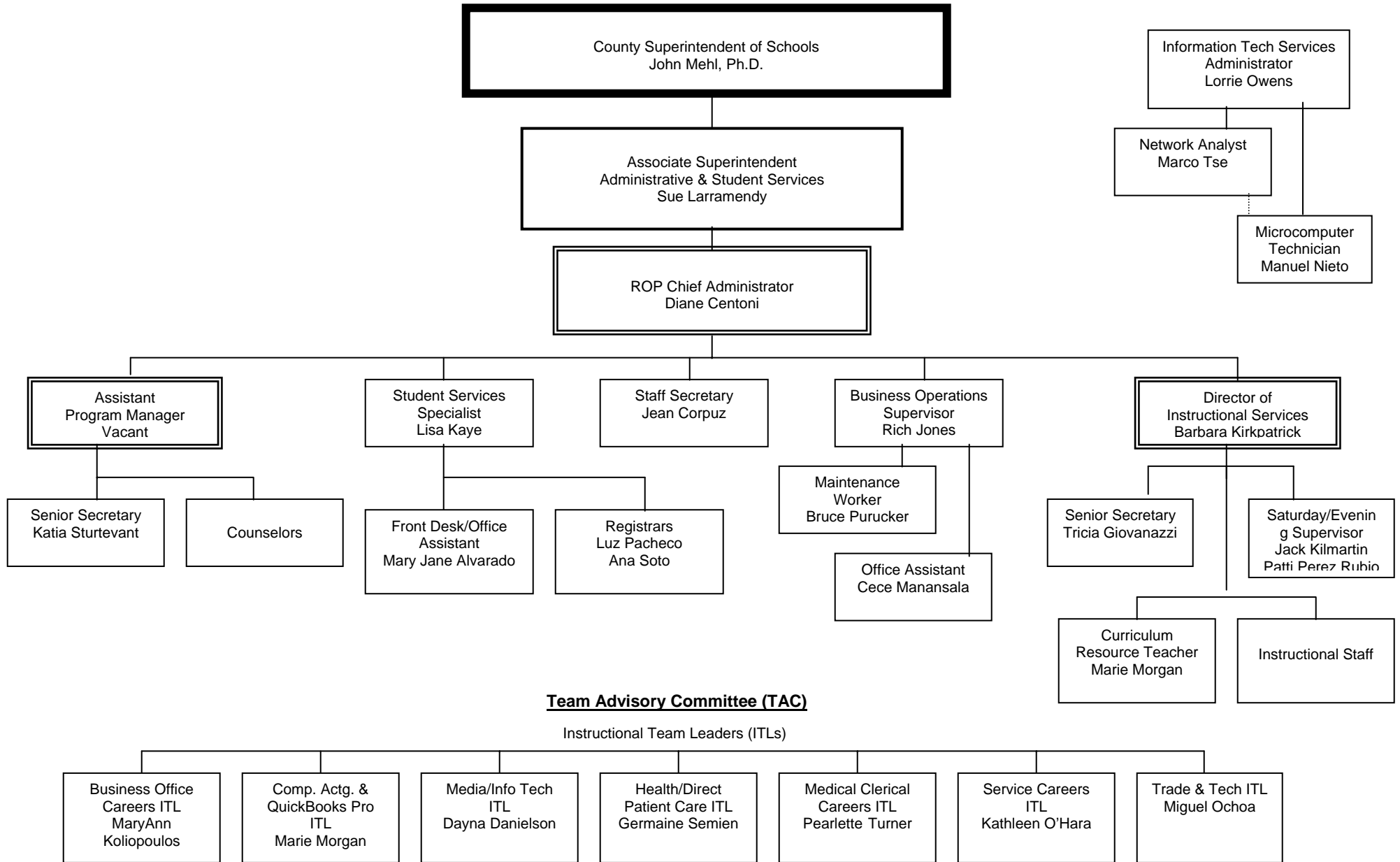


San Mateo County Office of Education/Regional Occupational Program Organizational Chart



