



Santa Barbara County Education Office Clerical Assistant

SALARY	\$19.53 - \$24.82 Hourly \$3,399.00 - \$4,318.00 Monthly \$40,788.00 - \$51,816.00 Annually	LOCATION	North County
JOB TYPE	Full-Time	JOB NUMBER	2023-00028
DIVISION	Special Education	OPENING DATE	06/21/2023
CLOSING DATE	7/12/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Maria

General Description

Our ideal candidate

You are a dependable, punctual, caring professional with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

General description

This is an experienced-level classification in which incumbents perform a variety of clerical and related duties in support of the assigned program or office operations. Duties may include but are not limited to: word processing, data entry, reception activities, meeting support, room reservations, maintaining files and records in paper and/or electronic format, typing, scanning, and filing. Incumbents work independently, within established guidelines and procedures.

Specific Duties and Responsibilities

- Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide general information concerning policies and procedures of assigned program or office
- Receive, screen, and route U.S. and interoffice mail or email sent to a general inbox
- Request, provide, or verify information by means of phone, email, electronic database, or paper forms
- Compose correspondence and email communications from oral instructions or rough drafts
- Using a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed
- Prepare and maintain files according to established procedures
- Prepare purchase orders, invoices, travel claims, and other transactions
- Schedule appointments and coordinate arrangements for meetings, workshops, or conferences
- Maintain confidential information, records and files
- Perform other related duties as assigned

Requirements

Education: Possession of a high school diploma or GED. Completion of college coursework in business, public administration, education, or related field is preferred.

Experience: Two years of experience performing clerical duties. Experience working in a public education setting preferred.

Knowledge of:

- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone and email etiquette
- Record-keeping practices
- Standard office productivity software applications
- Arithmetic, including percentages and fractions
- Operations, policies, practices, and objectives of County Education Office and assigned program

Ability to:

- Learn, apply, and explain rules, regulations, policies, and procedures related to assigned function(s) or program(s)
- Learn the functions, operations, policies, practices, and objectives of the County Education Office
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Organize work and set priorities
- Work with speed and accuracy
- Identify errors and discrepancies in order to pursue correction and resolution
- Review information and make appropriate decisions, within limits of authority
- Make accurate arithmetical computations
- Attain proficiency in an enterprise financial system and other software programs and databases
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material
- Maintain records and prepare reports, using computerized databases or manual data collection
- Represent SBCEO effectively with external parties, such as parents, service providers, and vendors

Licenses and Certificates

May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working Conditions

Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent.

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Supplemental Information

Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

- All applicants who meet the minimum qualifications will be invited to participate in the examination process for the position.
- The examination process may include one or more of the following: written, oral, and performance examination.
- Candidates must pass all parts of the examination process to be placed on the eligibility list. Final score will determine the candidate's rank on the eligibility list.
- A candidate in the top three ranks (including tie scores) on the eligibility list may be considered for hire; when there are multiple vacancies in the same job classification, additional ranks will be considered.
- This recruitment is Dual Certification, meaning it is open to all applicants, including current SBCEO employees and those from the general public. Dual certification results in one integrated eligibility list based on rank.
- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
- Veterans' Preference Points: This recruitment is eligible for veterans' preference points for qualifying veterans.

Non-Discrimination Policy Statement

For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

SBCEO prohibits discrimination against employees on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health.

SBCEO does not discriminate against employees on the basis of immigration status, unless there is clear and convincing evidence that SBCEO is required to do so in order to comply with federal immigration law.

