- Various network typologies and protocols and TCP/IP
- [Windows connectivity in a Windows active directory environment](#)
- [Wireless technology](#)

Skills and Abilities to:

- [Communicate effectively in both orally and in-writtening form](#)
- [Convey technical information to non-technical audiences](#)
- [Determine appropriate action within clearly defined guidelines](#)
- [Establish and maintain cooperative and effective working relationships](#)
- [Maintain and continuously improve job-related knowledge](#)
- Maintain records and documents
- Make routine equipment adjustments and perform routine maintenance
- Meet schedules and timelines
- Observe and adhere to applicable safety procedures
- ~~Operate a vehicle to conduct work~~
- Perform skilled work to maintain operating systems and equipment
- Prioritize and schedule work
- Provide technical assistance [and serve as a technical resource](#) to computer systems users
- Provide training to users on basic operating procedures
- Troubleshoot and repair hardware and software malfunctions and maintain system operation
- [Work cooperatively with others](#)
- [Work independently with little direction](#)

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED supplemented by college-level course work in computer science or related field and two years of experience installing, repairing, and troubleshooting computer hardware and software. Familiarity [regarding with](#) networking and Voice over IP is desirable. Familiarity with Cisco VoIP solutions and Network+ is preferred

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class C Driver's License and evidence of insurability [to perform work](#)

CERTIFICATIONS AND TESTING REQUIRED:

- [Cisco Certified Network Associate, Certified Network Computer Technician or other related certifications preferred](#)
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Driving a vehicle to conduct work
- Office and indoor environment [and occasional outdoor work](#)
- Bending at the waist, kneeling, or crouching
- Climbing ladders and working from heights
- [Dexterity of hands and fingers to operate computer keyboards and other assigned equipment](#)
- [Hearing and speaking to exchange information in person and on the phone](#)
- Lifting, carrying, pushing, and pulling moderately heavy objects
- Reaching overhead, above the shoulders, and horizontally
- Seeing to [view a computer monitor and](#) perform computer repair duties
- Sitting or standing for extended periods of time
- Traffic hazards
- ~~Working at heights~~
- Working in ~~tight~~ [confined](#) spaces

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

INFORMATION TECHNOLOGY SUPPORT SPECIALIST

JOB FAMILY: Technology

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, serves as a technical resource to department personnel in the maintenance of computers, related operating systems, and equipment in the support of teachers, classrooms, computer labs, and library operations; installs, troubleshoots, and perform repairs on computers information systems and related software; prepares related training and informational materials and conducts training to personnel in operating computers, information systems, and related applications.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Assists assigned administrator(s) with technical specifications and solutions; ~~assures~~ensures that Department and District technology-related objectives are met in an effective and timely manner and within budget constraints.
2. Assists in conducting physical inventories of supplies and equipment; verifies stock and identifies losses.
3. Assists in researching and recommending computer hardware and software application acquisitions; assists with the design and implementation of the district master plan for technology.
4. Assists personnel with setting up and maintaining computer applications; installs updated versions of software as directed.
5. Communicates with school and district personnel to ~~coordinating~~coordinate work activities; consults with vendors, service providers, and technical support regarding the purchase of parts, status of repairs, and software and hardware related questions.
6. Conducts training and in-services in the operation of computers, information systems, and related applications for assigned personnel; prepares related training and informational materials.
7. Diagnoses malfunctions of hardware and software applications, including computers, site-based wireless networks, applications, protocols, routers, and cables; determines appropriate actions to maintain operations.
8. Drives to various sites to troubleshoot software and hardware related problems; performs repairs on computers and applications as appropriate.
9. Installs, maintains, and repairs servers, computers, peripherals, electronic equipment, site-based network equipment, and application software; sets up, and maintains network directories on servers; prepares and maintains documents related to server maintenance and repairs according to established procedures and guidelines.
10. Maintains current knowledge of technological advances in the field.
11. Maintains wireless site networks, workstations, and site-based server functionality such as installing

Information Technology Support Specialist

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- patches and upgrades, servers, and images; ~~assures~~ensures availability of desktop and server functionality for all assigned users.
12. Operates a variety of office equipment, including a telephone, fax machine, copier, computer, and assigned software.
 13. Oversees site data security and backup/recovery procedures to ~~assure~~ensure data availability and access by only authorized users.
 14. Performs advanced repairs on Apple and related equipment; ~~assures~~ensures the efficient and effective functioning of District Apple technology equipment.
 15. Prepares and maintains a variety of records and reports related to assigned activities; prepares documents related to inventory of computer parts and equipment; and prepares a variety of written materials.
 16. Removes and reinstalls computer equipment as necessary; maintains network connections and other cabling as needed.
 17. Reviews hardware and software and recommends ~~for~~ purchases.
 18. Serves as a technical resource to personnel; provides technical information, advice, or referrals; responds to requests for help, repairs, training, and upgrades by telephone or e-mail; provides information, scheduling appointments and referring to alternate resources.
 19. Serves as the Webserver Administrator for the District websites; installs, configures, maintains, and monitors web server equipment; develops and implements backup and ~~recovers~~recovery strategies.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable safety requirements and practices
- Computer hardware systems, peripheral equipment, software applications, and languages utilized
- Current, legacy and emerging operating systems
- Inter/Intranet applications
- Interpersonal skills using tact, patience, and courtesy
- Laws, rules, and regulations related to assigned activities
- Materials, methods and tools used in the installation, operation, and repair of computer systems and applications
- Modern office practices, procedures, and equipment
- Network environments and protocols
- Oral and written communication skills
- Policies and objectives of assigned program and activities
- Principles and practices of installing and maintaining computers, servers, peripherals, and workstations
- Record-keeping and report preparation techniques
- Technical aspects of computer training and support
- Website design and current web server technology
- Wireless technology

Skills and Abilities to:

- Assist personnel with setting up and maintaining computer applications
- Communicate effectively in both orally and in-writing form
- Convey technical information to non-technical audiences