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ADMINISTRATIVE OFFICE TEAM

MANAGERS

CHIEF ADMINISTRATOR [G650/802-5411]

- Oversees and directs ROP general personnel services/staff assignments
- Develops and manages budget accounts; approves all expenditures
- Oversees leases, contracts, and agreements
- Supervises and evaluates Staff Secretary, Business Operations Supervisor, and management staff
- Oversees Program and Strategic Planning
- Oversees Team Advisory Committee meetings
- Oversees facilities utilization for ROP courses and services
- Oversees personnel, recruitment, and selection
- Oversees publishing of handbooks and promotional materials
- Handles final appeal in student due process
- Oversees development of and presents Annual Report Card/Report to the Board
- Serves on various community/education committees, councils and boards
- Liaisons with business community and appropriate public and private agencies and community organizations to promote ROP
- Oversees Student Recognition and Awards Committee

DIRECTOR OF INSTRUCTIONAL SERVICES [G650/802-5407]

- Facilitates new course development and course approvals
- Supervises and evaluates Senior Secretary, Nursing Technicians, Certificated Teachers, Saturday/Evening Program Supervisor and Network Analyst
- Supervises Instructional Team Leaders
- Co-coordinates staff development and inservicing; coordinates curriculum development, modification and implementation
- Approves instructional staff conferences and field trips
- Facilitates Employer Advisory Committee meetings
- Serves as college/high school liaison for program development and course articulation and Tech Prep
- Monitors instructional material preparation and production
- Recommends and coordinates facilities utilization for ROP courses
- Oversees community classroom and CVE agreements
- Coordinates instructional and technical support personnel recruitment and selection; recommends instructional staff assignments and selects substitutes
- Coordinates new employee orientation
- Coordinates the ROP Technology, Staff Development and Curriculum Committees
- Coordinates computer and network repair needs; hardware and software selection and installation; oversees management of software, including licensing
- Coordinates computer/technology training and technical assistance
- Provides customer service
- Performs duties as assigned

ASSISTANT PROGRAM MANAGER [G650/802-5405]

- Assists in planning, directing and coordinating ROP educational and student support services, functions and activities
- Assists in the supervision and evaluation of certificated and classified staff members, recommends new hires
- Assists with articulation activities with secondary and post-secondary programs and community work sites to facilitate continuum of educational activities for students preparing for careers and advanced education
- Assists with the coordination and facilitation of Employer Advisory Committees and prepares applications for course certification and vendor status
- Coordinates a variety of educational activities with various agencies, officials, schools and community groups
- Oversees student due process, registration, attendance accounting and other student data systems
- Provides recommendations to the administrator for initiating and deleting courses and services, improving program quality and generating ADA
- Assists in the development and implementation of curriculum, work-based learning (sites) staff development, workshops, meetings, student recognition ceremonies and conferences.
- Manages and monitor CalWORKs, PBA, Carl D. Perkins and other special projects and prepare applications for special grants/projects
- Prepares state reports relative to job market survey, ADA, student enrollment, placement and follow-up
- Assists in monitoring legal compliance (such as American Disabilities Act, contracts, attendance accounting) and annual reviews of student support and instructional programs and services.
- Observes some Saturday and evening programs as needed (approx. four ½ days per year).
- Provides customer service
- Performs duties as assigned

SUPERVISORS and RESOURCE TEACHER

SATURDAY and EVENING PROGRAM SUPERVISOR [G650/755-1676, PGR 523-1051]

- Monitors implementation of evening curriculum and makes modification recommendations to Director of Instructional Services
- Oversees evening security and safety; handles and reports concerns
- Supervises and evaluates evening teachers
- Monitors evening program attendance reporting
- Coordinates evening teacher and student aide recruitment and selection
- Coordinates Saturday/evening teacher inservice as needed
- Assists with New Employee Orientation when applicable
- Coordinates mentoring of teachers
- Provides customer service
- Performs duties as assigned

BUSINESS OPERATIONS SUPERVISOR [G650/802-5409]