Agency

Santa Barbara County Education Office

Address

4400 Cathedral Oaks Rd

Santa Barbara, California, 93110

Phone

8059644711x5225

Website

<http://www.sbceo.org>



Santa Barbara County Education Office

Nutrition Program Specialist - Bilingual

SALARY	\$20.45 - \$25.96 Hourly \$3,558.30 - \$4,517.04 Monthly \$42,699.60 - \$54,204.48 Annually	LOCATION	Santa Maria - Orcutt
JOB TYPE	Full-Time	JOB NUMBER	2023-00034
DIVISION	Student and Community Services	DEPARTMENT	Early Care and Education
OPENING DATE	07/03/2023	CLOSING DATE	7/24/2023 11:59 PM Pacific
SPECIFIC LOCATION	Santa Maria		

General Description

Our ideal candidate

You are a dependable, punctual, caring professional. You can communicate effectively with staff, partners, and Spanish-speaking families. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and partners.

General description

The Nutrition Program Specialist performs a variety of technical clerical duties to support the operation and administration of the Child and Adult Care Food Program. Under the direction of the Financial Services Manager, establish eligibility for Licensed Family Day Care Home providers participating in Child and Adult Care Food Program according to funding guidelines. Recruit Family Day Care Home providers and monitor their compliance with the Child and Adult Care Food Program regulations.

Specific Duties and Responsibilities

- Recruit providers for the Child and Adult Care Food Program to maintain required monthly participation level.
- Establish and monitor eligibility for providers participating in the Child and Adult Care Food Program in accordance with funding guidelines.
- Establish and maintain a variety of records, reports, and management bulletins. Maintain provider files for all providers participating in the Child and Adult Care Food Program with corresponding documentation/records. Assist with data collection for reports.
- Re-certify eligibility for provider participation periodically or as needed and/or as eligibility changes.
- Conduct regular provider and center trainings and site monitoring visits.
- Receive and respond to telephone or email requests for program information and procedures.
- Monitor provider and center menus for compliance with Child and Adult Care Food Program nutrition standards. Provide program information, nutrition trainings, program requirements, updated policies and educational nutrition

information to all providers and center staff.

- Audit attendance, menu, and meal count records for accuracy and completeness; contact parents and/or providers as needed to document attendance.
- Participate in staff meetings, professional development opportunities, workshops, and conferences.
- Perform other related duties as assigned.

Requirements

Education: Possession of a high school diploma or GED. Completion of college coursework in nutrition or dietetics is desirable.

Experience: Two years of experience that included clerical duties, public contact, and independent decision-making. Experience in a human services or educational setting is preferred.

Knowledge of:

- Modern office practices, procedures, and equipment.
- Operation of office machines, including computer equipment and specified software.
- Telephone and email etiquette.
- Record-keeping practices.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Learn the operation and administration of the Child Care and Adult Food Program.
- Learn and apply policies, laws, regulations, and procedures relating to a variety of early care and education programs.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations accurately.
- Plan and organize workload to effectively meet schedules and timelines.
- Operate a variety of office machines including a computer, calculator, copier, and applicable software.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing, in Spanish and English.
- Obtain information from a variety of sources
- Compile, maintain, and submit accurate and complex records and reports.
- Establish and maintain effective relationships with others.
- Demonstrate tact, patience, and courtesy.
- Maintain confidentiality of files, records, and other sensitive material.
- Speak, read, and write Spanish and English with a level of proficiency to perform required job duties.

Licenses and Certificates

Valid California driver's license, use of a dependable vehicle, and automobile insurance required by law.

Working Conditions

Positions in this classification are considered generally sedentary. Many duties are performed while sitting at a desk and usually involve extensive use of computers, telephones, and other office equipment; interruptions may be frequent.

Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards. Visits to child care sites may expose the employee to common childhood diseases and other communicable diseases.

Local travel by car to a variety of locations countywide, in order to conduct monitoring visits, is required.