Information Technology Support Specialist

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- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Install, maintain, and repair computers, servers, and workstations
- Install, troubleshoot, and perform repairs on computers, and peripherals as appropriate
- Maintain current knowledge of technological advances in the field
- Maintain records and prepare reports
- Meet schedules and timelines
- [Observe and adhere to applicable safety procedures](#)
- Plan and organize work
- Provide training to personnel in operating computers, information systems, and related applications
- Serve as a technical resource to personnel
- Work independently with little direction
- Work variable hours

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by college-level course work in information systems, electronics, computer science, or related field and three years' experience in the repair of computers and peripheral equipment. Experience with Apple desktop and server software, and backup and recovery solutions preferred.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class C Driver's License and evidence of insurability [to perform work](#)
- ~~Apple Certified Repair Technician~~

CERTIFICATIONS AND TESTING REQUIRED:

- A+ Certified [and Apple Certified Repair Technician desired](#)
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Driving a vehicle to conduct work
- [Office and Indoor environment](#)
- Perform work during variable hours
- Bending at the waist, kneeling, or crouching
- Dexterity of hands and fingers to operate a computer keyboard [and other assigned equipment](#)
- [Hearing and speaking to exchange information and make presentations](#)
- [Lifting, carrying, pushing, and pulling moderately heavy objects](#)
- [Reaching overhead, above the shoulders, and horizontally](#)
- Seeing to view a computer monitor [and perform computer repair duties](#)
- Sitting or standing for extended periods of time

Information Technology Support Specialist

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- Traffic hazards

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

NETWORK ENGINEER

JOB FAMILY: Technology

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the [Director, Information Technology Manager](#), installs, repairs, maintains, and administers network systems and subsystems within the District to enable consistent internet access required for student learning and business systems; resolves network operational issues for [the](#) District wireless system, VoIP system, WAN/LAN connectivity, and web security; monitors network performance; maintains computer hardware, software, and the network; provides information, direction, and recommendations regarding computer equipment, network security appliances, and software.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Administers systems and servers related to [the](#) District LAN, WAN, and VoIP, including directory services, e-mail, [Domain Name System \(DNS\)](#), [Dynamic Host Control Protocol \(DHCP\)](#), web filtering, proxies, routers, switches, security, network monitoring, and backups; optimizes throughput, secures data, oversees backup and recovery capabilities, and [assures/ensures](#) availability of services to authorized users.
2. Communicates with various personnel, departments, and outside agencies to exchange information, coordinate activities, and resolve issues or concerns; responds to inquiries from District personnel and provides information and solutions for network problems.
3. Coordinates network hardware and software upgrades, changes, and repairs accordingly; maintains virtualized server environments; installs and manages hosts, virtual machines, configuration of servers, and applications, and user data backups.
4. Installs computer equipment, network (client and server) hardware, routers, and switches from a variety of manufacturers; performs various duties in upgrading and maintaining related equipment and software.
5. Installs computer software, including operating systems, service packs, and application software; maintains and troubleshoots cloud services and user accounts.
6. Maintains and deploys District wireless network equipment utilizing appropriate access points; installs and configures access points at District locations; provides operational support and troubleshooting of connectivity issues with related equipment and devices; recommends appropriate actions to maintain network operations and user productivity.
7. Maintains network operations and related software applications as assigned and [assures/ensures](#) efficient program operations within the District; deploys, configures, and maintains security appliances to combat web security threats, reduce malware infections, safeguard student internet usage, and prevent data loss by utilizing SSL inspection and various web filtering policies.
8. Participates in developing long and short-range plans for the design, testing, installation, and maintenance

Network Engineer

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of network equipment, policies, and practices in order to meet the distributed processing technology needs of the District; plans optimum end-user solutions using current and emerging technologies.

9. Performs various duties in the engineering design, deployment, management, and maintenance of network equipment; ~~assigned~~ [assigns](#) network servers and ~~assigned~~ backup systems; assesses malfunctions of network hardware and software applications; determines appropriate actions to maintain computer and network operations.
10. Prepares and maintains various records, reports, and written materials related to assigned activities.
11. Researches new products and technologies for possible implementation within the District; deploys new hardware and software solutions based on new and current technologies; recommends purchase of equipment, supplies, and materials as needed; repairs, replaces, and upgrades network and server-related equipment, including routers, switches, and firewalls.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned [to ensure the efficient and effective functioning of the work unit and the District.](#)

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- [Applicable safety requirements and practices](#)
- Data communications and network protocols
- Data processing systems and procedures
- Hardware and software diagnostic tools and programs
- Internet work operating system configurations for switches, routers, and firewalls
- Interpersonal skills using tact, patience, and courtesy
- [LAN and WAN network software and hardware configurations and enhancements](#)
- [Laws, rules, and regulations related to assigned activities](#)
- Microsoft and other assigned servers
- Network system design and implementation
- Oral and written communication skills
- Related routing, configuration, and troubleshooting methods
- Technical aspects of field of specialty
- Virtualization platforms
- VoIP communications and configurations
- Wireless networking technologies and troubleshooting methods

Skills and Abilities to:

- Analyze, troubleshoot, and correct complex network protocol and data communications issues
- [Communicate effectively in both oral and written form](#)
- Develop and deliver training programs
- Establish and maintain cooperative and effective working relationships with others
- Implement new applications and programs
- Install and configure a variety of microcomputer and high-speed data communications equipment
- Learn new computer applications
- Meet schedules and timelines
- Plan and organize work
- Provide technical assistance to department and site personnel in the operation of business and instructional

Network Engineer

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software, microcomputer hardware, and peripherals

- Recommend, design, install, maintain, and administer LAN and WAN computer systems and peripherals
- Work independently with little direction

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science, information systems or a related field and four years of responsible experience in designing, building and troubleshooting complex computer networks.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class C Driver's License and evidence of insurability [to perform work](#)

CERTIFICATIONS AND TESTING REQUIRED:

- Valid system-related certifications
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- [Driving a vehicle to conduct work](#)
- Office [and indoor](#) environment
- Bending at the waist, kneeling, or crouching
- ~~Climbing ladders~~
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person or on the telephone
- Lifting, carrying, pushing, and pulling heavy objects
- Reaching overhead, above the shoulders, and horizontally
- Seeing to view a computer monitor
- Sitting and standing for extended periods of time
- Climbing ladders and working from heights
- Traffic hazards

