



PARAMOUNT UNIFIED SCHOOL DISTRICT

GREAT THINGS ARE HAPPENING IN PARAMOUNT SCHOOLS

Human Resources Departmental Overview



Dr. Ruth Pérez, Superintendent
Dr. Myrna Morales, Assistant Superintendent Human Resources

March 27, 2019

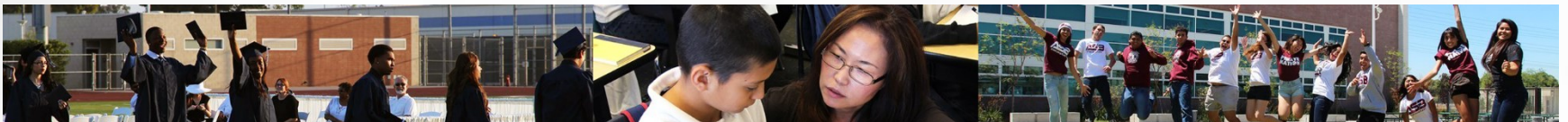


PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Start out with good people, lay out the rules, communicate with your employees, motivate them and reward them. If you do all those things effectively, you can't miss.

-Lee Iacocca





Objectives

- Introduce members of Human Resources Department.
- Share responsibilities and services provided by the Human Resources Department.
- Provide overview of the hiring practices.
- Review the evaluation processes.





Human Resources Staff

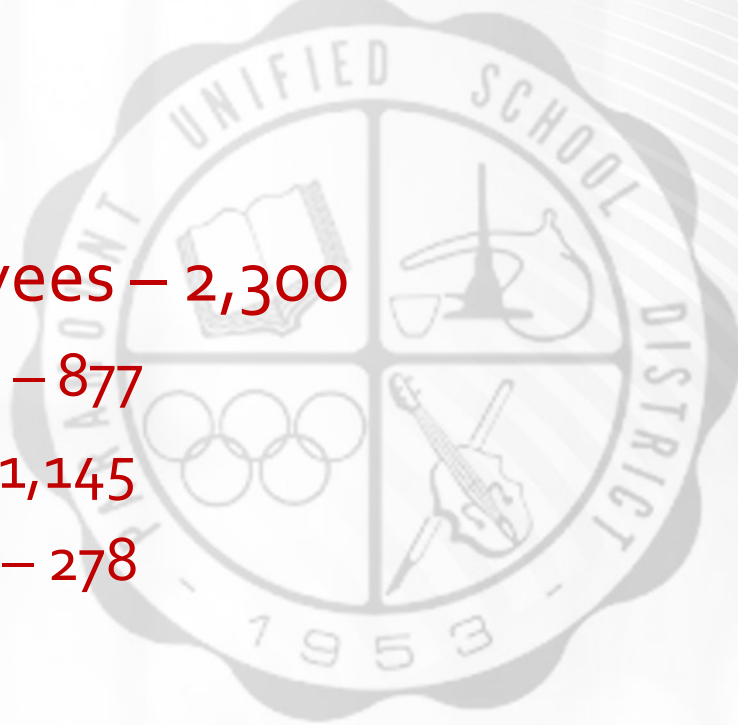
- Dr. Myrna Morales, Assistant Superintendent of HR
- Dr. Bea Spelker-Levi, Director of Personnel – Classified
- Ofelia Larios, Executive Assistant
- Mary Parga, Administrative Assistant
- Ann Hernandez, Credentials Analyst
- Patricia Barajas, Senior Human Resources Technician
- Alma Contreras, Human Resources Technician
- Elizabeth Garcia, Human Resources Technician





Number of Paramount Unified Employees

- Total Employees – 2,300
 - Certificated – 877
 - Classified – 1,145
 - Substitutes – 278





Functions of Human Resources

- Hiring
 - Recruitment
 - Screening Applicants
 - Employment Testing
 - Scheduling Interviews
 - Fingerprinting
 - Employee Orientation





Functions of Human Resources

- Employee Consultation
 - Provide Support Through Lifechanging Events
 - Conflict Resolution
 - Explanation of Leaves
- Maintain Personnel Files
- Credentialing
- Negotiations





Functions of Human Resources

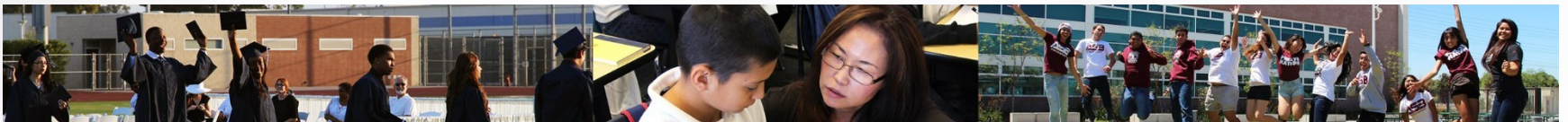
- Substitute Coverage
- Employee Evaluations
- Employment Verifications
- Teacher Induction Program
- Quarterly Secretary Meetings
- Manage Partnerships with Universities – Student Teachers, Student Observations, Psychology/Speech Interns
- Federal, State, County and Local Monitoring Reports





Selection Process

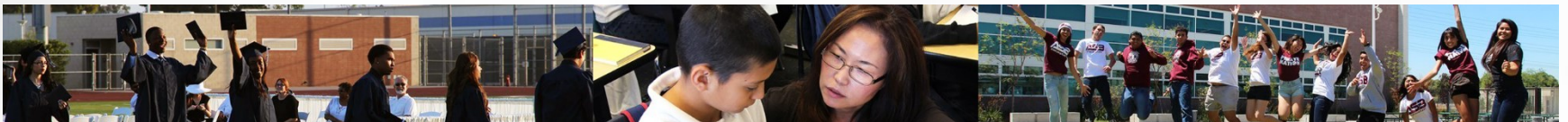
There is a comprehensive process that takes place from posting for an open position, screening, interviewing and selecting the best candidate to serve the students of Paramount Unified School District.