Supplemental Information

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Santa Barbara County Education Office

Vocational Assistant

SALARY	\$19.13 - \$24.32 Hourly	LOCATION	North County
JOB TYPE	Part-Time	JOB NUMBER	2023-00027
DIVISION	Special Education	OPENING DATE	06/21/2023
CLOSING DATE	7/12/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Maria

General Description

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in need of specialized assistance. You are a team player who listens well and contributes to a positive and efficient work environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Provides vocational training to students with moderate to severe disabilities in community sites. Communicates effectively with teachers, employers and supervisors regarding student progress. Participates in staff development trainings and implement vocational programs for students. Assists with students transition from school to work by reinforcing life skills and serving as a job coach at the work site.

Specific Duties and Responsibilities

- Transports students to job sites and assists students in learning employment skills.
- Works with students to verify skill level and appropriate job match. Provides individual assistance for students by critiquing, advising, and training at the job site. Develop necessary accommodations for job site.
- Assists students in learning pre-employment skills such as grooming, hygiene, travel skills, transaction handling skills (money and common forms), and community awareness.
- Maintains up-to-date job lists consisting of employer information and job specifications including task analysis. Maintains, updates, and distributes job related data to teachers, employers, supervisors and parents.
- Refers students to suitable employment and volunteer opportunities and/or internships and coordinates referrals and services with specially-funded work programs. Assists in the development of job training-related activities.
- Enters student employment and other data onto student information systems. Assists students by processing work permits.
- Compiles data for reports on referrals, job placement transactions, retention, and success rates. Assists with local labor market surveys that identify potential employment opportunities and rates of pay.
- Advocate/represent student at the worksite as well as other community locations and ensure equity for all students. Performs other duties as assigned that support the overall objective of the position

Requirements

Education and Experience

Education: The position typically requires a high school diploma.

Experience: Two years of experience in an employment, training, or special education area.

Knowledge of:

- Employment procedures including those for reaching students with special needs and assuring equal employment opportunity.
- Publicly funded job and training programs, and the rules and regulations governing student employment.
- Features of payroll and employee benefit plans and using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data to computerized student files using established data entry screens.
- Sufficient math skills to compute sums, averages, products, and quotients.
- Sufficient human relation skills to convey private information, to give instructions and conduct interviews, and to facilitate discussions.
- Language, grammar, and writing skill to prepare documentation of work activities.

Ability to:

- Carry out all aspects of the position such as interpret the policies, procedures, techniques, and rules governing student and young adult employment and vocational job placement.
- Achieve harmony and cooperation in communications with others
- Prepare professional correspondence for routine communications.
- Learn and apply laws, regulations, policies and procedures for equal employment opportunity.
- Maintain up-to-date files and ensure security of private information

Licenses and certificates

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Work is performed indoors and in employment locations where minimal safety considerations exist.

Supplemental Information

Classified salary ranges have 25 steps (A-Y). Initial salary placement for new hires is between steps A and J, based on qualifications.

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- Eligibility lists are generally valid for six months; promotional eligibility lists are valid for one year. Lists may be exhausted prior to the original expiration date, or they may be extended with the approval of the Personnel Commission.
- If you require an accommodation for any step of the application and selection process, please notify Human Resources by the application deadline date (or as soon as possible for an open continuous recruitment).
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Website

<http://www.sbceo.org>

Vocational Assistant Supplemental Questionnaire

***QUESTION 1**

This is a 30 hours per week position with a schedule of Monday - Friday, 8:30 a.m. to 3:00 p.m. with a 30 minute lunch.

☐ I understand and under these conditions, I am still interested in this position.

* Required Question



Santa Barbara County Education Office Youth Outreach Mentor

SALARY	\$21.85 - \$27.73 Hourly	LOCATION	Santa Maria - Orcutt
JOB TYPE	Part-Time	JOB NUMBER	2023-00035
DIVISION	Student and Community Services	OPENING DATE	07/03/2023
CLOSING DATE	7/24/2023 11:59 PM Pacific	SPECIFIC LOCATION	Santa Maria

General Description

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with at-risk youth. You are dependable, punctual, and caring, with the ability to communicate in a culturally sensitive manner. You are committed to providing the best service available to the Santa Barbara Education Office, teachers, parents, and students.