Network Engineer

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

SCHOOL BUS ATTENDANT

JOB FAMILY: Transportation

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the Supervisor, Transportation, assists students with special needs during transport to and from school and or special activities; assists drivers in the loading, unloading, and securing of handicapped students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- ~~1. Administers basic first aid and CPR as needed.~~
- ~~2.~~1. Assists in shaping appropriate student behaviors through positive reinforcement and other strategies; redirects inappropriate student behaviors according to established District policies, techniques and procedures.
- ~~3.~~2. Assists school bus drivers in the loading, unloading, and securing of handicapped students; assures/ensures seat belts, harnesses, various harness systems, adaptive equipment and wheelchair tie downs/clamps are secured as required.
- ~~4.~~3. Communicates with District personnel, parents, and legal guardians to exchange information and resolve issues or concerns; responds to inquiries from students, parents, and staff regarding transportation services. Assists drivers and substitute drivers with student information and directions as needed.
- ~~5. Communicates with students, teachers, and parents regarding special needs for students, bus schedules, and other related concerns or questions; assists substitute drivers over routes as necessary.~~
- ~~6.~~4. Ensures the health and safety of students by following established practices and procedures; determines appropriate action in emergency situations according to established guidelines; provides basic medical care and first aid and CPR to students/passengers according to established procedures and policies; contacts local emergency services personnel as necessary.
- ~~7.~~5. Assures the health and safety of students by following established practices and procedures.
- ~~8.~~6. Maintains order and discipline among passengers; advises students and other passengers of appropriate behaviors; monitors and independently supervises students until released to teachers, instructional assistants, parents, or other authorized person; assures/ensures compliance with bus safety procedures; notifies administrators of potential problems or safety concerns.
- ~~9.~~7. Operates equipment, including wheelchair lifts, tie downs, seat belts, harnesses, and other adaptive equipment as necessary.
- ~~10.~~8. Prepares related logs and reports as necessary, including route sheets, bus referrals, incident, and CPS reports.
- ~~11.~~9. Rides a school bus or other District vehicle to provide safe and secure transportation for students

School Bus Attendant

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Previous update: 03/01/08, 09/28/17

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with physical, educational, and emotional special needs.

~~12. Transports students in non-bus District vehicles if required to address immediate student transportation needs.~~

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic record-keeping techniques
- First Aid and CPR procedures
- Health and safety regulations
- Interpersonal skills using tact, patience, and courtesy
- ~~Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses, and wheelchair clamping devices~~
- Oral and written communication skills
- ~~Problems and concerns of students with special needs~~

Skills and Abilities to:

- Administer first aid and CPR according to established procedures
- Assist student loading, unloading, and seating arrangements as required
- Communicate ~~effectively~~ in both orally and ~~in~~ written form
- Demonstrate an understanding, patient, and receptive attitude towards assigned students ~~with special needs~~
- Establish and maintain cooperative and effective working relationships with others
- Learn Applicable laws, rules and regulations
- Learn Basic concepts of child growth and development and behavior characteristics
- Learn Child guidance principles and practices related to children with special education needs
- Learn Safe practices concerning school bus transportation
- Learn Student behavior management strategies and techniques
- Learn the proper operation of ~~mechanical lift, wheel-chairs, seat belts, and~~ restraining harnesses, and the wheelchair clamping devices
- Learn to administer medication
- ~~Lift students according to established guidelines~~
- ~~Load, unload, and secure students with special needs~~
- ~~Maintain proper records and documentation~~
- Maintain routine records
- Observe health and safety regulations
- Ride a school bus ~~for~~ accompanying children with special needs and assist school bus driver with ensuring the safety of students ~~in maintaining discipline~~ while bus is in operation ~~assuring safety of students~~
- Understand and follow oral and written directions
- Understand and relate to children with special needs

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

School Bus Attendant

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and experience working with individuals with physical and/or emotional disabilities or experience working with school-aged children.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~

CERTIFICATIONS AND TESTING REQUIRED:

- Valid First Aid and CPR certifications issued by an authorized agency
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Constant interruptions
- [Exposure to fumes, dust, odors, oil, grease, ~~and~~ gases, and loud noises](#)
- [Exposure to passenger, vehicle, and environmental noises](#)
- Indoor, outdoor, school bus environment
- Seasonal heat and cold and adverse weather conditions
- Bending at the waist, kneeling, or crouching
- Climbing stairs [to enter or exit the bus](#)
- Hearing and speaking to exchange information
- Lifting, carrying, pushing, or pulling [moderately heavy](#) adaptive equipment and children
- [Potential contact with blood, ~~blood-borne pathogens,~~ and other bodily fluids, ~~and communicable diseases~~](#)
- [Potential contact with blood-borne pathogens and communicable diseases](#)
- Potential contact with ~~dissatisfied or abusive individuals~~ [dysregulated individuals and/or students who engage in physical aggression towards staff and students](#)
- Sitting for extended periods of time
- Seeing to monitor bus activities
- Traffic hazards

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

SCHOOL BUS DRIVER

JOB FAMILY: Transportation

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the Supervisor, Transportation, drives a school bus to transport students safely and efficiently to an assigned location on a designated route; ~~assures~~ensures the safety of students during transport, and loading/~~and~~ unloading from buses; performs regular safety inspections of assigned school bus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- ~~1.~~ ~~Administer basic first aid and CPR as needed.~~
- ~~2.~~ 1. Assists students and other passengers by providing safe loading and unloading from buses, including both normal transport and emergency situations; safely transports and assists medically fragile students and students with special needs; ensures seat belts, harnesses, and wheelchair tie-downs are secured as required.
- ~~3.~~ 2. Communicates with District personnel, parents, and legal guardians to exchange information, and resolve issues or concerns; responds to inquiries from students, parents, and staff regarding transportation services.
- ~~4.~~ 3. Conducts required daily safety inspections of buses; inspects the interior, exterior, and engine of buses to ~~assure~~ensure safe operational conditions; reports mechanical malfunctions or other problems as required; prepares and maintains related maintenance records.
- ~~5.~~ 4. Ensures the health and safety of students by following established practices and procedures; ~~D~~determines appropriate actions in emergency situations according to established guidelines; ~~administers~~provides basic first aid and CPR to passengers ~~as needed~~ according to established procedures and policies; contacts local emergency services personnel as necessary.
- ~~6.~~ 5. Drives a school bus along ~~a~~ designated routes; picks up and discharges students in accordance with time schedules; observes legal and defensive driving practices; ~~assures~~ensures compliance with applicable traffic and student transportation laws, codes, and regulations.
- ~~7.~~ 6. Maintains buses in a clean and safe operating condition; washes, sweeps, and cleans buses; refuels (or recharges if electric), services, and prepares vehicles for operation.
- ~~8.~~ 7. Maintains order ~~and discipline~~ among passengers on the bus and while waiting at bus stops in accordance with policies related to ~~disciplining~~ redirecting students; advises students and other passengers of rules and appropriate behaviors.
- ~~9.~~ 8. Operates equipment, including wheelchair lifts, tie-downs, seat belts, harnesses, and other adaptive equipment as necessary; attends safety briefings.