Posting of Positions

- Posting in the District office lobby
- Posting at all work locations
- PUSD Website
- EdJoin
- EdCal for Certificated Administrators
- www.govjobs.com – Selected Classified positions





PARAMOUNT UNIFIED SCHOOL DISTRICT
PREPARING STUDENTS FOR COLLEGE AND CAREERS

Selection Process





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Interest Cards

Classified Human Resources
Paramount Unified School District
18110 S. California Avenue
Paramount, CA 90723

Name _____
Address _____
City/State _____, _____

PARAMOUNT UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

DATE _____

Please notify me when applications are being accepted for _____ position.
(a Classified position)

For Office Use Only: DO NOT WRITE BELOW THIS LINE
.....

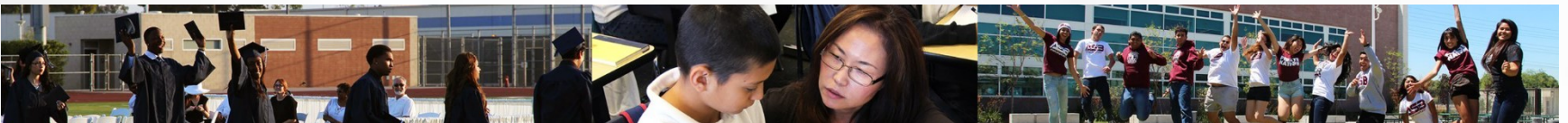
Applications are now being accepted for the above position.
The closing date is: _____





Screening of Candidates – Classified

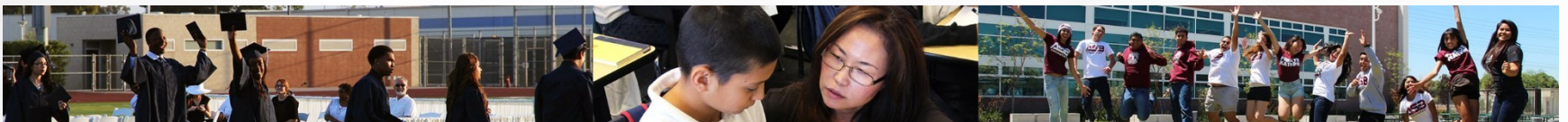
- Applicants are screened for minimum qualifications.
- All qualified applicants are invited to test.
- Cut points are determined and the top 10 candidates are invited to interview for a position.





Classified Testing

- Tests and/or supplemental questionnaire for all positions.
- If an applicant takes a test, they are not eligible to take the same test for four months.
- Passing test scores for each test given are kept on file for two years.





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Notice of Employment Testing

PARAMOUNT UNIFIED SCHOOL DISTRICT Human Resources Division

NOTICE OF EMPLOYMENT TESTING

The Paramount Unified School District has scheduled an employment test for the position of **BUYER**. If you are still interested please report on the following date, time and place:

DATE: **TUESDAY, FEBRUARY 23, 2016**

TEST

TIME: **9:00 a.m. (PLEASE PLAN TO ARRIVE AT LEAST 15 MINUTES PRIOR TO THE TIME INDICATED TO ALLOW FOR DIFFERENCES IN CLOCK SETTINGS, AS WELL AS TRAVEL DELAYS AND PARKING. NO ONE WILL BE ADMITTED AFTER THIS TIME, ACCORDING TO THE DISTRICT'S CLOCK.)**

LOCATION: **PARAMOUNT UNIFIED SCHOOL DISTRICT
District Office
15110 California Avenue, Paramount, CA 90723**

THE TEST WILL TAKE APPROXIMATELY: **1 hour**

Test Requirements

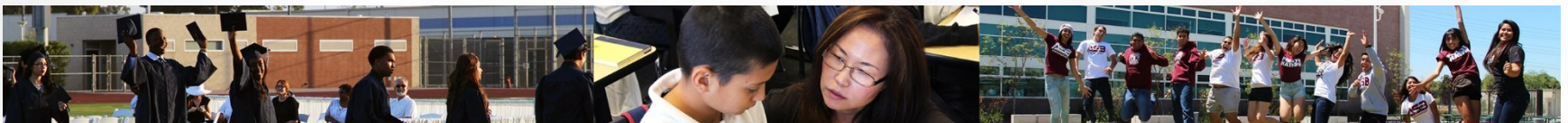
In order to be considered for employment in this classification, you must pass this test. If you have taken the same test within the last four months, you will not be permitted to take it again at this time. If you passed the same test within the last two (2) years and do not wish to take the test again, you must call Human Resources to request that your previous test score be used for this test. However, you should understand that a passing score may not result in an interview for this position. Only those applicants who pass the test and score within the ten will be invited back for further testing.

Please notify Human Resources at (562) 602-6008 prior to the test date, if you require accommodations in accordance with the American with Disabilities Act.

Identification Requirement

Be sure to bring your driver's license with you when you report for testing. If you do not have a driver's license, bring another form of government issued identification which has your picture on it. **No one will be allowed to take the test without proper I.D.**

UNFORTUNATELY, DUE TO LIMITED ROOM AVAILABILITY, IF YOU ARE NOT ABLE TO KEEP THIS APPOINTMENT, WE CANNOT RESCHEDULE.

