



**PERSONNEL COMMITTEE MEETING  
REMOTE MEETING  
Wednesday, August 18, 2021  
4:00 PM**

**AGENDA**

**PLEASE TAKE NOTICE**

DUE TO THE PROVISION OF THE GOVERNORS EXECUTIVE ORDERS N-25-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD PERSONNEL COMMITTEE MEMBERS WILL BE PARTICIPATING BY TELECONFERENCE IN THE MCRPD PERSONNEL COMMITTEE MEETING SCHEDULED FOR AUGUST 18, 2021

In compliance with the Shelter-in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

URL:

<https://us02web.zoom.us/j/81087911710?pwd=R2lWTy9hYWJmV2l1ZjBqeUt4eStyZz09>

- The meeting ID is: 810 8791 1710
- The meeting password is: 797525
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

**1.0. CALL TO ORDER**

**2.0 ROLL CALL**

**3.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS**

Public Comment regarding matters on the Personnel Committee Meeting Agenda be made by attendees at the teleconference meeting or may be made written and sent to Carly Wells, MCRPD/CVSCC Administrative Supervisor: [cwells@mcrpd.us](mailto:cwells@mcrpd.us) at any time prior to the scheduled meeting. Written comments may also be delivered by using the USPS to 300 S Lincoln St Fort Bragg CA 95437. All comments received prior and during the meeting will be read aloud. The Board is prohibited from discussion or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

The District appreciates your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the Administrative Supervisor by phone at (707) 964-9446 Ext. 106 or by email at [cwells@mcrpd.us](mailto:cwells@mcrpd.us).

## **INFORMATION/DISCUSSION**

### 3.1 ASES/ASSETS Job Descriptions

## **4.0 ADJOURNMENT**

### **NOTICE TO THE PUBLIC**

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a MCRPD public meeting. Such a request should be made to Moneque Wooden, District Administrator, 300 South Lincoln St., Fort Bragg, CA 95437.

*PLEASE NOTE:* At least 48 hours in advance of standing committee meetings, agendas are posted at the District Office, C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California and at [mendocoastrec.org](http://mendocoastrec.org); and emailed to individuals upon request.

AGENDA ITEM SUMMARY

AGENDA ITEM:

6.1 ASES/ASSETS Job Descriptions

PREPARED BY:

Moneque Wooden, District Administrator

ATTACHMENT(S):

Job descriptions for the positions of: ASES/ASSETS Program Aide, ASES/ASSETS Instructor Apprentice, ASES/ASSETS Instructor, KUDOS 4 KIDS Site Lead Instructor, ASES/ASSETS Site Coordinator, and KUDOS 4 KIDS ASES Program Coordinator

EXPLANATION:

In an effort to address the changing needs of existing job descriptions, and to meet the needs of the 21/22 School Year along with the changes made to the After School Education & Safety (ASES) State Grant that funds KUDOS and the 21st Century Community Learning Center (21<sup>st</sup> CCLC) Federal Grant which funds ASSETS, the attached proposed job descriptions have been revised. The revisions to each are in red. Staff will present to the Committee each proposed job description and discuss the significant changes.

FISCAL IMPACT:

The proposed changes will have no fiscal impact as these positions are paid through the Grants which fund the afterschool programs. The proposed changes are needed to meet the evolving demands in these positions.

ALTERNATIVES:

No alternatives have been developed at this time.

RECOMMENDED ACTION:

Staff recommends carrying a motion approving the revised job descriptions.

MOTION:

I move to recommend approval of the job descriptions of ASES/ASSETS Program Aide, ASES/ASSETS Instructor Apprentice, ASES/ASSETS Instructor, KUDOS 4 KIDS Site Lead, ASES/ASSETS Site Coordinator, and KUDOS 4 KIDS ASES Program Coordinator

*(This motion language is provided only as sample language for the recommended action. It is the sole determination of the individual members of the board as to whether this language is used.)*

Motion made by (Board Member): \_\_\_\_\_

Second made by (Board Member): \_\_\_\_\_

Discussion

Vote

Carried?