School Bus Driver

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- ~~10~~.9. _____ Prepares related logs and reports as necessary, including pre-trips, field trips, accidents, passenger incidents, and inspection reports; maintains route, passenger misconduct, mileage, and student counts records; reviews and corrects route sheets if needed.
- ~~11~~.10. _____ Transports students, faculty, and parents on field trips or other events; meets scheduled departure and arrival times as assigned.
- ~~12~~.11. _____ Utilizes assigned device two-way radios for bus-to-bus and bus-to-base communications.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable traffic and student transportation laws, codes and regulations
- Basic record-keeping techniques
- ~~Basic~~ First Aid, and CPR, ~~and~~ AED procedures
- Health and safety regulations
- Interpersonal skills using tact, patience, and courtesy
- Operation of a mechanical lift, wheelchairs, seat belts, restraining harnesses, and wheelchair tie-down devices
- Oral and written communication skills
- Proper operations of school buses
- Safe and defensive driving practices
- Use of assigned devices, including two-way communication device, computer, keyboard, tablet, and related applications, etc.

Skills and Abilities to:

- Administer first aid and CPR according to according to established procedures
- Communicate effectively with others in both oral and written form
- Conduct safety inspections and ~~perform routine~~ monitor preventive maintenance schedule
- Drive a school bus safely and efficiently
- Establish and maintain cooperative and effective working relationships with others
- Learn and apply policies and procedures related to ~~student discipline~~ passenger management on buses
- Learn and follow designated routes
- Learn basic concepts of child growth and development and behavior characteristics
- Learn child guidance principles and practices related to children with special education needs
- Learn student behavior management strategies and techniques
- Maintain a safe ~~discipline level~~ and orderly environment among passengers
- Maintain bus in clean and proper working conditions
- Maintain routine records
- Meet schedules and timelines
- Observe legal and defensive driving practices
- Operate assigned devices, including two-way ~~radio~~ communication device, computer, keyboard, tablet, and related applications, etc.
- Understand and follow oral and written directions

School Bus Driver

Updated: 2022-23 EH&A / MGT

Previous update: 03/01/08, 09/28/17, 02/18/20

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JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test.~~
- Valid California Class [A or B](#) Driver's License with [Passenger/School Bus](#) Endorsement

CERTIFICATIONS AND TESTING REQUIRED:

- California School Bus Driver's Certificate
- Medical Examiner's Certificate
- Valid First Aid and CPR certification [e](#) issued by an authorized agency
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)
 - [Consent to participate in Federal Motor Carrier Safety Administration \(FMCSA\) Clearinghouse](#)
 - [Enrollment in Department of Motor Vehicles \(DMV\) Employer Pull Notice \(EPN\) Program](#)
 - [Enrollment in Department of Transportation random drug screening program](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- [Constant interruptions](#)
- Driving a vehicle to conduct work
- Evening or variable hours
- Exposure to fumes, dust, odors, oil, grease, and gases
- [Exposure to passenger, vehicle, and environmental noises](#)
- Indoor, ~~and~~-outdoor, [school bus](#) environment
- Seasonal heat and cold or adverse weather conditions
- Bending at the waist, kneeling, or crouching to inspect and wash buses
- [Climbing stairs to enter or exit bus](#)
- Hearing and speaking to exchange information
- Lifting, [carrying, pushing, or pulling](#) moderately heavy children or objects
- Potential contact with blood and other bodily fluids
- [Potential contact with blood-borne pathogens and communicable diseases](#)
- [Potential contact with dysregulated individuals and/or students who engage in physical aggression towards staff and students](#)
- Reaching overhead, above the shoulders, or horizontally
- [Reaching, pulling, and pushing to open bus doors and windows](#)
- Seeing to monitor passengers and to operate a vehicle
- Sitting for extended periods of time while operating buses [or other vehicles](#)
- Traffic hazards



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

TRANSPORTATION SCHEDULER/SCHOOL BUS DRIVER

JOB FAMILY: Transportation

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Supervisor, Transportation, prepares student transportation routes and bus driver schedules for home-to-school, special education, and field trip activities; drives a school bus ~~as needed to transport students safely and efficiently to an assigned location on a designated route; assures safety of students during transport, loading, and unloading from buses; performs regular safety inspections.~~

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- ~~1. Administer basic first aid and CPR as needed.~~
- ~~2. Assigns drivers and buses to transport special education students on regular routes and field trips; schedules new student pick-up and drop-off routes; assigns substitute bus drivers as necessary; prepare substitute driver work lists.~~
- ~~3. Assists in planning school bus routes, driver schedules, stops, and loading zones; makes temporary arrangements for route changes and vehicle breakdowns.~~
- ~~4. Assists students and other passengers by providing safe loading and unloading from buses, including both normal transport and emergency situations; safely transports and assists medically fragile and students with special needs.~~
5. 1. Communicates with District personnel, parents, and legal guardians to exchange information, including route changes, schedule variances, and other related topics, and to resolve issues or concerns; responds to inquiries from students, parents, and staff regarding transportation services.
2. ~~Conducts required daily safety inspections of buses; inspects the interior, exterior, and engine of buses to assure safe operational condition; reports mechanical malfunctions or other problems as required; prepares and maintains related maintenance records.~~
6. 3. Develops, coordinates, and revises bus routes and schedules; maintains the effective and efficient utilization of drivers and vehicles; accommodates changes in passenger load, pick-up points, and safety concerns; enforces compliance of routes and schedules with established policies and procedures.
4. Ensures the health and safety of students by following established practices and procedures; ~~D~~determines appropriate action in emergency situations according to established guidelines; administers first aid and CPR to passengers ~~as needed~~ according to established procedures and policies; contacts local emergency services personnel as necessary.
7. 5. Enters driver schedules, route sheets, and run time reports into an assigned computer system; maintains accurate records of students requiring special needs and medical information; maintains filing system.
8. 6. Dispatches bus drivers and buses on routes ~~and field trips~~; schedules student transportation

requests; assists with dispatching support duties as assigned.