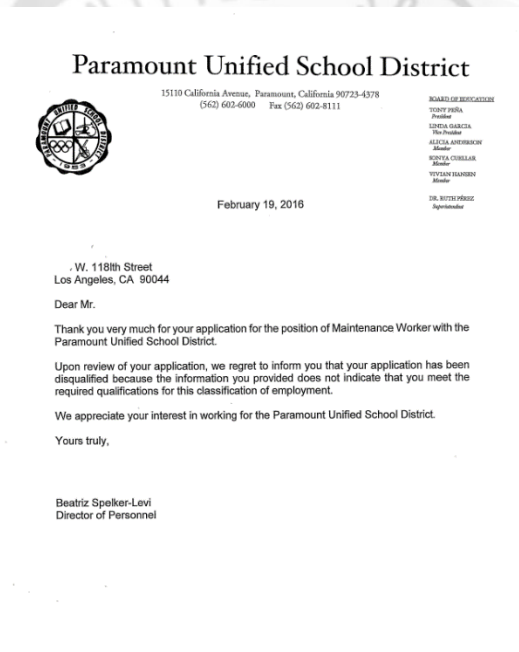




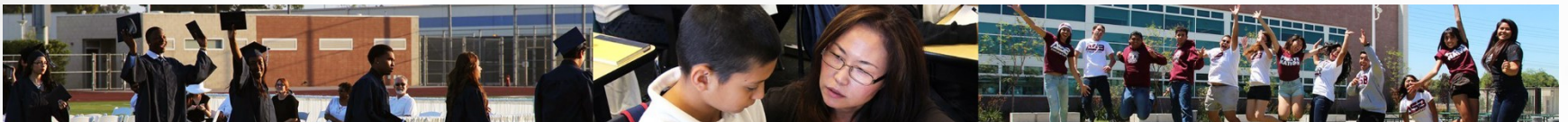
PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Notification of Not Meeting Minimum Qualifications



*Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.
Great things are happening in Paramount schools*





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Notification of Non-passing Score

Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4578
(562) 602-6000 Fax (562) 602-8111



August 18, 2015

BOARD OF REGENTATION
TONY PERLA
President
LINDA GARCIA
Vice President
ALEXIA ANDERSON
Member
RONYA CURELAN
Member
TYTIAN HANSEN
Member
DR. RITVEJ PATEL
Superintendent

Seine Avenue
Hawaiian Gardens, CA 90716

Dear

You recently took an examination for the classification of Student Data Technician. We appreciate the time you have expended in taking this examination and would like to notify you of the results.

Your examination score was 39. The passing score for this exam was 56.

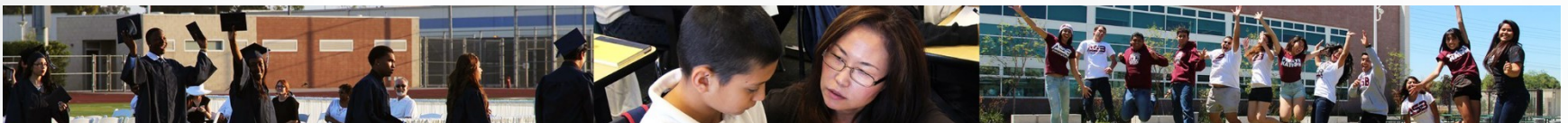
Unfortunately, your examination score was not high enough to advance you to the next phase of the screening process. Only those candidates who attained qualifying examination scores have been asked to participate in interviews.

We do appreciate the opportunity to consider your candidacy and would encourage you at any time in the future to apply for any vacancies for which you feel you are qualified.

Sincerely,

Beatriz Spelker-Levi
Director of Personnel
Human Resources Division

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PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Passing Score Without an Interview

Paramount Unified School District

15110 California Avenue, Paramount, California 90723-4378
(562) 602-6000 Fax (562) 602-8111



August 18, 2015

BOARD OF EDUCATION
TONY PERIA
President
INDIA GARCIA
Treasurer
ALECIA ANDERSON
Member
ROBERTA CUELLAR
Member
VIVIAN HANSEN
Member
DR. RUTH PEREZ
Superintendent

Georgia Avenue
Paramount, CA 90723

Dear

You recently took an examination for the classification of Student Data Technician. We appreciate the time you have expended in taking this examination and would like to notify you of the results.

Your examination score was 57. The passing score for this exam was 56.

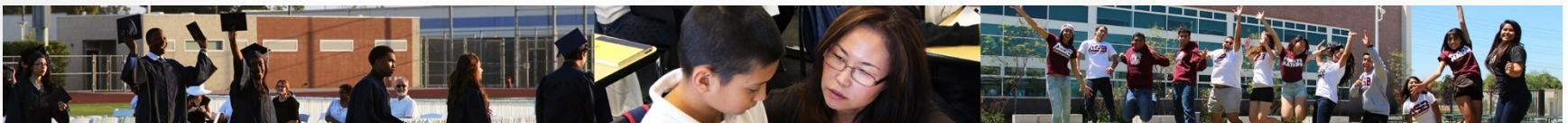
Your examination score(s) was passing, however your score was not high enough to advance you to the next phase of the screening process. Only those candidates whose scores were in the top fifteen have been asked to participate in the interview process.

We do appreciate the opportunity to consider your candidacy and would encourage you at any time in the future, to apply for any vacancies for which you feel you are qualified.

