



- Classified
- Certificated

## AUTHORIZATION FOR EXEMPT EMPLOYMENT POSITION

### PART I POSITION ASSIGNMENT REQUEST

DEPARTMENT / SCHOOL: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_ - \_\_\_\_\_

- Student Helper       Intern       Proctor: \_\_\_ Level I \_\_\_ Level II \_\_\_ Level III

NOTE: For specialist assignments, (1) review the **Professional Expert "Specialist" Assignment Guide** available on the Human Resources webpage to determine the assignment level based on criteria for assignment scope of work and professional qualifications as provided for in the matrix; (2) complete **Duty Statement** form and (3) provide a statement of candidate qualifications or resume that identifies their educational training. Mark the specific academic specialty area for the requested academic specialist assignment.

**Academic Specialist I** \$ \_\_\_\_\_ /hour

Range of Pay: \$16.00 - \$23.00

**Academic Specialist II** \$ \_\_\_\_\_ /hour

Range of Pay: \$23.00 - \$29.50

**Academic Specialist III** \$ \_\_\_\_\_ /hour

Range of Pay: \$30.00 - \$35.00

**Academic Specialist IV** \$ \_\_\_\_\_ /hour

Range of Pay: \$35.50 - \$65.00

**ACADEMIC SPECIALTY AREA - SPECIFY ALL THAT APPLY :**

- Enrichment       Intervention
- Educational Technology       Music/Theater
- Physical Education       Art
- Dance       Other: \_\_\_\_\_
- Educational Curriculum Development/Training

**Adult Ed Instructor** \_\_\_\_\_ / yrs of service

**Technical Specialist: (specify)** \_\_\_\_\_ \$ \_\_\_\_\_ /hour

Note: Assignments under this designation are relative to non-academic professional services

### PART II ASSIGNMENT TERM DETAIL / FUNDING - MUST BE COMPLETE

Assignment Dates: \_\_\_\_\_ - \_\_\_\_\_ \* Last day must be before last day of school year.

Work Days:  Monday - Friday -OR-  Mon.  Tues.  Weds.  Thurs.  Fri.

Total Weekly Assigned Hours: \_\_\_\_\_ Average Number of Hours / Day: \_\_\_\_\_

FUNDING: Program \_\_\_\_\_ Account Number: \_\_\_\_\_

### PART III PROSPECTIVE EMPLOYEE INFORMATION

Legal Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Education:  AA     Bachelors     Masters     Graduate

Field of Study: \_\_\_\_\_

**Work Experience Related to Position:**

- > 1 years       1 to 3 years
- 4 to 6 years       7 or more years

Teaching Credential:  Single Subject \_\_\_\_\_  
 Multi-Subject       Adult Education

### SCHOOL/DEPARTMENT ADMINISTRATOR CERTIFICATION

I certify that the requested assignment meets the criteria for exemption from classified service, and adheres to the guidelines for establishing the rate of pay to preserve pay equity for like work within the Conejo Valley USD.

Requesting Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

#### INSTRUCTIONAL SERVICES REVIEW

Rate of Pay:  Approve     Modify \$ \_\_\_\_\_

Teaching Credential Required:  Yes \_\_\_\_\_  
 No

Director, Elementary/Secondary Ed (schools only)    Date \_\_\_\_\_

#### HUMAN RESOURCES DEPARTMENT REVIEW

Rate of Pay:  Approve     Modify \$ \_\_\_\_\_

Teaching Credential Required:  Yes \_\_\_\_\_  
 No

Director, Classified -or- Asst. Supt., Certificated    Date \_\_\_\_\_