- ~~9. Drives a school bus along a designated route; picks up and discharges students in accordance with time schedules; observes legal and defensive driving practices; assures compliance with applicable traffic and student transportation laws, codes, and regulations.~~
- ~~10. Maintains buses in a clean and safe operating condition; washes, sweeps, and cleans buses; refuels, services, and prepares vehicle for operation.~~
- ~~11. Maintains order and discipline among passengers while on the bus and while waiting at bus stops, in accordance with policies related to disciplining students; advises students and other passengers of appropriate behavior.~~
- ~~12.7. Maintains records and prepares reports related to regular and special routes, personnel, schedules, financial issues, and student discipline; types input driver schedules, route sheets, and run time reports into an assigned computer system; maintains accurate records of students requiring special needs and medical information; maintain filing system.~~
- ~~13.8. Operates and responds to calls on the telephone and two-way radio communication device.~~
- 9. Performs program specific office and administrative duties in support of transportation services operations; prepares documents and reports, including maps, route sheets, and schedule requests.
- 14.10. Perform the functions of a school bus driver as needed; drives a school bus over designated routes in accordance with time schedules as needed.
- ~~15. Prepares related logs and reports as necessary, including pre-trip, field trips, accident, passenger incident and inspection reports; maintains route, passenger misconduct, mileage, and student counts records.~~
- 16.11. Assists Dispatcher with processing and maintaining field trip requests and information; logs requests; assists in the coordination of charter vehicles and contacts schools; assures ensures proper coverage of field trips.
- ~~17. Transports students, faculty, and parents on field trips or other events; meets scheduled departure and arrival times as assigned.~~

OTHER DUTIES:

- 1. Attends and participates in meetings, in-service trainings, workshops and conferences.
- 2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic record-keeping techniques
- ~~Basic f~~First aid, and CPR ~~& AED~~ procedures
- Health and safety regulations
- Interpersonal skills using tact, patience and courtesy
- Modern office practices, procedures, and equipment
- Operation of a mechanical lift, wheelchairs, seat belts, restraining harnesses, and wheelchair tie-down devices
- Oral and written communication skills
- Policies and objectives of assigned program and activities
- Proper operations of school buses
- Routing techniques and scheduling of employees
- Safe and defensive driving practices
- Telephone techniques and etiquette
- Use of assigned devices, including two-way communication device, computer, keyboard, tablet, and

[related applications, etc.](#)

Skills and Abilities to:

- Administer first aid [and CPR according to established procedures](#)
- [Answer phones and greet the public courteously](#)
- Communicate effectively with others [in both oral and written form](#)
- Conduct safety inspections and ~~perform routine~~ [monitor](#) preventive maintenance [schedule](#)
- Coordinate schedules, ~~and~~ assignments, and design routes
- Drive a school bus safely and efficiently
- [Establish and maintain cooperative and effective working relationships with others](#)
- Learn and follow designated routes
- [Learn](#) Applicable traffic and student transportation laws, codes, and regulations
- Learn, apply, and explain rules, regulations, policies, and procedures
- [Learn basic concepts of child growth and development and behavior characteristics](#)
- [Learn to](#) Dispatch bus drivers and buses on routes and field trips
- [Learn to](#) Operate a variety of office equipment, [including](#) a computer and assigned software
- [Learn student behavior management strategies and techniques](#)
- Maintain a safe ~~discipline level~~ [and orderly environment](#) among passengers
- Maintain bus in clean and proper working condition
- Maintain routine records
- Meet schedules and timelines
- Monitor ~~assigned personnel~~ [route status](#) and vehicles to ~~assure~~ [ensure](#) safe, efficient, timely, and accurate transportation of students
- Observe legal and defensive driving practices
- Operate [assigned](#) two-way ~~radio~~ [communication device](#)
- Operate equipment used in transporting students, including large/small buses, vans, and other vehicles
- Serve as a liaison between schools and parents
- Understand and follow oral and written directions

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and two years of transportation [operations](#). ~~program e~~ Experience [including](#) driving a bus [or responsibility for planning and scheduling bus routes or delivery routes preferred.](#)

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class [A or B](#) Driver License with [Passenger/School Bus](#) endorsements [\(or must be completed within 6 months of hire\)](#)

CERTIFICATIONS AND TESTING REQUIRED:

- California School Bus Driver's Certificate [\(or must be completed within 6 months of hire\)](#)
- ~~Medical Examiner's Certificate~~ [\(or must be completed within 6 months of hire\)](#)
- Valid First Aid and CPR certification~~ion~~e issued by an authorized agency [\(or must be completed within 6 months of hire\)](#)
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)

