



Conejo Valley Unified School District

CLASSIFIED PERSONNEL / PERSONNEL COMMISSION

750 Mitchell Road, Newbury Park, California 91320

Telephone (805) 498-4557 • Email: cvusdhrd@conejousd.org

BILINGUAL STIPEND REQUEST

Requesting Administrator (Name/Title): _____

Department/School: _____

Position job class requiring bilingual skills _____

Incumbent in position: _____

Vacant _____ (date of vacancy)

Required Language: _____

Please specify which level best identifies the business necessity for language usage:

Level 1 Position requires oral proficiency only in the designated second language.
3% *Oral fluency shall mean "the ability effectively converse in the second language, translating from English to the designated language and from the second language back to English."

Level 2 Position requires oral, reading and writing proficiency in the designated
3.5% second language, either no more than 20% of their total work time or not at
an advanced translation fluency.

Level 3 Position requires oral, reading, and writing proficiency in the designated
5% second language for more than 50% of their total work time or at an
advanced translation fluency.

Are there other positions in close physical proximity that are certified bilingual in the requested language?

Yes, how many _____ No

PROPOSED FUNDING SOURCE: General Fund Other: _____

Stipend to be effective as of date: _____

REQUIRED APPROVAL SIGNATURES

Requesting Administrator: _____ Date: _____

Director, Elem/MS/HS: _____ Date: _____

*School site originated requests only

Assistant/Deputy Superintendent (Division) _____ Date: _____

Director, Fiscal Services: _____ Date: _____

Director, Classified Human Resources: _____ Date: _____