- Coordinates facilities (101 TDD and programs) management (custodial, maintenance, and security systems)
- Oversees preparation of and monitors purchase orders (equipment, supplies, maintenance)
- Prepares regular and variable payrolls
- Prepares and monitors program budgets
- Prepares special reports
- Prepares, processes and monitors bids
- Oversees and monitors bids, ordering, receiving instructional supplies, equipment, & books
- Monitors income and expenditures and special project grant budgets
- Supervises and evaluates Office Assistant and Custodial Maintenance Worker
- Checks sites for repair and maintenance needs of equipment and facilities
- Oversees and processes cash receipts
- Performs professional accounting work, income estimates, cost projections, journal transfers, budget revisions
- Works with auditors on special projects
- Coordinates ROP use of facilities on school sites with Districts
- Performs duties as assigned

STUDENT SERVICES SPECIALIST [G650/802-5418]

- Plans, organizes and implements administrative systems and procedures to ensure student registration, enrollment and attendance reporting is completed accurately and within established timelines
- Responds to customer requests and problems concerning class registration policies and procedures
- Assigns and prioritize the work of registrars and front desk office assistant; train and coach employees, and participate in appraising job performance
- Maintains student database systems by creating master computer calendars, and other database parameters; monitor and audit data input, initiate database backup procedures; install program upgrades
- Prepares various statistical analysis and monthly enrollment ADA and State reports
- Trains staff to retrieve information and generate reports using ASAP and Scantron database
- Prepares state ADA reports and other student reports; oversee attendance audits; work closely with teachers, school registrars, and student counselors to resolve problems and discrepancies
- Prepares correspondence regarding student enrollment and registration
- Initiates improvements in registrar services by updating procedures, evaluating results, and developing goals and objectives
- Performs duties as assigned

NETWORK ANALYST [G650/802-5678 Help Desk]

- Identifies network requirements by interviewing staff and analyzing existing applications and operations involving local and wide area networks; assess needs for hardware and software including file servers, routers, switches, hubs and other communications equipment
- Designs network systems by preparing proposals in consultation with the Network Engineer; develop and implement projects
- Establishes network performance by installing network hardware including communications lines, cables and data switching equipment; configure file servers and routers, and install and configure network software
- Maintains performance by monitoring system capacity, troubleshooting Network operating systems Inter networking devices, and PC software and hardware
- Optimizes network performance recommending new network topologies, and recommending hardware and software purchases

- Administers NT, Unix and Novell file server used for applications programs and Domain Name Server Used for Web page and Internet access by entering users, managing operating system and data base files, troubleshooting system problems, and maintaining software
- Safeguards information systems by defining access privileges, monitoring system usage, and implementing control protocols
- Oversees the work of Microcomputer Technicians in a lead capacity; receive and prioritize work requests and evaluate work for accuracy and completeness
- Prepares users to accomplish job results by developing and conducting training sessions
- Trains staff on technology related topics
- Performs duties as assigned

RESOURCE TEACHER - CURRICULUM and INSTRUCTION

- Assists in aligning ROP curriculum with the state standards.
- Prepares forms and related materials for review and submission to CDE for approval/certification.
- Assists teachers and the Director of Instructional Services in preparation and submission of course curriculums for UC approval
- Provides coaching, inservice training, and resource support to teachers in the development and implementation of ESLRS standards and powerful teaching and learning strategies that support students and teachers in meeting the standards
- Coordinates and designs the implementation of a consistent means to measure student success in meeting standards
- Provides progress reports to administrators
- Supports program faculty in aligning programs with the ROC/P Model Practices and achieving Model Program status

ADMINISTRATIVE SUPPORT STAFF

STAFF SECRETARY [G650/802-5410]