- [Criminal Justice and FBI Fingerprint Clearance](#)
- [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
- [Pre-employment physical exam through District's provider at District's expense](#)
- [Consent to participate in Federal Motor Carrier Safety Administration \(FMCSA\) Clearinghouse](#)
- [Enrollment in Department of Motor Vehicles \(DMV\) Employer Pull Notice \(EPN\) Program](#)
- [Enrollment in Department of Transportation random drug screening program](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- [Constant interruptions](#)
- Driving a vehicle to conduct work
- Evening or variable hours
- Exposure to fumes, dust, odors, oil/grease, ~~and~~ gases, [and loud noises](#)
- [Exposure to passenger, vehicle, and environmental noises](#)
- Indoor [office](#), ~~and~~ outdoor, [school bus](#) environment
- Seasonal heat and cold or adverse weather conditions
- Bending at the waist, kneeling, or crouching to inspect and wash buses
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Lifting, [carrying, pushing, or pulling](#) moderately heavy children or objects
- Potential contact with blood and other ~~body~~[bodily](#) fluids
- [Potential contact with blood-borne pathogens and communicable diseases](#)
- [Potential contact with dysregulated individuals and/or students who engage in physical aggression towards staff and students](#)
- Reaching overhead, above the shoulders, or horizontally
- Reaching, pulling, and pushing to open bus doors [and windows](#)
- Seeing to monitor passengers and operate a vehicle
- Sitting for extended periods of time ~~while operating buses~~
- Traffic hazards



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

SCHOOL BUS TRAINER/DISPATCHER

JOB FAMILY: Transportation

SALARY SCHEDULE: Classified

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Supervisor, Transportation, conducts classroom instruction [related to school bus driving and licensure](#), behind-the-wheel training, and on-the-road driving skills [evaluation assessment](#) of applicants and bus drivers; [conducts classroom instruction for bus attendants](#); monitors field operations for safety and service compliance; develops, coordinates, and revises regular and special bus routes and schedules; assigns bus drivers to designated routes and for special event trips; performs a variety of administrative support functions for the Transportation department; maintains required documentation for audits in compliance with [S](#)state certification and District, [S](#)state and federal requirements; drives a school bus as needed.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- ~~1. Administers basic first aid and CPR as needed.~~
- ~~1.2. Assesses and investigates school bus accidents, complaints, emergency situations, and other operating incidents involving school buses and responds to staff and public concerns regarding operational safety.~~
- ~~2.3. Communicates with drivers, school, and office staff regarding schedule or route changes; informs school sites of transportation schedule changes; serves as a liaison between the Transportation Department and schools to resolving transportation related issues.~~
- ~~3.4. Develops, coordinates, and revises regular and special bus routes and schedules; maintains the effective and efficient utilization of drivers and vehicles; accommodates changes in passenger load, pick-up points, and safety concerns; enforces compliance of routes and schedules with established policies and procedures.~~
- ~~5. Perform the functions of a school bus driver as needed; D~~drives a school bus over designated routes in accordance with time schedules as needed.
- ~~4.6. Ensures the health and safety of students by following established practices and procedures; determines appropriate actions in emergency situations according to established guidelines; provides basic first aid and CPR to passengers according to established procedures and policies; contacts local emergency services personnel as necessary.~~
- ~~5.7. e~~Explains and presents [S](#)state-required course curriculum to new and existing professional [S](#)school [B](#)bus drivers; reinforces instruction to assist drivers in developing appropriate skills in accordance with [S](#)state guidelines and mandates; prepares drivers for [the](#) California Highway Patrol-administered ~~written~~ exams.
- ~~6.8. Provides orientation to new transportation employees.~~
- ~~7.9. Inspects student equipment that is secured in bus prior to transport such as car seats, wheelchairs, restraints; assure passenger safety during transport, and advise appropriate parties of required corrective~~

School Bus Trainer/Dispatcher

Updated: 2022-23 EH&A / MGT

Previous update: 03/01/08, 02/23/09, 10/29/15 (Driver-Trainer-Dispatcher), 09/28/17, 02/18/20

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~~follow up action regarding specific equipment.~~

10. ~~Monitors~~ Analyze performance of school bus drivers, ~~and prospective~~ applicants, and individuals in training program; maintains and ~~tracks oversees~~ bus driver licensing, training requirements, and certificate status, including driver's licenses, physicals, drug screenings, CPR/First Aid certification expirations, special certificates and endorsements-, medical examiner's certificate ~~card~~, and driver proficiency records, ~~and employment records~~; tracks and records State-~~mandated~~ required in-service hours ~~as required~~.
- ~~8.~~11. Operates a two-way communication device to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests; communicates with school bus drivers regarding schedules or route changes; notifies drivers or authorities as appropriate.
- ~~9.~~12. Operates a variety of office and classroom equipment, including a calculator, projector, copier, camera, fax machine, computer, and assigned software.
- ~~10.~~13. Performs a variety of administrative support functions for the Transportation department, including answering telephones and responding to inquiries and special requests; sends and receives emails; directs inquiries to the appropriate department or person as needed; provides or verifies information; responds to parent, staff, and student questions regarding the transportation program; resolves pupil transportation issues and concerns.
- ~~11.~~14. Performs classroom, workshop, and behind-the-wheel instruction and testing for school B bus ~~D~~ drivers and operators of commercial motor vehicles.
- ~~12.~~15. Performs in-the-field monitoring of fleet operations and service performance; monitors bus maintenance schedules; prioritizes bus assignments to minimize disruption of services; ~~assures~~ ensures proper assignment of drivers.
- ~~13.~~16. Prepares and maintains a variety of logs, lists, records, maps, reports, and files related to driver training, licensing and pupil transportation; maintains required records for accidents and incidents.
- ~~14.~~17. Schedules and dispatches bus drivers and vehicles; establishes routes and schedules in accordance with established guidelines; reviews routes and schedules to accommodate changes; updates route sheets for drivers.
- ~~15.~~18. Schedules training and testing of school bus drivers; performs and documents on-the-road driving skills assessment evaluations of bus drivers and operators of commercial motor vehicles in compliance with safety practices, departmental policies, ~~S~~ state codes and regulations.
- ~~16.~~19. Trains and provides work-~~oversight~~ guidance to assigned staff.