Yes

No

Unanimous

By majority

Voted against: \_\_\_\_\_

Abstained: \_\_\_\_\_



**AUGUST, 2021**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**

**ASES/ASSETS PROGRAM AIDE**  
**HOURLY PAY RANGE: \$15.00-\$16.00**

**DEFINITION**

Hourly employee under the direction of the Site **Lead/Coordinator** and **Kudos 4 Kids Classroom Instructor**, the "K4K" Classroom Aid will be responsible for assisting in the **supervision and instruction** of the "Kudos 4 Kids" afterschool program.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- **Help supervise** the activities of school age children and **assist with the academic and enrichment instruction of students in** a group setting
- Assist in overseeing the health and safety of the children.
- **Supervise** snack; clean-up following snack.
- **Optional attendance at** staff meetings.
- **Report** accidents or unusual incidents to **a supervisor**.
- Complete closing duties, including clean-up of classrooms or other associated areas.
- Know and follow the **guidelines** of the program.
- Attend educational workshops when available.
- Other duties as assigned by the site **director or instructor**.

**QUALIFICATIONS**

Must be at least **15** years of. **Experience** in the child-care field or **volunteer supervision of children/youth** is desired. Bloodborne pathogen training is required, but will be provided upon employment. Community CPR is **desired and provided**.

**Certifications and Requirements: (provided upon employment)**

- TB Test\*
- Fingerprinting and background checks\*
- Bloodborne Pathogen training\*
- High School students must obtain a work permit from the school they attend

(\* Not required if under the age of 18)

**PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic and enthusiastic **employee**. **Must be able to follow and implement directives from supervisor**. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight.

I have read, understand and agree to perform the duties described in the job description for **ASES/ASSETS Program Aide**

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Signature of employee

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Date



**AUGUST 2021**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**

**ASES/ASSETS INSTRUCTOR APPRENTICE**  
**HOURLY PAY RANGE: \$16.00-\$17.00**

**DEFINITION**

Hourly position under the supervision of the Site Coordinator, the Instructor Apprentice will be responsible for assisting in the instruction of participants of the “Kudos for Kids” Expanded Day Learning Program in Fort Bragg. Focus will be placed on learning how to create lesson plans and develop a curriculum based on California Quality Standards, individual strengths and skills, and knowledge of subject matter based on experience.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Duties will include but not be limited to the following:

- Assist in the instruction of school-age children in expanded learning curriculum.
- Communication with site coordinator.
- Oversee the health and safety of the children.
- Learn how to complete accident reports as needed and report accidents or unusual incidents to the site coordinator.
- Keep accurate attendance records and other pertinent records and reports to be submitted to site coordinator.
- Learn and follow the philosophy of the program.
- Attend one hour per week of staff and/or professional development workshops as assigned.
- Learn how to create lesson plans in approved subject matter and submit to coordinator for approval. Communicate with the coordinator any changes to curriculum or dates unavailable for instruction.
- Other duties assigned by the site coordinator.

**QUALIFICATIONS**

Must be at least 18 years of age. Must have at least 48 college units or pass the basic skills test. Must possess education, knowledge and experience in subject matter to be presented.

**Certifications and Requirements:** (provided upon employment)

- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.
- Harassment Training, Bloodborne Pathogen and Mandated Reporter Training
- TB Test
- Fingerprinting and background checks

**PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employees. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

I have read, understand, and agree to perform the duties described in the job description for the **ASES/ASSETS** Instructor Apprentice.

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_





**AUGUST, 2021**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**

**ASES/ASSETS INSTRUCTOR**  
**HOURLY PAY RANGE: \$17.00-\$20.00**

**DEFINITION**

Hourly position under the supervision of the **Site Lead/Coordinator**. The instructor will be responsible for preparing a curriculum based on education, knowledge of subject matter and experience; and instructing participants of the KUDOS for Kids After School Enrichment Program in Fort Bragg **Schools**.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Duties will include but not be limited to the following:
- Create curriculum and **correctly formatted lesson plans using the provided planning template** in approved subject matter and submit to coordinator for approval. Communicate with the coordinator any changes to curriculum or dates unavailable for instruction.
  - Instruct school-age children in both **academic and enrichment curriculum** in after school setting. **Implementation of lesson plans in enrichment classes.**
  - Communication with parents as needed. Daily communication with Site Lead/Coordinator.
  - Oversee the health and safety of the children.
  - Fill out accident reports as needed and report accidents or unusual incidents to the site coordinator.
  - Keep accurate **student progress reports, behavioral records and documentation as required.**
  - Know and follow the **guidelines, California Quality Program point-of-service standards and PBIS agreements and Behavioral Tiers.**
  - Attend staff meetings and educational workshops **when required and make every effort to attend other professional development opportunities when made available.**
  - Other duties as assigned by the program coordinator.

