

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (“Board”) and employees of the Pacific View Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://us04web.zoom.us/j/73548389156?pwd=cFJEeGJQcEFQQ2NEdlFRUEc3ckkydz09>

Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

Access to Board Materials: A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on The Pacific View Charter School’s website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (760) 757-0161x105. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

Pacific View Charter School

A California Public School and Nonprofit 501 (c) (3) Corporation
3670 Ocean Ranch Blvd., Oceanside, California 92056
Phone # (760) 757-0161

AGENDA

Board of Trustees’ Meeting – Tuesday, August 17, 2021 3:30pm

1.0 Call to Order/Roll Call

2.0 Approval of Agenda

Action

3.0 Pledge of Alligence

4.0 Public Comment

5.0 Introductions

6.0 Executive Director's Report

Information

7.0 Consent Calendar

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

7.1 Minutes from Board Meeting of July 20, 2021

Action

8.0 Action/Discussion Items

8.1 Board Warrant Listing July 1, 2021 through July 31, 2021

Action

8.2 September Board Meeting Change – September 14, 2021

Action

9.0 Personnel

9.1 Hourly One-to-One Special Education Instructional Aide Job Description **Action**

In Action

9.2 Hourly Instructional Aide Job Description

Action

10.0 Curriculum

10.1 Cycling Course Description

Action

11.0 Board Staff Discussion

12.0 Adjournment

7.1

Pacific View Charter School

A California Public School and Nonprofit 501 (c) (3) Corporation

3670 Ocean Ranch Blvd., Oceanside, California 92056

Phone # (760) 757-0161

Board of Trustees' Meeting –Tuesday, July 20, 2021

3:30 p.m.

Board Minutes

1.0 Call to Order/Roll Call

Chairperson Walters called the meeting to order at 3:34pm. Present Trustee Vice Chair Taylor. Absent Trustee Meyer

2.0 Approval of Agenda

Moved by Chairperson Walters and seconded by Vice Chair Taylor to approve the agenda as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

3.0 Pledge of Allegiance

The Pledge of Allegiance was let by Founding Executive Director, Gina Campbell.

4.0 Public Comment - None

5.0 Introductions

Erin Gorence, Director of Curriculum; Kathy Meck, Interim Site Supervisor ; Linda Moore, Special Education Coordinator; Diane Gibson, Lead High School Teacher; Geoff Weeks, Lead Elementary Teacher; Gayl Johnson, Director of Student Services.

6.0 Executive Director's Report

- ✚ WASC visit will take place in early November. Board Trustees are invited to attend the Leadership workshop meetings scheduled. Report is due to the WASC team at end of September. WASC Coordinator, Robert Merrill will present at the October Board Meeting.
- ✚ Personnel Changes – three teachers, one classified have left. One teacher has been hired for Moreno Valley and at this time the other two teacher positions will not be filled. The Office Clerk position for the front office has been posted on Edjoin.
- ✚ Budget Trailer Bill and AB104 – The budget trailer bill changes the regulations for Independent Study programs. Some of the changes include synchronous learning opportunities daily for K-3, weekly for 4-12 and documenting lack of

satisfactory progress, live interactions daily for grades 4-8, Tiered Re-Engagement Strategies.

- ✚ Distance Learning Program – Creating a virtual program. Marketing to students not able to geographically get to school. The moratorium for IS non-classroom based schools has been extended to 2025. This makes it so another Charter cannot be applied for but the students still need to be educated. The creation of this program will help the students be successful.
- ✚ Go Cycling – Nonprofit organization – their goal is to get students outside and exercising. The organization provides the bicycles and meets with the students once a week. The students are taught bicycle safety. There are two students participating. Next week the staff from Go Cycling will create an obstacle course for student to go through. In a few weeks the plan is to take the students bicycling out into the community.
- ✚ Enrollment: Total enrolled are 914 students – Oceanside has 725 and Moreno Valley has 189. These numbers will start declining as student complete their courses. We are watching the numbers very closely as we are approximately 40 students less than last year at this time.