OTHER DUTIES:

1. Attends, coordinates, and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.
- ~~2.~~3. Testing, behind-the-wheel training, and classroom instruction for warehouse worker/delivery drivers and Maintenance Department personnel who drive trucks, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable traffic and student transportation laws, codes, and regulations including Title 13
- Curriculum requirements for behind-the-wheel and driver classroom bus training and refresher classes
- Federal motor vehicle safety standards
- ~~Basic f~~First aid, and CPR & AED procedures
- Learn geographic areas of District, County, location, and attendance boundaries of District schools
- Health and safety regulations
- Interpersonal skills using tact, patience, and courtesy
- Modern office practices, procedures, and equipment
- Oral and written communication skills

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School Bus Trainer/Dispatcher

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- [Policies and objectives of assigned program and activities](#)
- Principles and practices of transportation planning and dispatching transportation vehicles
- Principles and practices of instructional training
- Proper operations of school buses
- Public speaking principles
- ~~Basic~~ Record-keeping techniques
- Routing techniques and scheduling of employees
- Safe and defensive driving practices
- ~~Street conditions and roads on designated driving routes~~
- [Telephone techniques and etiquette](#)
- [Use of assigned devices, including two-way communication device, computer, keyboard, tablet, and related applications, etc.](#)

Skills and Abilities to:

- [Administer first aid and CPR according to established procedures](#)
- [Answer telephones and greet the public](#) ~~courtesly~~ [courteously](#)
- Assign bus drivers to designated routes and special event trips
- Communicate effectively with others [in both oral and written form](#)
- Conduct classes for [current and prospective school bus drivers](#)
- Conduct field [assessments](#) ~~evaluations~~ of [school Bbus Ddriver](#) proficiency
- Conduct safety inspections and ~~perform routine~~ [monitor](#) preventive maintenance [schedule](#)
- [Drive a school bus safely and efficiently](#)
- [Establish and maintain cooperative and effective working relationships with others](#)
- [Interpret, apply, and explain laws, codes, rules and regulations related to assign activities](#)
- Learn and apply policies and procedures related to ~~student discipline~~ [passenger management](#) on buses
- Learn and follow designated routes
- [Learn to](#) ~~O~~ operate a variety of office equipment, including a computer and assigned software
- [Learn student behavior management strategies and techniques](#)
- Maintain a safe ~~discipline level~~ [and orderly environment](#) among passengers
- Maintain bus in clean and proper working condition
- Maintain routine records
- Meet schedules and timelines
- ~~Monitor and control student passengers' behavior~~
- Observe legal and defensive driving practices
- Operate [assigned](#) two-way ~~radio~~ [communication device](#)
- [Plan and organize work](#)
- Plan, coordinate, and develop bus routes and schedules
- Understand and follow oral and written directions

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and ~~five~~ [three](#) years of bus driving experience, ~~including~~ [R](#)esponsibility for planning and scheduling bus routes [or delivery routes preferred](#).

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~

School Bus Trainer/Dispatcher

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- Possession of a valid California Bus Driver Instructor Certificate
- Valid California Class [A](#) or [B](#) Driver License with [Passenger/School Bus](#) endorsements


CERTIFICATIONS AND TESTING REQUIRED:


- California School Bus Driver's Certificate
- Medical Examiner's Certificate
- Valid First Aid and CPR Certification ~~ions~~e issued by an authorized agency
- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)
 - [Consent to participate in Federal Motor Carrier Safety Administration \(FMCSA\) Clearinghouse](#)
 - [Enrollment in Department of Motor Vehicles \(DMV\) Employer Pull Notice \(EPN\) Program](#)
 - [Enrollment in Department of Transportation random drug screening program](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- [Constant interruptions](#)
- Driving a vehicle to conduct work
- Evening or variable hours
- Exposure to fumes, dust, odors, oil, grease, ~~and~~ [gases, and loud noises](#)
- Exposure to passenger, vehicle, and environmental noises
- Indoor [office, and](#) outdoor, [school bus](#) environment
- Seasonal heat and cold or adverse weather conditions
- Bending at the waist, kneeling, or crouching to inspect and wash buses
- [Climbing the stairs to enter or exit bus](#)
- Hearing and speaking to exchange information and make presentations
- Lifting, [carrying, pushing, or pulling](#) moderately heavy children or objects
- Potential contact with blood and other ~~body~~[bodily](#) fluids
- Potential contact with blood-borne pathogens and communicable diseases
- [Potential contact with dysregulated individuals and/or students who engage in physical aggression towards staff and students](#)
- Reaching overhead, above the shoulders, or horizontally
- Reaching, pulling, and pushing to open bus doors [and windows](#)
- Seeing to monitor passengers and operate a vehicle
- Sitting for extended periods of time ~~while operating buses~~
- Traffic hazards

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LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

CURRENT TITLE: DISPATCHER

JOB FAMILY: Transportation

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the ~~Director~~ Supervisor, Transportation, develops, coordinates, and revises regular and special bus routes and schedules; assigns bus drivers to designated routes and for special event/field trips; performs a variety of administrative support functions for the Transportation department; serves as a liaison for special situations routing, including NCLBESSA, Homeless, Overflow and ARP; assists in the planning and coordination of transportation for field trips and special events; drives a school bus as needed.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- ~~1. Administer basic first aid and CPR as needed.~~
- ~~2.~~ 1. Assists in the coordination of transportation for field trips and special events; organizes and maintains the district program used to display assigned field trips; assures~~ensures~~ accurate and adequate transportation services in support of student activities; calculates costs for field trips and special events.
- ~~3.~~ 2. Communicates with drivers, school, and office staff regarding schedule or route changes; informs school sites of transportation schedule changes.
- ~~4.~~ 3. Compiles data from a variety of sources; types and inputs data ~~related~~ into an assigned system; makes necessary corrections and assures~~ensures~~ accuracy of input data; prepares maps and routine instructions as required.
- ~~5.~~ 4. Develops, coordinates, and revises ~~regular and special~~ bus routes and schedules; bid process, maintains ~~the~~ effective and efficient utilization of drivers and vehicles; accommodates changes in passenger load, pick-up points, and safety concerns; enforces compliance of routes and schedules with established policies and procedures.
- ~~6.~~ 5. Dispatches ~~emergency equipment~~ maintenance personnel to breakdown or accident locations as necessary; contacts emergency services regarding vehicle collisions; ~~notifies garage of inoperative vehicles.~~
6. Perform the functions of a school bus driver as needed; ~~D~~ drives a school bus over designated routes in accordance with time schedules as needed.
7. Ensures the health and safety of students by following established practices and procedures; determines appropriate actions in emergency situations according to established guidelines; provides basic first aid and CPR to passengers according to established procedures and policies; contacts local emergency services personnel as necessary.
8. Monitors, coordinates, and prioritizes transportation needs and schedules; oversees arrival and departure times of drivers/buses; schedules substitute drivers and equipment as necessary; communicates with bus companies and schools to make transportation arrangements.