General description

Provide case management support to at-risk students, conduct assessments, and make referrals to community organizations. Employees in this position use research-based culturally relevant practices to support students who display dysregulated behavior, foster relationships with behavioral health community resources, and may serve on a student's individualized care team with licensed professionals. Under the direction of certificated staff, provide pupil support services to address social and emotional needs to prepare students to be college, career and future ready.

Specific Duties and Responsibilities

- Serve as a liaison between schools and outside agencies in matters relating to at-risk students involved in high-risk behaviors
- Provide skills development workshops to students, both one-on-one and in small groups
- Provide support services related to mental health, behavioral, and educational issues
- Support school staff, students and families through classroom visits to assist students, monitor and assess student needs, behavior, and progress; provide feedback and strategies as appropriate
- Provide ongoing case management services and provide behavioral health linkage support to community resources
- Assess needs and recommend appropriate referrals to community resources or human services agencies
- Employ strategies to reconnect students to school, community and career activities
- Document and track progress of intervention efforts
- As part of a care team, provide case management support to students
- Plan, organize, and lead field trips and excursions to local community colleges, universities, and career exploration events, as well as other culturally significant or relevant venues
- Plan, organize, and co-facilitate presentations with other members of the care team on awareness and prevention of gang, drug, conflict, and other high risk behaviors
- Conduct home visits to provide ongoing support and bridge families to school for meaningful relationships and engagement
- Perform other related duties as assigned

Requirements

High school diploma supplemented by 12 semester units (or 18 quarter units) of college coursework in education, psychology, administration of justice, social work, or related field. Possession of an associate's degree in a related field is desirable. Additional relevant experience may substitute for post-secondary coursework.

Experience: One year of experience providing educational or social services or instructional support that included community resource and referral to at-risk (at-risk) students or families is required. Experience working with students involved in the juvenile justice system is desirable.

Ability to speak, read, and write Spanish fluently is preferred.

Knowledge of:

- Intervention strategies and restorative approaches with at-risk students.
- Education law applicable to school attendance and truancy.
- Community resources available for at-risk students and their families.
- Telephone and email etiquette.
- Correct English grammar, spelling, punctuation, and professional vocabulary.
- Modern office practices, procedures, and equipment.
- Standard office productivity software applications.
- Record-keeping practices.
- Time management practices.

Skill in:

- Presenting information in individual and group settings in a culturally and linguistically appropriate manner.
- Cultural competency with populations served.

Ability to:

- Maintain records and prepare reports
- Plan, organize, prioritize, and schedule work.
- Work independently as well as collaboratively.
- Make sound decisions within appropriate limits of authority.
- Analyze available information and determine an appropriate course of action.
- Interpret, explain, and apply laws, regulations, rules, and policies.
- Coordinate work of SBCEO partners over whom one has no supervisory authority.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Maintain confidentiality of files, records, and other sensitive material.
- Learn operations, policies, practices, and objectives of SBCEO and assigned program.
- Operate a computer and other office equipment and related software programs.
- Document work activity.
- Learn to use student information systems and databases.
- Exercise tact and diplomacy in interactions with others.
- Represent SBCEO and program participants effectively.

Licenses and certificates

- Valid California Class C Driver's License, use of a dependable automobile, and insurance coverage as required by law.

- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and provide service to students and families, is required.

Supplemental Information

Classified Management salary ranges have 9 steps (A-I). Initial salary placement for new hires may be at any step of the range, based on qualifications.

Click here for an [Overview of Our Application & Selection Process](#).

RECRUITMENT INFORMATION:

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Youth Outreach Mentor Supplemental Questionnaire***QUESTION 1**

This is a 10-months per year position with a work schedule of M-F; 8:00 a.m. to 4:00 p.m. with a 30-minute lunch.

☐ Under these conditions, I am interested in this position.

* Required Question