7.1 Consent Calendar

7.1 Moved by Chair Walters & seconded by Vice Chair Taylor to approve the Consent Calendar as presented.

AYES: Taylor, Walters
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.0 Action/Discussion Items

8.1 Moved by Chair Walters & seconded by Vice-Chair Taylor to approve Candice Weber as a Board Trustee.

AYES: Taylor, Walters
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.2 Moved by Vice-Chair Taylor & seconded by Chair Walters to approve the 2021-2022 Annual Organizational Meeting as follows:

Elections: Chair- Jon Walters
Vice-Chair – Candice Weber
Day: Tuesdays
Time: 3:30pm
Location: Virtual and/or School

AYES: Taylor, Walters, Weber

NOES: None
ABSTAIN: None
ABSENT: Meyer

8.3 Executive Director Transition Plan Calendar

- ✚ Calendar outlines on a monthly basis the transition plan for retirement for the Executive Director
- ✚ Items will be addressed monthly at the Board Meetings as seen on the calendar

8.4 Moved by Chair Walters and seconded by Vice Chair Taylor to approve the Board Warrant Listing for June 1, 2021 through June 30, 2021.

AYES: Taylor, Walters, Weber
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.5 Moved by Vice-Chair Taylor and seconded by Trustee Weber to approve the 2021-2022 California School Business Consultants Independent Contractor Agreement as presented as presented.

AYES: Taylor, Walters, Weber
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.6 Moved by Chair Walters and seconded by Vice Chair Taylor to approve the Consolidated Application Reporting System as presented.

AYES: Taylor, Walters, Weber
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.7 Public Hearing Independent Study Policy #7

The meeting was opened at 4:15pm for public comment
The meeting was closed at 4:17pm

8.8 Moved by Trustee Weber and seconded by Vice-Chair Taylor to approve the Independent Study Policy #7 as presended.

AYES: Taylor, Walters, Weber
NOES: None
ABSTAIN: None

ABSENT: Meyer

9.0 Personnel

9.1 Moved by Chair Walters and seconded by Vice Chair Taylor to approve the One-to-One Instructional Aide-Special Education Job description as presented.

AYES: Taylor, Walters, Weber

NOES: None

ABSTAIN: None

ABSENT: Meyer

9.2 Moved by Chair Walters and seconded by Vice Chair Taylor to approve the 2021-2022 Classified Salary Schedule as presented.

AYES: Taylor, Walters, Weber

NOES: None

ABSTAIN: None

ABSENT: Meyer

9.3 Moved by Chair Walters and seconded by Vice Chair Taylor to approve the International Travel Requirements COVID-19 as presented.







AYES: Taylor, Walters, Weber

NOES: None

ABSTAIN: None

ABSENT: Meyer

10.0 Board Staff Discussion

-  Asking for Board volunteer to attend WASC workshop meetings
-  Meetings are scheduled on Wednesdays from 3:00pm to 4:00pm
-  Trustee Weber can attend on July 28,
-  Trustee Walters can attend on August 11
-  Erin will have the WASC Coordinator send out information to the Board for review
-  WASC Coordinator will request the Board's availability to attend