- Performs secretarial duties to the Administrator and Evening Supervisor
- Prepares and processes staff evaluations
- Prepares, processes and maintains personnel records and requisitions
- Receives, records and reports staff attendance
- Facilitates SubFinder system for ROP
- Schedules ROP conference rooms
- Prepares and processes school district Joint Powers Agreements
- Processes building rent and lease contracts
- Processes ROP facilities use agreements with non-ROP entities
- Coordinates and processes lottery requests
- Processes and maintains student and staff accident and workers' compensation reports
- Prepares and distributes agendas and minutes of team advisory committee meetings
- Prepares/updates ROP Phone Directory
- Prepares Staff Handbook updates
- Creates presentations/graphics for operations
- Prepares and distributes weekly Huddle (front office weekly schedule)
- Secretarial back-up to Instructional Services Senior Secretary
- Provides customer service/answers phones
- Performs duties as assigned

SENIOR SECRETARY, INSTRUCTIONAL SERVICES [G650/802-5406]

- Performs secretarial duties to the Director of Instructional Services and Saturday/evening Program Supervisor
- Provides secretarial support for teachers; coordinates copy work
- Processes and maintains community classroom and CVE offsite training agreements
- Coordinates employer advisory committee meetings; oversees compiling of advisory committee meeting packets
- Coordinates processing of Direct Support Professional training
- Prepares and distributes minutes of advisory committee meetings
- Prepares advisory committee brochure
- Prepares Biennial Report
- Prepares and updates curriculum flow charts
- Prepares Department of Health provider applications
- Updates and distributes substitute teacher list
- Maintains conference and field trip records
- Prepares Department of Health provider applications and renewals
- Creates presentation graphics for instructional program
- Secretarial/Sub caller back-up to staff secretary
- Processes Volunteer forms
- Back-up to Staff Secretary
- Back-up for processing staff accident and worker's compensation papers and incident reports
- Provides customer service/answers phones
- Performs duties as assigned

SENIOR SECRETARY, STUDENT SERVICES [G650/802-5404]

- Provides secretarial support to Director of Student Services, registrars and counselors
- Back-up of administrative office receptionist duties
- Co-coordinates in-house emergency preparedness as floor monitor
- Creates presentations/graphics for promotional and student services materials
- Coordinates and processes Direct Support Professional (DSP) testing
- Prepares/updates Student Services Handbook, High School Counselor Guide, Job Finding Handbook, Student Handbook, Annual Report, Follow-up Study and ROP Safety Plan
- Maintains and distributes registrar and counselor class assignments and schedules
- Supervises front office student aide(s) and coordinates their work
- Produces ROP calendars for staff and students
- Secretarial back-up to Office Assistants in absence of student aides
- Back-up for processing student worker's compensation papers and incident reports
- Updates recruitment media and hotline
- Prepares student correspondence and certificates as needed
- Coordinates legislative visits
- Provides customer service/answers phones
- Performs duties as assigned

REGISTRARS [G650/802-5417] [650/802-5416]

- Maintains computerized registration, enrollment, and attendance system
- Inputs and retrieves student data information
- Creates class lists, weekly attendance rosters, grade sheets, and emergency reports as needed
- Inputs and posts attendance data weekly as needed, monitors teachers' inputted attendance
- Responds to requests for information and assistance related to designated program areas
- Sends out acknowledgment of registrations received weekly to high schools
- Coordinates orientations with counselors as needed

- Notifies prospective students of orientation/appointments/course cancellations and changes; handles student services related correspondence and communications
- Processes student certificates
- Processes student reservations
- Processes student transfer/transition forms
- Supports Director of Student Services in promoting ROP to the community
- Provides customer service/answer phones
- Performs duties as assigned

OFFICE ASSISTANT, FRONT DESK [G650/802-5400]

- Performs main administrative office receptionist duties
- Inputs data using database software
- Distributes incoming and outgoing mail and faxes
- Promotes and participates in customer service; responds to requests for information and assistance
- Word processes letters and memos
- Prepares and maintains student CNA, Home Health Aide State certification and CEUs
- Processes student health and fingerprinting applications
- Prepares special studies and reports
- Provides clerical support to student services staff and other staff as needed
- Coordinates storage and recovery of student records; prepares student transcripts
Handles job verification requests
- Coordinates maintenance and retrieval of archive records
- Oversees maintenance of recruitment materials (e.g., flyers, brochures)
- Oversees maintenance of ROP scrapbook
- Oversees maintenance of archives
- Assists with online communications
- Back up to Student Services Senior Secretary, Business Operations Office Assistant and Registrars
- Provides customer service/answers phones
- Performs other duties as assigned