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9. Operates a two-way ~~radio~~ [communication device](#) to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests; communicates with school bus drivers regarding schedules or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards, and other concerns; notifies drivers or authorities as appropriate.
10. Operates a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software.
11. Performs a variety of administrative support functions for the Transportation Department, including answering telephones and responding to inquiries and special requests; sends and receives emails; directs inquiries to the appropriate department or person as needed; provides or verifies information; responds to parents, staff, and student-related questions regarding the transportation program; resolves pupil transportation issues and concerns.
12. Prepares and maintains a variety of logs, lists, records, maps, reports, and files related to pupil transportation; maintains driver attendance records.
13. Provides technical expertise, information, and assistance to the Supervisor, Transportation, Director and other transportation staff regarding transportation activities; assists in the formulation and development of policies, procedures, and programs.
14. Schedules and dispatches bus drivers and vehicles; establishes routes and schedules in accordance with established guidelines; reviews routes and schedules to accommodate changes; updates route sheets for drivers.
15. Serves as a liaison for special situations routing, including transportation for ~~NCLB~~ [ESSA](#), Homeless, Overflow and ARP students; maintains contact with appropriate district personnel and parents ~~to~~ for planning and implementing special transportation services; [creates monthly calendar for foster youth and initiates billing process to the San Diego County Office of Education for foster youth transportation services](#).
16. Trains and provides work guidance to assigned staff.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned [to ensure the efficient and effective functioning of the work unit and the District](#).

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- ~~Basic~~ [First aid](#), and ~~CPR & AED~~ procedures
- Health and safety regulations
- Interpersonal skills using tact, patience, and courtesy
- Modern office practices, procedures, and equipment
- [Oral and written communication skills](#)
- [Policies and objectives of assigned program and activities](#)
- Principles and practices of transportation planning and dispatching transportation vehicles
- [Record-keeping techniques](#)
- [Routing techniques and scheduling of employees](#)
- Safe and defensive driving practices
- ~~State licensing requirements~~
- [Telephone techniques and etiquette](#)
- [Use of assigned devices, including two-way communication device, computer, keyboard, tablet, and related applications, etc.](#)

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Skills and Abilities to:

- Adapt to changing work priorities
- Administer first aid and CPR according to established procedures
- Answer telephones and greet the public courteously
- Assign bus drivers to designated routes and special event trips
- Communicate effectively in both orally and in-writing
- Conduct safety inspections and ~~perform routine~~ monitor preventive maintenance schedule
- Drive a school bus safely and efficiently
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply, and explain laws, codes, rules and regulations related to assigned activities
- Learn and apply policies and procedures related to passenger management on buses
- Learn and follow designated routes
- Learn Applicable laws, codes, rules, and regulations related to pupil transportation
- Learn Appropriate pupil load and distributions
- Learn Geographic areas of District, County, location, and attendance boundaries of District schools
- Learn Proper operations of school buses
- Learn student behavior management strategies and techniques
- Maintain a variety of logs, records, and files
- Maintain bus in clean and proper working condition
- Maintain routine records
- Meet schedules and timelines
- Observe legal and defensive driving practices
- Operate assigned two-way ~~radio~~ communication device
- Operate a variety of office equipment, including a computer and assigned software
- Plan and organize work
- Plan, coordinate, and develop bus routes and schedules
- Review routes and schedules to accommodate changes
- Serve as a liaison for District personnel, parents, and outside organizations to facilitate special transportation services
- Understand and resolve issues, complaints, or problems
- Understand and follow oral and written directions

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of experience in transportation operations. Experience driving a bus or responsibility for planning and scheduling bus routes or delivery routes preferred.

LICENSE(S) REQUIRED:

- ~~Successful passage of the District's job-related proficiency test~~
- Valid California Class B Driver License with Passenger/School Bus endorsements (or must be completed within 6 months of hire)

CERTIFICATIONS AND TESTING REQUIRED:

- California School Bus Driver's Certificate (or must be completed within 6 months of hire)
- Medical Examiner's Certificate (or must be completed within 6 months of hire)
- Valid First Aid and CPR certification issued by an authorized agency (or must be completed within 6

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months of hire)

- [Pass the District's job-related merit exam](#)
- [After offer of employment, obtain:](#)
 - [Criminal Justice and FBI Fingerprint Clearance](#)
 - [Negative TB test result plus periodic post-employment retest as required \(currently every four years\)](#)
 - [Pre-employment physical exam through District's provider at District's expense](#)
 - [Consent to participate in Federal Motor Carrier Safety Administration \(FMCSA\) Clearinghouse](#)
 - [Enrollment in Department of Motor Vehicles \(DMV\) Employer Pull Notice \(EPN\) Program](#)
 - [Enrollment in Department of Transportation random drug screening program](#)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Constant interruptions [in a fast-paced environment](#)
- Driving a vehicle to conduct work
- Evening or variable hours
- Exposure to fumes, dust, odors, oil, grease, and gases [and loud noises](#)
- [Exposure to passenger, vehicle, and environmental noises](#)
- Indoor, ~~and~~ outdoor, [school bus](#) environment
- Seasonal heat and cold or adverse weather conditions
- Bending at the waist, kneeling, or crouching to retrieve materials and files
- [Climbing the stairs to enter or exit the bus](#)
- Hearing and speaking to exchange information in person and on the telephone
- [Lifting, carrying, pushing, or pulling moderately heavy children or objects](#)
- Potential contact with blood and other ~~body~~[bodily](#) fluids
- [Potential contact with blood-borne pathogens and communicable diseases](#)
- [Potential contact with dysregulated individuals and/or students who engage in physical aggression towards staff and students](#)
- [Reaching overhead, above the shoulders, or horizontally](#)
- [Reaching, pulling, and pushing to open bus doors and windows](#)
- Seeing to [monitor passengers, operate a vehicle, and](#) read a variety of materials
- Sitting for extended periods of time
- Traffic hazards

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