11.0 Adjournment

Chair Walters adjourned the meeting at 4:33pm

8.1

July, 2021
Warrant Report

Warrant ID	Name	Payment Date	Total Warrant Am	Descr	Fund	Invoice Fund Amo	PO No.
14800918	Pediatric Therapy Services, LLC	7/12/2021	\$ 5,812.50	PY expense	6200	\$ 5,812.50	
14800919	Severin Intermediate Holdings, LLC	7/12/2021	\$ 5,787.60	Schoology LMS Subscription	6200	\$ 5,787.60	0000001297
14800920	Ian Gormley	7/12/2021	\$ 76.00	employee reimbursement	6200	\$ 76.00	
14800921	Matthew Shaw	7/12/2021	\$ 76.00	employee reimbursement	6200	\$ 76.00	
14800922	Glenn Gooch	7/12/2021	\$ 67.00	employee reimbursement	6200	\$ 67.00	
14800923	AT&T MOBILITY	7/12/2021	\$ 424.10	PY expense	6200	\$ 424.10	
14800924	BILLY R BENSON,	7/12/2021	\$ 1,484.70	PY expense	6200	\$ 1,484.70	
14800925	SOUTH COUNTY PEST CONTROL, INC	7/12/2021	\$ 140.00	PY expense	6200	\$ 140.00	
14800926	OFFICE DEPOT	7/12/2021	\$ 85.75	PY expense	6200	\$ 35.01	
14800926	OFFICE DEPOT	7/12/2021	\$ 85.75	PY expense	6200	\$ 18.45	
14800926	OFFICE DEPOT	7/12/2021	\$ 85.75	PY expense	6200	\$ 32.29	
14800927	PACIFIC VIEW CHARTER SCHOOL	7/12/2021	\$ 36,261.88	Mortgage Payment - Oceanside -	6200	\$ 5,439.28	0000001312
14800927	PACIFIC VIEW CHARTER SCHOOL	7/12/2021	\$ 36,261.88	Mortgage Payment - Oceanside -	6200	\$ 30,822.60	0000001312
14800928	PACIFIC VIEW CHARTER SCHOOL	7/12/2021	\$ 24,711.78	Mortgage Payment - MV Wells Fa	6200	\$ 4,942.36	0000001313
14800928	PACIFIC VIEW CHARTER SCHOOL	7/12/2021	\$ 24,711.78	Mortgage Payment - MV Wells Fa	6200	\$ 19,769.42	0000001313
14800929	MECK, KATHY	7/12/2021	\$ 66.08	employee reimbursement	6200	\$ 66.08	
14802205	IXL Learning, Inc	7/15/2021	\$ 2,900.00	IXL - Learning	6200	\$ 2,900.00	0000001295
14802206	Diamond Environmental Services, LP	7/15/2021	\$ 268.54	Handwash Basins - Student Lunc	6200	\$ 268.54	0000001350
14802207	ADT SECURITY SERVICES	7/15/2021	\$ 64.36	Security System - Moreno Valle	6200	\$ 64.36	0000001292
14802208	ASSOCIATION FOR SUPERVISION &	7/15/2021	\$ 239.00	Membership Fees ASCD	6200	\$ 239.00	0000001311
14802209	CALIFORNIA COMMERCIAL SECURITY	7/15/2021	\$ 146.91	Security System - Oceanside	6200	\$ 146.91	0000001341
14802210	COX BUSINESS SERVICES	7/15/2021	\$ 725.01	Security Cameras Oceanside	6200	\$ 281.15	0000001349
14802210	COX BUSINESS SERVICES	7/15/2021	\$ 725.01	Admin- Internet & Phone Servic	6200	\$ 66.58	0000001308
14802210	COX BUSINESS SERVICES	7/15/2021	\$ 725.01	Student - Internet & Phone Ser	6200	\$ 377.28	0000001308
14802211	HAROLD D HAMERNIK	7/15/2021	\$ 8,000.00	Website Management Harold Hame	6200	\$ 8,000.00	0000001318
14802212	MV MEDICAL CTR MASTER ASSOC	7/15/2021	\$ 1,132.00	Master Association Fees - More	6200	\$ 1,132.00	0000001359
14802213	MORENO VALLEY UTILITY	7/15/2021	\$ 1,292.03	Electrical Utilities - Moreno	6200	\$ 1,292.03	0000001360
14802214	SAN DIEGO GAS & ELECTRIC	7/15/2021	\$ 2,651.86	Electrical Utilities Oceanside	6200	\$ 2,651.86	0000001366
14802215	SECURITY SIGNAL DEVICES, INC.	7/15/2021	\$ 481.17	Fire Alarm System - Moreno Val	6200	\$ 481.17	0000001369
14802216	VCC OCEAN RANCH CONDO. ASSOC.	7/15/2021	\$ 6,024.00	Property Association Fees - Oc	6200	\$ 6,024.00	0000001370
14802217	WASTE MANAGEMENT	7/15/2021	\$ 132.40	Trash Services - Moreno Valley	6200	\$ 132.40	0000001371
14803038	Cordata Shredding	7/19/2021	\$ 525.55	PY expense	6200	\$ 310.61	
14803038	Cordata Shredding	7/19/2021	\$ 525.55	PY expense	6200	\$ 214.94	
14803039	Specialized Therapy Services, Inc	7/19/2021	\$ 12,792.50	PY expense	6200	\$ 3,640.00	
14803039	Specialized Therapy Services, Inc	7/19/2021	\$ 12,792.50	PY expense	6200	\$ 9,152.50	
14803040	MJ Akerland RN, A Professional Nursing	7/19/2021	\$ 412.50	PY expense	6200	\$ 412.50	
14803041	CDW GOVERNMENT, INC.	7/19/2021	\$ 51.22	PY expense	6200	\$ 51.22	
14803042	SPARKLETTS & SIERRA SPRINGS	7/19/2021	\$ 98.30	PY expense	6200	\$ 32.26	
14803042	SPARKLETTS & SIERRA SPRINGS	7/19/2021	\$ 98.30	PY expense	6200	\$ 66.04	
14803043	KONICA MINOLTA BUS. SOLUTIONS	7/19/2021	\$ 133.36	PY expense	6200	\$ 133.36	

