



**SWEETWATER UNION HIGH SCHOOL DISTRICT  
HUMAN RESOURCE SERVICES DIVISION**

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## **M E M O R A N D U M**

**TO:** Karen Janney, Ed.D., Superintendent  
Jennifer Carbuccia, General Counsel

**FROM:** Sandra C. Huevo, Assistant Superintendent Human Resources

**DATE:** October 21, 2015

**SUBJECT:** ASSETS/ASES POSTING AND STAFFING UPDATE

Human Resources has been asked to confirm that school sites that offer before/after school services to students through After School Education and Safety (ASES) and After School Safety and Enrichment for Teens (ASSETS) programs have met the following expectations:

All available positions were advertised at the school site level and current staff was given priority for the assignments. The site level postings did not include "qualifications" with the intent to discourage/eliminate current employees from consideration

Human Resources advertised positions for the ASES and ASSETS program district wide. The names were provided to school sites that were unable to fill their positions through their site level posting.

Designated District employees have met the requirements under Education Code 45330 to work as Instructional Assistants and Instructional Health Care Assistants.

The following schools have the ASES Program and provide services such as homework and academic support; leadership development; student support groups; and college tours.

Chula Vista Middle  
Castle Park Middle  
Granger Jr. High

Hilltop Middle  
Mar Vista Academy  
Montgomery Middle

National City Middle  
Southwest Middle

*"The Sweetwater Union High School District will fulfill the promise of 100% student success"*

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." *SUHS Board Policy 0410*

The following schools have ASSETS programs and provide services such tutoring; sports; student support groups; and enrichment activities.

Castle Park High	Hilltop High	Mar Vista High
Montgomery High	Olympian High	Palomar High
Southwest High	Sweetwater High	

Each site posted Extra Service Assignments which included services to be provided, work hours, and range based on the identified salary schedule (SEA, SCGA, Office Technical, and Paraprofessionals). Additionally each site posting identified which bargaining unit members would be eligible for the assignment.

On July 24, 2015 Human Resources staff posted for eligibility pools for extended workday assignments. The postings remained open until July 30, 2015. Eligibility pools were created from these postings and each site was provided the list of current employees interested in working specifically at their site. If sites were not able to fill positions with current staff, the Coordinator from the sites contacted employees off of the eligibility list.

Passing of the proficiency exam or at least 48 college units are required of all of the Sweetwater Union High School District Instructional Assistants and Instructional Health Care Assistants. Enrollment in a minimum of six (6) academic semester units and passage of the proficiency exam is required of all of the AVID Tutors.

If you have any questions regarding this personnel matter, please do not hesitate to contact me at 619-585-6010.