Sincerely,

Beatriz Spelker-Levi
Director of Personnel
Human Resources Division

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PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Letter Related to Convictions

Paramount Unified School District

15110 California Avenue, Paramount, California 90725-4378
(562) 602-6000 Fax (562) 602-8111



BOARD OF EDUCATION
TERRY #101A
President
LINDA GARCIA
Tina Pineda
ALICIA ANDERSON
Alicia
RONITA CURELAR
Ronita
WYMAN HANSEN
Wymen
DR. RUTH PEREZ
Superintendent

February 18, 2016

Compton, CA 90222

Dear Mr.

Please be advised that the Paramount Unified School District will not employ you as a Substitute Custodian.

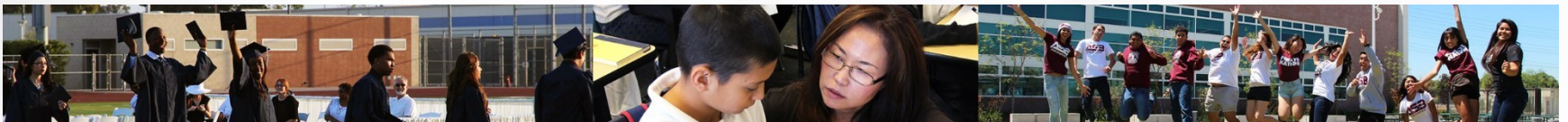
This decision has been made because the District received a conviction report from the State of California, Department of Justice, which resulted from a record check of your fingerprints. The report states that you have had a conviction(s). You indicated on your application that you have not had a conviction. Clearly, this is a falsification of the information supplied on your application for employment.

Therefore, in accordance with Board policy and administrative regulation, you will not be employed by the District.

Sincerely,

Beatriz Spelker-Levi
Director of Personnel
Human Resources

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PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Notification of Non-selection

Paramount Unified School District
1510 California Avenue, Paramount, California 90723-4378
(562) 602-6000 Fax (562) 602-8111



July 21, 2015

BOARD OF EDUCATION
TONY PERLA
President
LINDA GARCIA
Treasurer
ALECIA ANDRESON
Member
SUSANA CUELLAR
Member
WYLLIAM HANSEN
Member
DR. RUTHY PEREZ
Superintendent

Arthur Avenue
Paramount, CA 90723

Dear:

Thank you very much for spending time interviewing for the position of Senior Accounting Assistant with the Paramount Unified School District.

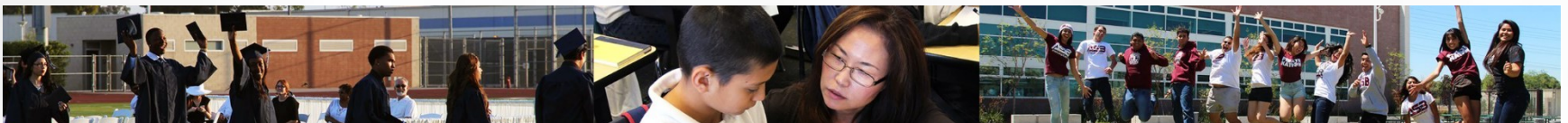
We regret to inform you that you were not selected to fill the position. This is not to be regarded as a reflection on your experience and ability, nor does it bar you from competing in future examinations and interviews for positions in which you may qualify.

We appreciate your interest in the Paramount Unified School District and wish you every success in obtaining the employment you are seeking.

Sincerely,

Beatriz Spelker-Levi
Director of Personnel

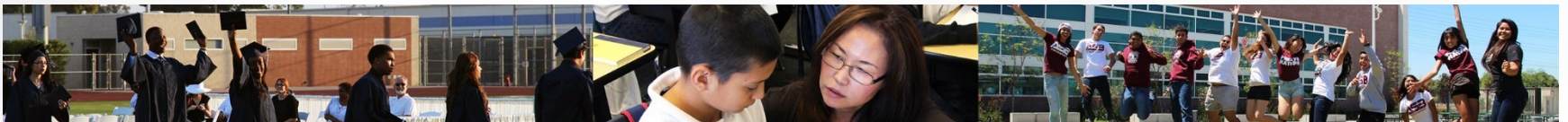
*Serving the communities of Bellflower, Lakewood, Long Beach, Paramount and South Gate.
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Screening of Candidates – Certificated

- HR personnel screens EdJoin applicants for appropriate candidates that meet minimum requirements with proper credentials.
- Each application is reviewed with a Screening Form.
- Top candidates and any inside candidates are invited to interview.





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Screening Form

PARAMOUNT UNIFIED SCHOOL DISTRICT REVIEW/SCREENING OF AN APPLICANT FOR THE POSITION CLASSIFICATION OF:

POSITION: _____
 APPLICANT'S NAME: _____
 PRESENT POSITION: _____
 CURRENT EMPLOYER: _____

| <u>ESSENTIAL QUALIFICATIONS:</u> | High | Average | Low | | Y | N |
|----------------------------------|---------------------------|---------|-----|------------|-----|-----|
| Letters of Recommendation | () | () | () | Imm. Supv. | () | () |
| Number of Letters: _____ | Dated Appropriately _____ | | | | | |

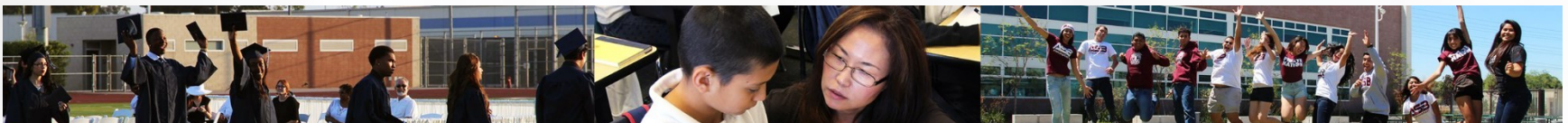
| DEGREE | UNIVERSITY/COLLEGE | SUBJECT |
|------------|--------------------|---------|
| Bachelor's | | |
| Master's | | |
| Doctorate | | |

PUSD EMPLOYEE:
 Current _____ Past _____ Employment Dates _____

INTERVIEW
 ___ YES ___ NO

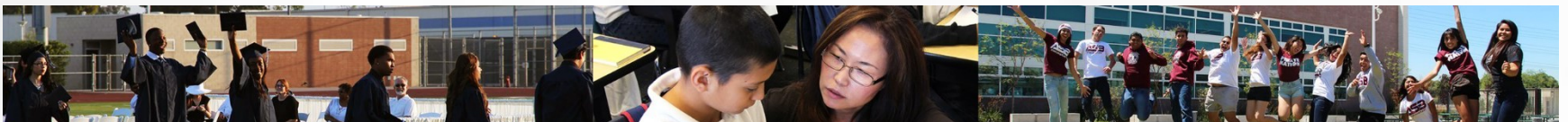
Notes:

Reviewed by: _____





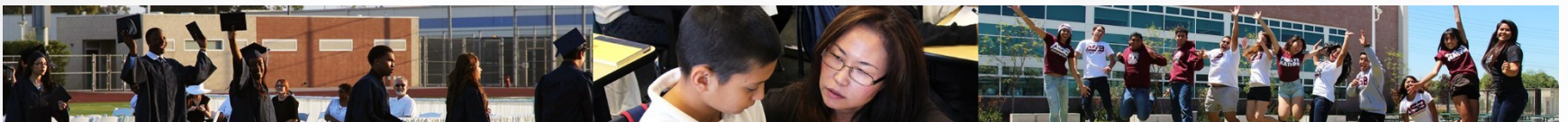
Interviews





Interviews and Panels

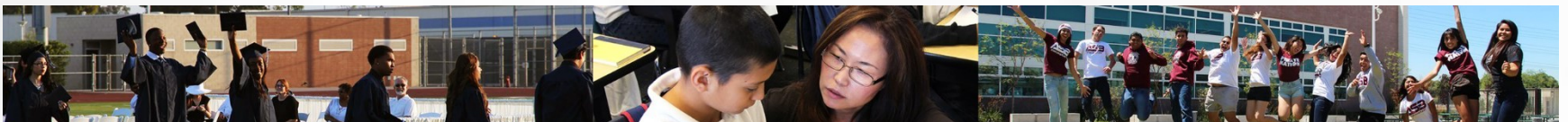
- Panels are inclusive. Two administrators are needed for teacher selection.
- Panels are diverse and representative.
- All members are made aware of the confidentiality of serving on the panel.
- Panel members are instructed to be impartial.





Interview Protocols

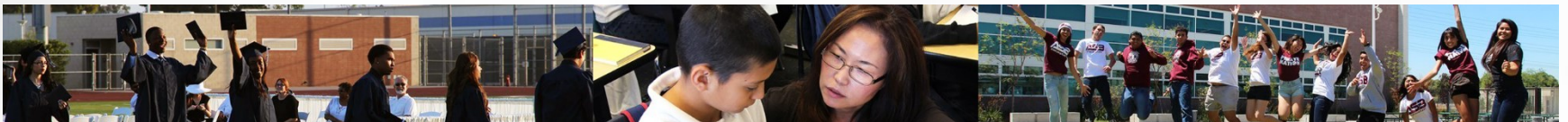
- Candidates are welcomed.
- Stellar first impressions are made.
- All members on the panel are introduced.
- Questions are consistent for all candidates.





Scoring of Individuals

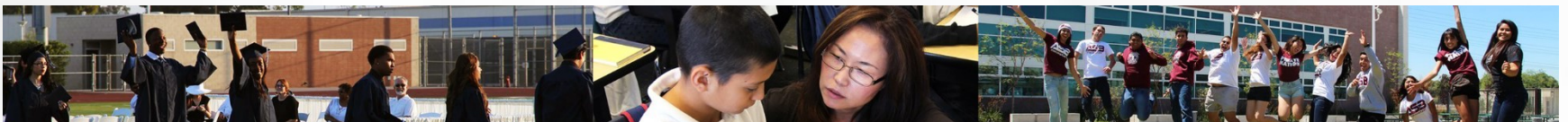
- True and accurate rating that can hold up, if questioned.
- Rubrics are utilized for consistency.
- Highest scoring individuals are moved forward.





Reference Checks

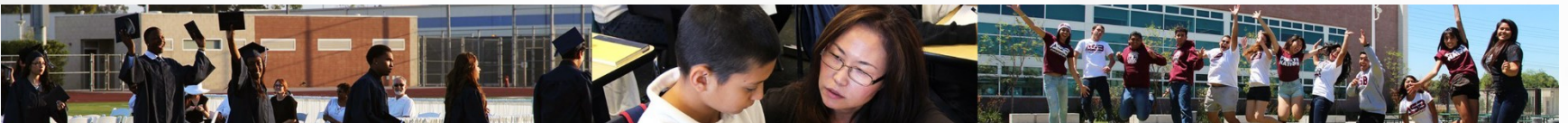
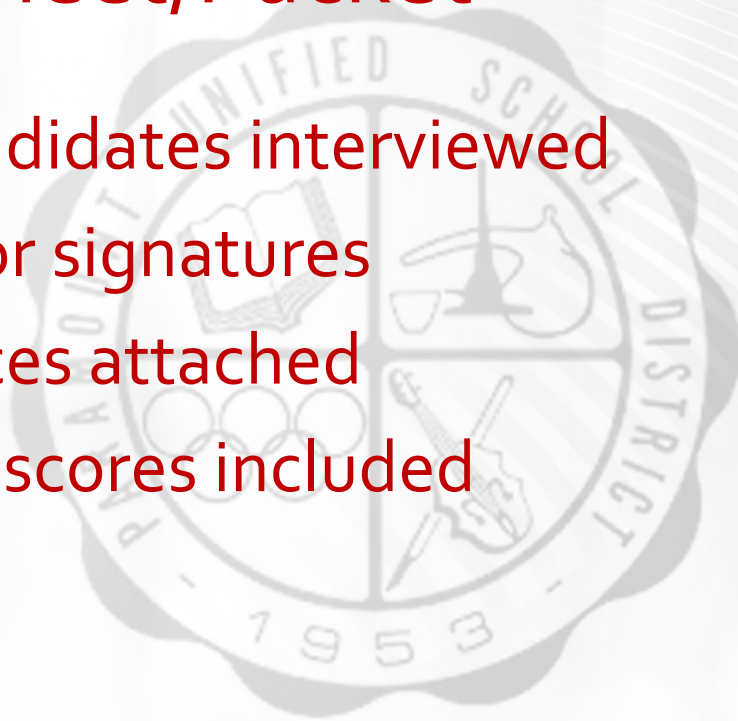
- Vital to ensure quality of potential employee.
- Each candidate must have two positive references.
- Supervisors should be contacted for reference.
- Certificated or classified management conduct the reference checks.
- Accurate recording of what the reference says and note to what is not being said.





Selection Sheet/Packet

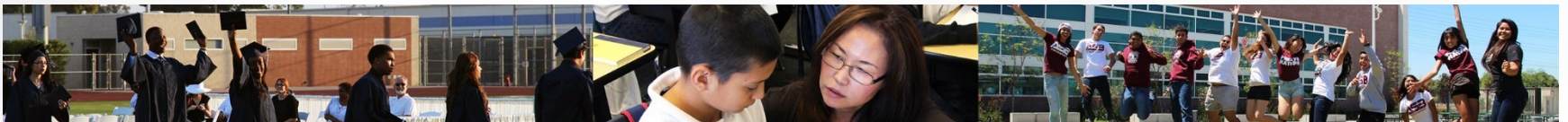
- List of all candidates interviewed
- Administrator signatures
- Two references attached
- All interview scores included





After Interviews and Selection

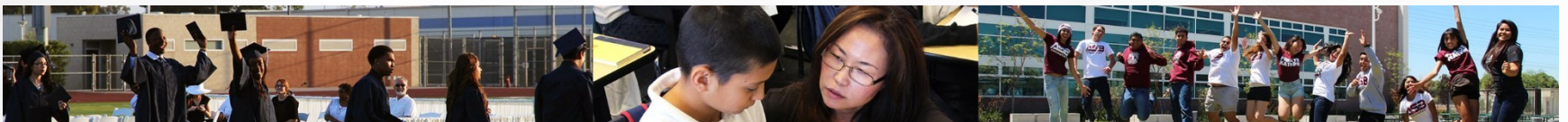
- Human Resources personnel personally calls successful candidates and makes an offer of employment.
- Once the offer is accepted, Human Resources contacts the candidates that were not selected.





Pre-employment Processing

- Fingerprints sent to Department of Justice
- Once cleared processing begins
 - Driver's License
 - Social Security Card
 - TB Test
 - Physical
 - Transcripts
 - Test Results (CBEST, CSET, RICA)
- Orientation

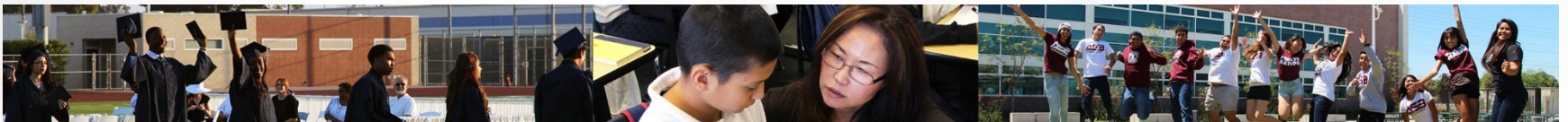




Evaluations

Timely, informative feedback is vital to any improvement effort.

-Mike Schmoker
ASCD, 1999





Classified Evaluations

- Each new permanent employee will receive two evaluations during their probationary period. The first one is due in the third month of employment and the second one is due during the seventh month.
- After passing the probationary period, the employee is evaluated every other year.





CSEA Contract

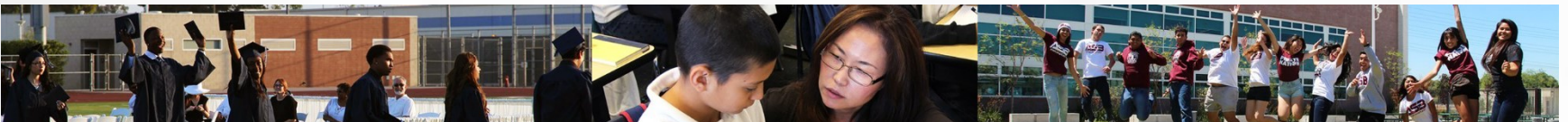
(CSEA Contract Excerpt)

Article VII - EVALUATION PROCEDURES

7.01 The District retains the sole responsibility for the evaluation and assessment of the job performance of each employee, subject only to the following procedural requirements:

A. Probationary employees (employees with less than nine (9) months or a minimum of 185 days of actual service in their current job classification) shall be evaluated at least twice during the probationary period. No less than three weeks (15 working days) of service shall pass between evaluations. Exception: Probationary employees charged with misconduct will be excluded from this requirement.

1. Permanent employees who receive a promotion shall serve a six (6) month probationary period (a minimum of 125 days of actual service) and receive at least one evaluation not less than 30 days before the expiration of their probation in the promoted classification.

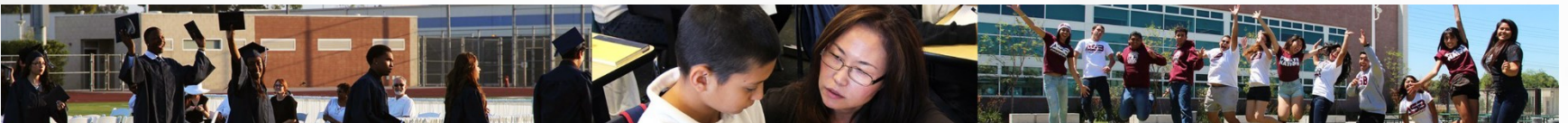




Impact of Teacher Quality

Studies have well documented that the most important factor affecting student learning is the teacher.

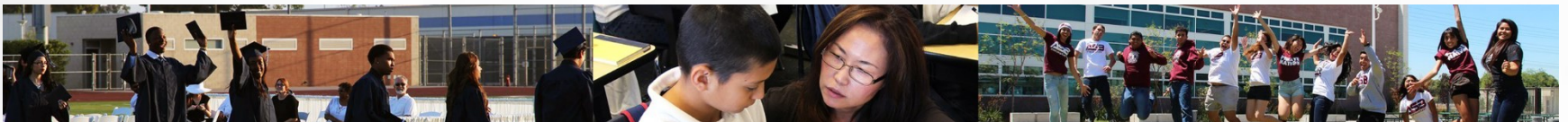
**-Dr. Bill Sanders,
University of Tennessee**





Certificated Evaluations

- All Temporary, Probationary 1, Probationary 2 and first-year Tenure employees are formally evaluated each school year.
- After their first year on Tenure status, the employee is evaluated every other school year until they reach their eleventh year of permanency.
- Eleventh year of permanency employees are eligible for 4-year evaluation cycle.



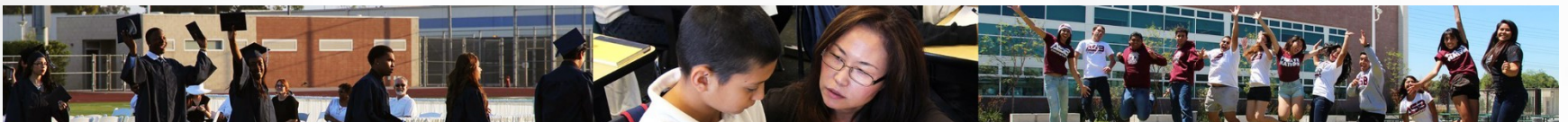


Teacher Evaluation Matrix

TEACHER/COUNSELOR MATRIX

| Employment Status | Yrs. in District | Evaluation Cycle |
|-------------------|------------------|--|
| Prob or Temp | 1-2+ | Every year |
| Permanent | 3-10 | At least every 2 yrs. starting with the 1 st year of permanency |
| Permanent | 11+ | At least every 4 yrs.* |

*Evaluator and employee must agree to this term. Employee must be highly qualified, as defined, and most recent evaluation rated employee as meeting or exceeding standards (i.e., met or in-progress).

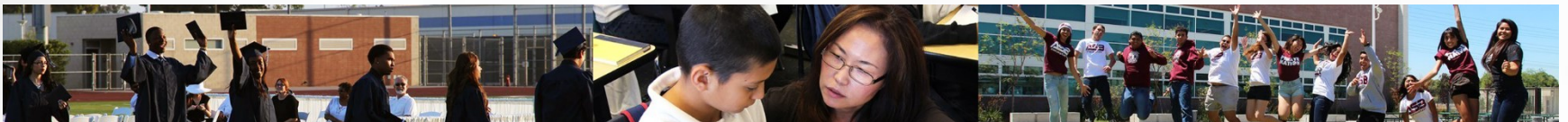




Overview of the Principal Evaluation Process

Leaders must be clarifiers, focusers, keepers of the core who incessantly cut through the clutter...to distinguish between what is merely important and *what is imperative.*

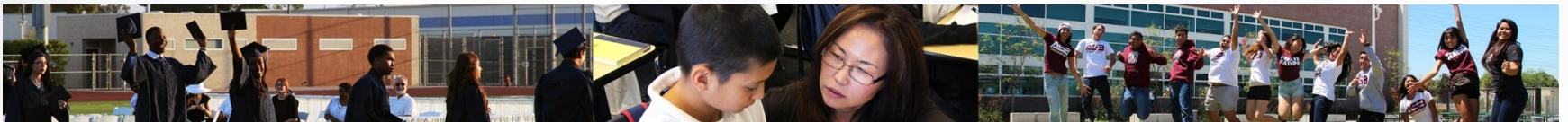
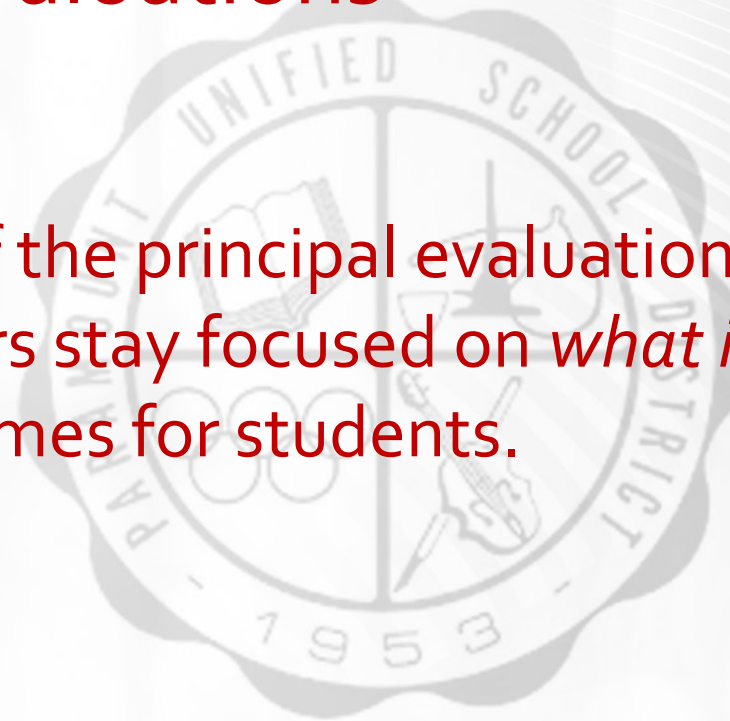
-Mike Schmoker





Principal Evaluations

The purpose of the principal evaluation process is to help site leaders stay focused on *what is imperative* to improve outcomes for students.

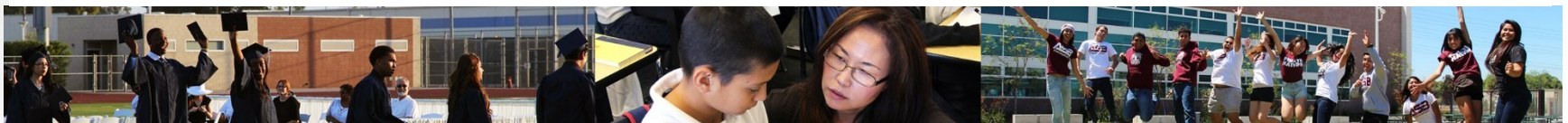




Principal Evaluations

A balanced evaluation process includes both support and monitoring:

| Support | Monitoring |
|---|--|
| <ul style="list-style-type: none">Professional development in monthly principals' meetings. | <ul style="list-style-type: none">Principal evaluation process. |
| <ul style="list-style-type: none">Cohort teams of K-8 principals visit each others' schools and provide feedback. | <ul style="list-style-type: none">Site/class visits by Assistant Superintendent. |
| | <ul style="list-style-type: none">Analysis of academic, behavior, attendance data. |





Principal Evaluation

The evaluation process for principals includes:

- Goal Setting
- School Visits
- End of Year Evaluation

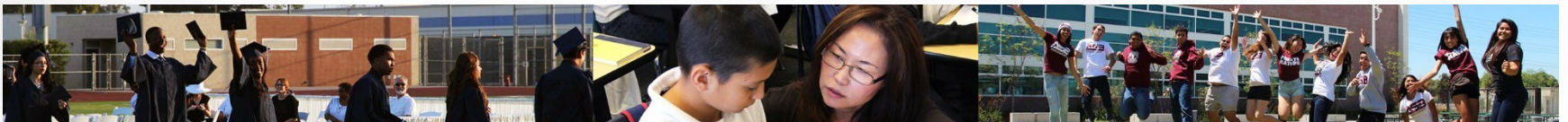




Goal Setting

Principals analyze data on academics, behavior and attendance to set goals that are specific to their school in three areas:

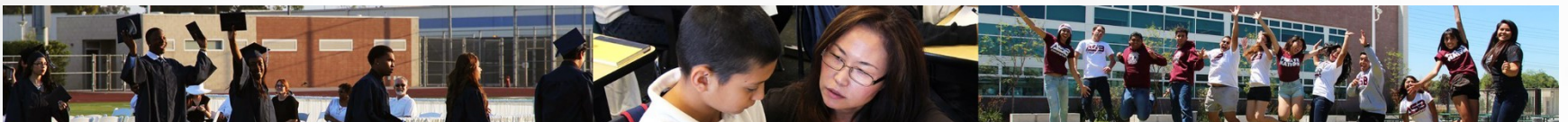
- ✓ Implementing High Quality Instruction
- ✓ Monitoring Teacher Performance and Student Learning
- ✓ Providing a Safe, Civil, Orderly Environment





School Visits and Evaluation

- Throughout the year, Assistant Superintendents visits schools and classrooms with principals to see evidence of implementation of their goals.
- Feedback and “next steps” are provided after visits.
- A written evaluation summarizing progress and next steps is given at the end of the year.



PARAMOUNT UNIFIED SCHOOL DISTRICT



The mission of the Paramount Unified School District is to ensure learning and success for each student by providing a quality education.