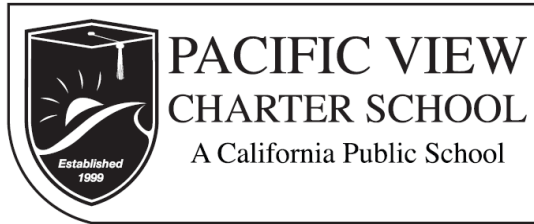
July, 2021
Warrant Report

Warrant ID	Name	Payment Date	Total Warrant Am	Descr	Fund	Invoice Fund Amo	PO No.
14803044	YOUNG, MINNEY & CORR, LLP	7/19/2021	\$ 2,272.40	PY expense	6200	\$ 2,272.40	
14803045	NATIONAL BENEFIT SERVICES, LLC	7/19/2021	\$ 75.00	PY expense	6200	\$ 75.00	
14803046	SCHOOL PATHWAYS HOLDINGS, LLC	7/19/2021	\$ 3,794.22	PY expense	6200	\$ 3,794.22	
14804217	Nissan Motor Acceptance Corporation	7/22/2021	\$ 705.19	Nissan	6200	\$ 343.20	0000001319
14804217	Nissan Motor Acceptance Corporation	7/22/2021	\$ 705.19	Nissan	6200	\$ 361.99	0000001319
14804218	Mary Jane Gardner	7/22/2021	\$ 30.58	employee reimbursement	6200	\$ 30.58	
14804219	Versant Funding	7/22/2021	\$ 66.15	SMART SHIELD	6200	\$ 66.15	0000001301
14804220	EDGENUITY, INC.	7/22/2021	\$ 30,875.00	Edgenuity	6200	\$ 30,875.00	0000001294
14804221	OFFICE DEPOT	7/22/2021	\$ 64.98	PY expense	6200	\$ 64.98	
14805074	BAY ALARM	7/26/2021	\$ 688.05	Fire Alarm System - Oceanside	6200	\$ 688.05	0000001340
14805075	EASTERN MUNICIPAL WATER DIST	7/26/2021	\$ 262.47	Water Utilities - Moreno Valle	6200	\$ 262.47	0000001351
14805076	JAN-PRO OF SAN DIEGO	7/26/2021	\$ 3,799.00	Janitorial Services - Oceansid	6200	\$ 3,799.00	0000001355
14805077	MISSION FEDERAL CREDIT UNION	7/26/2021	\$ 2,192.56	Lively/Great Call - Cell Phone	6200	\$ 21.08	0000001396
14805077	MISSION FEDERAL CREDIT UNION	7/26/2021	\$ 2,192.56	Postage - Admin Oceanside	6200	\$ 27.15	0000001373
14805077	MISSION FEDERAL CREDIT UNION	7/26/2021	\$ 2,192.56	PY expense	6200	\$ 1,813.79	
14805077	MISSION FEDERAL CREDIT UNION	7/26/2021	\$ 2,192.56	Attorney YMC - Trainings	6200	\$ 8.05	0000001395
14805077	MISSION FEDERAL CREDIT UNION	7/26/2021	\$ 2,192.56	Staff - Training CLASSIFIED	6200	\$ 275.00	0000001381
14805077	MISSION FEDERAL CREDIT UNION	7/26/2021	\$ 2,192.56	Postage- Student	6200	\$ 22.50	0000001373
14805077	MISSION FEDERAL CREDIT UNION	7/26/2021	\$ 2,192.56	Postage Services - Satmps.com	6200	\$ 24.99	0000001373
14805078	SCHOOL SERVICES OF CALIFORNIA	7/26/2021	\$ 2,820.00	Membership Fees	6200	\$ 2,820.00	0000001394
14806164	Citi Cards	7/29/2021	\$ 1,940.67	Auto expenses - Gas, Maintenanc	6200	\$ 55.31	0000001303
14806164	Citi Cards	7/29/2021	\$ 1,940.67	Citibank - Child Nutrition and	6200	\$ 1,699.67	0000001387