OFFICE ASSISTANT, BUSINESS OPERATIONS [G650/802-5408]

- Prepares purchase orders
- Orders, procures and distributes all office supplies
- Maintains capital outlay inventory
- Coordinates procurement and disbursement of received equipment, materials, books, supplies, etc.
- Performs data entry
- Oversees organization and maintenance of supplies and storage rooms
- Assists with maintaining building keys
- Organizes supply and storage rooms
- Co-coordinates in-house emergency preparedness as floor monitor
- Copy machine and fax key operator
- Accounts for enrollment and other fees
- Provides clerical support to Business Operations Supervisor and other staff as needed
- Back-up to substitute caller
- Coordinates donation letters
- Back-up to Front Desk Office Assistant
- Customer service/answers phones
- Performs other duties as assigned

MICROCOMPUTER TECHNICIAN [G650/802-5678 Help Desk]

- Designs and installs new networks
- Operates and maintains computer network systems and peripheral equipment including software installation and maintenance
- Troubleshoots PC hardware and software
- Configures and maintains ROP web server
- Maintains and monitors network and ROP intranet web servers, modems and communication links between ROP sites
- Provides technical training and assistance to staff at ROP sites
- Recommends computer hardware, software and peripherals
- Performs other duties as assigned

MAINTENANCE WORKER [G650/802-5409]

- Performs the full range of custodial duties
- Maintains and make minor repairs and adjustments to buildings and facilities
- Reports other repair and maintenance needs and assists others in making repairs
- Replaces broken plumbing fixtures
- Repairs and prepares surfaces for painting; paint interior and exterior walls, cabinets and woodwork
- Performs various electrical system maintenance duties
- Replaces ballasts and switches
- Operates a variety of equipment and hand and power tools related to custodial and building maintenance duties
- Maintains various classroom and restroom supplies
- Moves furniture and equipment; sets up meeting rooms, classrooms, and other facilities for special meetings and events
- Delivers and pick up supplies, equipment and furniture from one site to another
- Performs interior modifications at location sites
- Maintains maintenance supplies and equipment
- Performs other duties as assigned

FRONT OFFICE STUDENT AIDE [G650/802-5400]

- Prepares packets for advisory committee meetings
- First on phones p.m.
- Handles outgoing pony mail and incoming mail
- Handles photocopy work
- Performs data entry as back-up to registrars
- Assists with mailings
- Assists with filing
- Proofs monthly attendance reports
- Assists within administrative office where needed
- Provides clerical support to front office staff
- Organizes supply and storage rooms
- Back-up to Registrars and Office Assistants
- Provides customer service
- Performs other duties as assigned

CAREER GUIDANCE AND COUNSELING STAFF

COUNSELORS

- Schedules and conducts student intake orientations and assessments to determine appropriate career planning courses and needed adaptations
- Coordinates and conducts Job Finding Workshops, acting as teacher of record
- Meets with students to work on personal, social and academic problems; maintains appointment schedules and records
- Identifies and develops career plans for students
- Assists instructors with student behavior, attendance problems and student services; ex. Perkins documentation
- Participates in Employer Advisory Committees
- Conducts high school pre-registration visitations as determined by the Assistant Program Manager
- Approves/disapproves transfer and transition requests
- Assists with Job Fairs, school events; back-to-school, 8th grade orientations, college nights, career days, PeninsulaWORKS and other Student Services related activities
- Customer service
- Performs other duties as assigned

INSTRUCTIONAL STAFF

ROP TEAM ADVISORY COMMITTEE (TAC): *The Voice of ROP*

The Team Advisory Committee meets the second Tuesday of each month either from 1:30 to 3:30 pm or 8:30 to 10:30 am. All staff members who are free from classroom assignments at that time are encouraged to attend.

INSTRUCTIONAL TEAM LEADERS (ITLs)

The Instructional Team Leader is the leader and spokesperson for a given instructional area.

DUTIES and RESPONSIBILITIES

1. Provide support with selection and ordering of materials, equipment and books for the program (Note: each ITL must coordinate this for all sites within their program)
2. Assist in selection of and mentor all staff within department
3. Coordinate inservice/orientation of new staff
4. Provide assistance and advice with departmental budgets
5. Coordinate selection of lottery
6. Coordinate inservice of new staff members
7. Coordinate update of curriculum and flow chart for department
8. Recommend, develop and support program procedures
9. Make at least one visit per semester per class
10. Coordinate, conduct and follow-up on advisory meetings for program
11. Attend **all** Team Advisory Committee Meetings (TAC)
12. Check sites and make recommendations for repair, maintenance and inventory of equipment, as well as learning environment
13. Serve as consultant for program articulation with community colleges as needed
14. Plan, coordinate and lead at least one TAC meeting per year

INSTRUCTIONAL PROCEDURES, DUTIES and RESPONSIBILITIES

Each ROP teacher and counselor is under the direct supervision of ROP administration and is directly responsible for the following:

1. To teach assigned courses and devote their best professional effort to this primary task.
2. To maintain an updated expectation sheet and to set realistic expectations with students while helping them meet their goals within the allotted time.
3. To maintain immediate and direct supervision of students at all times while in charge of a class, workshop, laboratory, shop, field trip, or authorized out-of-class activity.
- 4.* **To conform with state laws and district regulations. Classes may not be left unattended! Any staff member who is aware that a teacher has not arrived to class by the start of that class must notify the ROP office immediately. No exceptions.**
5. To remain in classroom during the entire class time unless a credentialed substitute is present. Students and teachers are not permitted to leave premises during class time.
6. To prepare and keep current an approved Course Objective Flow Chart of each course.
7. To fulfill the teacher's legal responsibility to maintain daily attendance records for all students according to ROP attendance procedures.
8. Keep all attendance current and record grades by due date. **Maintain accurate attendance and grades. Accurate reports cannot be generated and necessary planning to ensure needed ADA cannot occur if data is not input in a timely manner. Independent study is not permitted for ADA purposes.**
9. Grade books must be turned into the ROP office at the close of each school year.
- 10.* To check in-house mailbox weekly and read and follow through with communications.
11. To serve on or conduct Annual Employer Advisory Committees for your program. Saturday and evening teachers are not required to attend. Their participation is welcomed and voluntary.
12. To arrive at the classroom at least 30 minutes before class begins and remain in the classroom at least 30 minutes after class ends. Teachers are encouraged to assist students at least fifteen minutes before and after class.
13. To use the prescribed substitute procedures using SubFinder when it is necessary to be absent from school.
- 14.* To call Staff Secretary, at 650/802-5410, main office, **prior** to any absence, providing reason for absence, duration and special instructions if needed.

*Applies to **ALL** ROP employees.

15. To keep a current lesson plan for each class in case of your absence and maintain a current three-day emergency substitute lesson plan in the ROP office.
16. To inform Senior Secretary of any out-of-class site activities or change of schedule and work location.
- 17.* To be responsible for the safety, cleanliness and maintenance of the classroom, lab and office. The Business Operations Supervisor should be notified of any problems immediately.
18. To maintain an orderly and well-supervised classroom. **No student may be dismissed without prior approval of a certificated ROP manager.** All suspensions must be reported immediately to the Assistant Program Manager immediately (if not available, call any manager).
- 19.* To attend all inservices, department team meetings, professional meetings, related workshops and courses as needed or assigned to keep current within subject matter area and assigned committees.
- 20.* To keep an up-to-date inventory of all ROP and district property assigned. Report immediately to an administrator and ROP Operations Supervisor any damaged, relocated or stolen property (equipment and facilities).
- 21.* To monitor and stay within the program budget and to follow county office purchasing procedures.
- 22.* To initiate Worker's Compensation and incident reporting when necessary.
23. To insure that all students/parents know and sign Student Handbook and to keep signed documents on file.
24. To make timely phone calls to students/parents as necessary to discuss the status of student's attendance and performance.
25. To guide, direct, and evaluate student aides, instructional aides and technicians under their supervision.
- 26.* To follow and enforce all California Education Codes and all San Mateo County Office of Education policies and procedures, including the no smoking policy.
- 27.* To immediately report suspected child abuse to the appropriate authority, as well as the Assistant Program Manager.

<input type="checkbox"/> See Administrative Procedures section, pages 7 - 10 for instructions, and page 11 Child Abuse Reporting form
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- 28.* To report all emergencies to a manager immediately.

*Applies to **ALL** ROP employees.

29. ROP instructors must submit upon request by any ROP manager, a copy of all signed agreements, i.e., Auto Technology and Auto Body Student and General Public Request for Repairs for work to be performed on any and all vehicles, which are accepted into any ROP facility, Construction/Carpentry Work Agreements and Computer Repair Work Agreements. Agreements must be attached to the vehicles housed in facilities overnight or for extended periods of time. A copy of the owner's pink slip or current registration must be attached to the signed agreement and on file in the classroom immediately upon receipt of vehicle.

 See Donation and Work Requests Section, pages 1 – 11

- 30.* All donations of materials, supplies and equipment must be processed through the ROP office by submitting the Donation Request form to the Chief Administrator.
- 31.* A San Mateo County Office of Education property sticker must be placed on all ROP equipment, including donated equipment. Equipment relocated to a different classroom/lab **must** be documented at the time of relocation and the documentation submitted to the Business Operations Office Assistant immediately.
- 32.* No personal tools, equipment, vehicles, or vessels will be used or stored in ROP facilities.
- 33.* No tools or equipment are to be borrowed from programs by any staff person without permission of ROP management. There are **no exceptions**. Students may not borrow tools or equipment.
- 34.* Submit volunteer application forms for all volunteers.
- 35.* No employee, including student aides, may begin work without full clearance from Personnel.
- 36.* To comply with SMCOE e-mail policy when using SMCOE e-mail system.

 See Administrative Procedures Section, pages 1 – 6, E-mail/Internet Policy

- 37.* Notify the Business Operation Supervisor (650/802-5409) at all times prior to entering any ROP facility during non-ROP operating hours. Leave a message on his voice mail if he is not available.
- 38.* Utilize only ROP licensed software.
39. Saturday and evening teachers will be compensated at their lab rate for department team meetings and inservices as specified in memo's announcing each activity.
40. Software and textbooks changes must be reviewed and recommend by the Employer Advisory Committee and approved by the County Board of Education as appropriate. Implementation will be effective at the start of the fall semester following approval.

*Applies to **ALL** ROP employees

TECHNICAL PROCEDURES

COMPUTERS:

1. Please do NOT install software on the network workstations. You may install software on stand-alone computers as long as ROP has purchased the software and has a legal license for use. Do NOT allow students to download programs to the hard drives--doing so can slow down the system or even cause it to crash.
2. Do NOT leave computers on overnight. Daily scanning is necessary to protect the system from viruses.

EMAIL:

- Every instructor will have an ROP e-mail address. It will consist of the instructor's first initial and last name up to a maximum of 8 characters. This will be followed by @rop-sanmateo.org. All staff will use this e-mail to request technical assistance and to read and respond to information distributed by the ROP administration. **This is the primary means of communication and must be used daily.**

SOFTWARE AND TEXT UPDATES:

- Changes in software and textbooks will only be made effective at the start of the fall semester.

See next page for
Technical Assistance Request procedures.

SMCOE TECHNICAL ASSISTANCE – How to Submit a Help Desk Ticket

All critical incidences should be called in to the SMCOE Help Desk at 802-5678.

- The software being used to track all IT service requests has a Web interface that allows you submit requests for assistance. To use this method you will need to obtain a username and password, and have access to the Internet. All critical incidences should be called into the Help Desk telephone number at 802-5678.

Obtaining a Password

- Send Sandra Timko (stimko@smcoe.k12.ca.us) an e-mail requesting a username and password.
- Please state your name, department/division, and telephone number in the email.
- Sandra will establish a username and password to access the system and email it back to you.
- Open a Web browser and go to this address: <http://www.smcoe.k12.ca.us/help>
- At the “Requestor Login” type smcoe for the group name and then the username and password assigned to you.
- Click the square box that says “Save group and username, so that the next time you login you will only have to type your password.”
- Once logged in you may click the “Change Password” link to change your password.

Submitting a Request

- Click on “New” on the top left menu bar.
- Type in a subject.
- Click the “Category” pull-down menu and assign it a category. If you aren’t certain what to choose, select “Unknown at this time.”
- Click the “Importance” menu and select if it is high, medium, or low. All critical service requests should be call in to the Help Desk telephone at 802-5678.
- If you have a date by which the job needs to be finished, type in it the box. Otherwise leave it blank.
- Type in as much detail about the service request as you know in the “description” box.

INSTRUCTIONAL AIDES and TECHNICIANS

DUTIES and RESPONSIBILITIES

Instructional Aides, Automotive, Auto Body, and Nursing Technicians assist the certificated teacher in the day-to-day organization and learning activities of the classroom. They provide learning activity coaching and reinforcement for students and provide extra support for disadvantaged and special needs students. They **MAY NOT** develop lesson plans or provide grades. The teacher shall retain responsibility for the instruction, supervision and attendance of the students in his/her charge. **NO OVERTIME WILL BE PAID WITHOUT PRIOR ADMINISTRATIVE APPROVAL.**

STUDENT ASSISTANT PROCEDURES

1. Any ROP student employed, as a Student Assistant **CANNOT** be listed on the attendance roster for the paid employment hours.
2. A Student Assistant must be a student and be concurrently employed by ROP and meet one of the following requirements from September through June:
 - a. Full-time student employed part-time. (A full-time student must be enrolled for a minimum of 12 units in high school or community college or be enrolled for a minimum of 12 hours per week in ROP.)
 - b. Part-time student employed part-time in any college work-study program, or in a work experience education program conducted by a community college district, which is financed by state or federal funds.



NOTE:

Employment of either a full- or part-time student in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

3. An average of **thirty** students must be actively enrolled and in daily attendance in class to receive approval for a Student Assistant. **The class must remain at this size in order to keep a student assistant.**
4. To secure a student assistant, a teacher must submit a **"Request to Hire Student Assistant"** and a **County Office of Education Employment Application** to be approved by the Director of Instructional Services. **Student Assistants may not begin work until approved by Personnel.** The student is required to pass fingerprinting and TB testing. These tests are paid by the county office. *Evening and Saturday programs require the approval of the Evening or Saturday supervisor*

prior to submission.

5. If approved, the Director of Instructional Services will notify the applicant to call Human Resources, at the San Mateo County Office of Education, to fill out additional paperwork.
 - a. Student must present two legal documents for proof of citizenship (e.g., drivers license, social security number, passport) and;
 - b. Proof of student's status, e.g., matriculation of courses currently enrolled in, from high school, junior college, college, or ROP (hours of enrollment).
 - c. The Director of Instructional Services will notify instructor when approval is completed.
6. Student Assistants **must** submit **teacher verified** Monthly Variable Time Sheet to the Business Operations Supervisor for payroll by deadline dates to ensure timely payment. **Variable Time Sheets will not be processed without teacher's signature.**

These procedures meet the requirements of the California Education Code, Section 45256, "Establishment of Classified Service; Exemption."

<p>☐ See Student Assistant and Volunteer Forms Section, page 1 for Student Assistant Procedure and Request to Hire Student Assistant form</p>