**QUALIFICATIONS**

Must be at least 18 years of age. Must have at least 48 college units or pass the basic skills test. Must possess education, knowledge, and experience in subject matter to be presented.

## **REQUIREMENTS**

Community CPR/First Aid certification, Bloodborne pathogen and mandated reporter training, TB test, Fingerprinting, background checks plus harassment training.

### **Certifications and Requirements (provided upon employment):**

- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.
- Bloodborne Pathogen and Mandated Reporter Training
- Harassment Training
- TB Test
- Fingerprinting and background checks

## **PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employee. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

I have read, understand and agree to perform the duties described in the job description for the ASES/ASSETS Instructor

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Signature of employee

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Date



**AUGUST 2021**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**

**“KUDOS 4 KIDS” SITE LEAD**  
**HOURLY PAY RANGE: \$22.00-\$26.00**

**DEFINITION**

Hourly position under the supervision of the Program Coordinator. The Site Lead will be responsible for establishing and maintaining rapport with students, parents, staff and administrators to manage and to oversee the Kudos 4 Kids Expanded Day Learning Program for the designated school. Duties include 24 hours of work-related duties per week to occur one week prior to the first day of school and closing the last day of school during the regular academic school year.

Site Lead will manage staffing issues and fill in for any position if short staffed.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Duties will include but not be limited to the following:

- Manage, schedule, and supervise the classes offered within the Kudos 4 Kids program. Liaison between classroom instructors and after-school program staff to maintain program to school alignment and academic support.
- Evaluate, monitor, and supervise Kudos 4 Kids site staff.
- Oversee the health and safety of the program participants. Fill out accident reports as needed and submit accident reports or unusual incidents to the FBUSD and MCRPD.
- Receive from Instructors and approve enrichment curriculum and lesson plans. Provide mentoring and oversight of apprentices and apprentice requirements.
- Maintain registration materials and attendance records for participating students.
- Communicate program descriptions, needs and updates to the site principal and ASES program coordinator.
- Leave site clean and secure.
- Work with the ASES program coordinator to maintain budgeted fiscal responsibilities.
- Meet with the Administrative Staff as scheduled.
- Communicate with the parents/guardians of Kudos 4 Kids students to report and to resolve discipline, attendance, and other issues.
- Provide regular program updates to the ASES program coordinator and site principal.
- Coordinate with ASES program coordinator to plan mandatory staff monthly training and meetings and take lead role in encouraging site staff to implement quality improvement and quality standards. Participate in monthly consortium meetings
- Provide for attendance records and maintain monthly reports in AERIES for Kudos 4 Kids student attendance.

- Work jointly with FBUSD and MCRPD to hire program staff for open site position and maintain appropriate staffing levels.
- Attend professional development opportunities as often as possible and attend all mandated staff meetings and training.
- Work jointly with ASES coordinator and other site leads to address program needs or concerns related to expanded day learning.

### **QUALIFICATIONS**

Must be at least 18 years of age. Must have at least 48 college units or pass the basic skills test. Must possess education, knowledge and experience in subject matter to be presented.

### **REQUIREMENTS**

Community CPR/First Aid certification, Bloodborne pathogen and mandated reporter training, TB test, Fingerprinting, background checks plus harassment training.

#### **Certifications and Requirements: (provided upon employment)**

- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.
- Bloodborne Pathogen and Mandated Reporter Training
- Harassment Training
- TB Test
- Fingerprinting and background checks

### **PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employee. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

I have read, understand and agree to perform the duties described in the job description for the KUDOS 4 KIDS Site Lead

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Signature of employee

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Date



**AUGUST 2021**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**

**ASES/ASSETS SITE COORDINATOR**  
**HOURLY PAY RANGE: \$27.00-\$32.00**

**DEFINITION**

Hourly position under the supervision of the ASES Program Coordinator (ASSETS under supervision of the FBUSD Superintendent). The Site Coordinator will be responsible for establishing and maintaining rapport with students, parents, staff and administrators to manage and to oversee the ASES/ASSETS Expanded Day Learning Program for a designated school. Duties include 24 hours of work-related duties per week to occur one week prior to the first day of school and closing the last day of school during the regular academic school year. Site Coordinator will manage the site staff and all aspects associated with the administration of the expanded day program.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Duties will include but not be limited to the following:

- Manage, schedule, and supervise the classes offered within the Expanded Day program. Liaison between classroom instructors and after-school program staff to maintain program to school alignment and academic support.
- Evaluate, monitor, and supervise the program site staff.
- Oversee the health and safety of the program participants. Fill out accident reports as needed and submit accident reports or unusual incidents to the FBUSD and MCRPD Business Manager.
- Receive from Instructors and approve enrichment curriculum and lesson plans. Provide mentoring and oversight of apprentices and apprentice requirements.
- Maintain registration materials and attendance records for participating students.
- Communicate program descriptions, needs and updates to the site principal.
- Leave site clean and secure.
- Maintain budgeted fiscal responsibilities.
- Meet with the Administrative Staff as scheduled.
- Communicate with the parents/guardians of students to report and to resolve discipline, attendance, and other issues.
- Plan mandatory staff monthly training and meetings and take lead role in encouraging staff to implement quality improvement and quality standards.
- Participate in monthly consortium and regional meetings
- Provide for attendance records and maintain monthly reports in AERIES for student attendance.

- Work jointly with FBUSD and MCRPD to hire program staff for open site positions and maintain appropriate staffing levels.
- Complete “Leadership Academy” through M.C.O.E. Attend professional development opportunities as often as possible.
- Address program needs or concerns related to the Site coordinator position.

### **QUALIFICATIONS**

Must be at least 18 years of age. Possess an AA degree in early childhood or related field or comparable education and experience. Must possess education, knowledge and experience in child development and expanded learning.

### **REQUIREMENTS**

Community CPR/First Aid certification, Bloodborne pathogen and mandated reporter training, TB test, Fingerprinting, background checks plus harassment training.

#### **Certifications and Requirements: (provided upon employment)**

- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.
- Bloodborne Pathogen and Mandated Reporter Training
- Harassment Training
- TB Test
- Fingerprinting and background checks

### **PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employee. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

I have read, understand and agree to perform the duties described in the job description for the ASES/ASSETS Site Coordinator

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Signature of employee

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Date



**AUGUST 2021**  
**FLSA: NON-EXEMPT**  
**PART-TIME SEASONAL**

**“KUDOS 4 KIDS” ASES PROGRAM COORDINATOR**  
**HOURLY PAY RANGE: \$34.00 - \$38.00**

**DEFINITION**

Hourly position under the supervision of the MCRPD District Administrator and **FBUSD Superintendent**, the **program coordinator** will be responsible for overseeing the “Kudos for Kids” **Expanded Day Learning Program** in Fort Bragg. Exercises functional direction and provides training to lower-level staff.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Will be required to be site lead for one site with all duties of site lead.
- Provide for all employees to receive training in child development, classroom management, social emotional development and California Expanded Learning Program Standards. Coordinate staff meetings and provision for CQI (continuous quality improvement).
- Communicate with site leads and administrative staff on a regular basis.
- Mentor, make recommendations and assist site leads to ensure the success of the Kudos program at their site.
- Know and follow the philosophy of the program and **promote expanded day learning**.
- Attend educational workshops when available and encourage staff to attend workshops when available.
- Evaluate program and provide written comments to facilitate improvements to program.
- Participate in consortium meetings, regional meetings or MCOE teleconferences as availability allows.
- Delegate duties to Lead Instructors as needed
- Other duties as assigned by FBUSD **Superintendent** or MCRPD District Administrator.

**QUALIFICATIONS**

Must be at least 18 years of age. B.A or equivalent in education or related field is required.

**Certifications and Requirements:**

- Possession of, or ability to obtain by the time of appointment, a valid California Class C driver’s license with a satisfactory driving record.
- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.
- Bloodborne Pathogen and Mandated Reporter Training
- Harassment Training
- TB Test
- Fingerprinting and background checks

**PHYSICAL DEMANDS**

Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employee. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

I have read, understand, and agree to perform the duties described in the job description for the KUDOS 4 KIDS ASES Program Coordinator

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Signature of employee

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Date