14806164	Citi Cards	7/29/2021	\$ 1,940.67	PY expense	6200	\$ 185.69	
14806165	Reliable Translations Inc.	7/29/2021	\$ 147.00	Reliable Translations	6200	\$ 147.00	0000001399
14806166	Pediatric Therapy Services, LLC	7/29/2021	\$ 9,262.50	Stepping Stones - Sped Teacher	6200	\$ 9,262.50	0000001400
14806167	Intersection R & M Services, Inc	7/29/2021	\$ 372.23	Handyman Services _ Oceanside	6200	\$ 372.23	0000001354
14806168	Diamond Environmental Services, LP	7/29/2021	\$ 268.54	Handwash Basins - Student Lunc	6200	\$ 268.54	0000001350
14806169	AT&T MOBILITY	7/29/2021	\$ 423.47	Cell Phone Replacements	6200	\$ 61.34	0000001302
14806169	AT&T MOBILITY	7/29/2021	\$ 423.47	Cell phone service	6200	\$ 362.13	0000001302
14806170	OFFICE DEPOT	7/29/2021	\$ 256.14	Office Supplies - OCEANSIDE CA	6200	\$ 9.22	0000001376
14806170	OFFICE DEPOT	7/29/2021	\$ 256.14	Office Supplies - OCEANSIDE CA	6200	\$ 15.81	0000001376
14806170	OFFICE DEPOT	7/29/2021	\$ 256.14	Office Supplies - OCEANSIDE CA	6200	\$ 4.77	0000001376
14806170	OFFICE DEPOT	7/29/2021	\$ 256.14	Office Supplies - OCEANSIDE CA	6200	\$ 10.51	0000001376
14806170	OFFICE DEPOT	7/29/2021	\$ 256.14	Office Depot - Student Supplie	6200	\$ 80.77	0000001385
14806170	OFFICE DEPOT	7/29/2021	\$ 256.14	Office Depot - Student Supplie	6200	\$ 108.09	0000001385
14806170	OFFICE DEPOT	7/29/2021	\$ 256.14	Office Depot - Student Supplie	6200	\$ 26.97	0000001385
14806171	LORI BENTLEY	7/29/2021	\$ 50.18	employee reimbursement	6200	\$ 19.60	
14806171	LORI BENTLEY	7/29/2021	\$ 50.18	employee reimbursement	6200	\$ 30.58	
14806172	VCC OCEAN RANCH CONDO. ASSOC.	7/29/2021	\$ 6,024.00	Property Association Fees - Oc	6200	\$ 6,024.00	0000001370
14806173	WASTE MANAGEMENT	7/29/2021	\$ 132.40	Trash Services - Moreno Valley	6200	\$ 132.40	0000001371

July, 2021
Warrant Report

Warrant ID	Name	Payment Date	Total Warrant Am	Descr	Fund	Invoice Fund Amo	PO No.
14806914	SCHOOL PATHWAYS HOLDINGS, LLC	8/2/2021	\$ 10,831.07	CalPads, Online Registration,	6200	\$ 3,290.07	0000001390
14806914	SCHOOL PATHWAYS HOLDINGS, LLC	8/2/2021	\$ 10,831.07	School Pathways LMS	6200	\$ 7,541.00	0000001405

9.1



Classified Position – Non Exempt

Job Description: Hourly One-to-One Instructional Aide – Special Education

DESCRIPTION OF POSITION:

Provides assistance under the immediate supervision of the Special Education Coordinator offering one-to-one instruction to an individual with special needs, monitors and reports student progress regarding behavior and performance. Performs a variety of clerical duties as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Provide direct services to participating student under the direction of certificated staff to reinforce language development, reading, and/or math skills.
- Prepare copies of instructional material and other documents as directed.
- Provide reinforcement skills within the learning environment.
- Participate in teacher/aide activities and instructional planning with teacher.
- Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
- Understand the function of the individual student's computerized educational software and equipment.
- Facilitate daily arrival and departure of student.
- Development of positive self-concept in student with special needs.
- May assist student with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
- Monitor and assists in the remediation of specific learning problems and conditions.
- Provides a variety of skill building activities with special needs student.
- Monitor administration of student testing.
- Confers frequently with certificated staff, psychologist and other professional staff concerning student's progress.
- Oversees and supervises student during classroom activities and field trips.
- Participates in school in-service educational activities and professional development.
- Other duties as assigned.

Requirements:

Education and Experience:

- High School Diploma or equivalent.
- Knowledge of psychology and methods used in the care, controlling and motivating of students with disabilities
- Completion of college-level course work in general subject areas such as Math, Science, and English, and work experience in a special education environment highly desirable.
- Work experience in a special education environment highly desirable.

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK YEAR: Hourly Position Classified

192 or 223 **208** depending on grade level of student

SUPERVISOR: Special Education Coordinator

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Board Approved: 10-21-2019

Revised: 11-19-2019

05-18-2021

08-XX-2021

9.2



Pacific View Charter School

Classified Position – Non Exempt

Job Description – Hourly Instructional Aide

Description of Position:

The Instructional Aide will assist the classroom teachers and Lead Instructional Aide in the supervision and instruction of K-12 students; assist in the preparation of classroom materials; and other related work as assigned.

Essential Duties and Responsibilities include, but are not limited to the following:

- Monitor and tutor students in the Computer Lab, Study Hall, classrooms and lunch area.
- Assist students with assignments and computers.
- Understand the function of the computerized educational software
- Assign students to computerized educational software and monitor their progress.
- Report progress and/or concerns to students' teachers.
- Give assessment to students as they are referred to the Computer Lab and Study Hall.
- Answer phone.
- Greet parents and students.
- Assist with file maintenance.
- Administer tests from assigned courses.
- Tutor or assist individuals and small groups of students with reinforcement and follow up learning activities.
- Make copies of instructional material and other documents as directed.
- Understand and be able to use all office equipment.
- Attend staff meetings and professional development opportunities as needed.
- Perform other duties as assigned.

Requirements:

Education and Experience:

- High School Diploma or the Equivalent
- Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment.
- Knowledge of basic computer software
- Previous Instructional Aide Experience or Work with At-Promise Youth, highly desired

Knowledge, Skills and Abilities:

- Possess the skill set necessary to tutor students across multiple grade levels and subjects

- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
- Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- The noise level in the work environment is usually moderate.
- The position requires constant public interaction including one-on-one student/parent communication and staff meetings – both formal and informal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor:

Director of Student Services

EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

Work Year: ~~233~~ 208 Work Days

Board Approved: 08-16-2005

Amended:

02-21-2006

06-27-2016

10-21-2019

05-18-2021

08-XX-2021

10.1

Pacific View Charter School Course Outline

Course Title: Cycling

Credits: 2.5

Course # 1313

Department: Elective

Course Description:

This course is a comprehensive program that covers bike safety and the sport of cycling. The course is structured in cooperation with the National Highway Traffic Safety Administration to bring cycling into the educational curriculum. The course teaches bike safety and related skills to high school students with varying levels of cycling abilities.

Student Outcomes:

Students will be able to:

- Explain the fundamentals of Getting Ready to Ride including bicycle safety, safety equipment and components
- Explore bicycle handling basics including controlled braking and straight line riding
- Develop emergency bicycle handling skills
- Develop advanced bicycle skills including figure 8 riding and gearing
- Understand and explain the rules of the road
- Learn about bicycle maintenance

Assessment: Assessment of student outcomes will be based on student performance on assignments and projects.

Instructional Materials: Teacher created materials, instructional videos and a variety of internet resources.

Board Approval Date: