

PLEASE POST



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT
OFFICE ASSISTANT

An Equal Opportunity Employer

SALARY:

Step 1: \$3,265 – Step 5: \$3,970 Monthly (based on 40 hrs/wk)

FILING DATE:

District Classified application form, supplemental application and certification of typing speed must be submitted to the Personnel Commission Office prior to **July 22, 2020, 4:30 PM.**

SELECTION PROCEDURE:

This is an **OPEN** recruitment to establish an eligibility list, fill a vacancy and hire substitutes. Substitutes work on an as-needed basis to fill in for absent employees. A permanent eligibility list will be created from this recruitment and will be used to fill permanent vacancies which may occur during the life of the eligibility list.

Positions in this classification can be part-time or full-time, 10 months per year.

The recruitment process will consist of a written examination and an oral technical interview. Testing may occur on a weekly basis. Qualified applicants will be notified by US mail or email.

POSITION INFORMATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function. (See attached for a complete job description.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience including some experience with automated office equipment.

LICENSES AND OTHER REQUIREMENTS:

Certification of typing speed of 35 wpm

*Certification must be **net words per minute for five (5) minutes**, originate from a high school, continuing education, college, business school or local civil service agency, and be dated within two years of the application deadline. No online certificates will be accepted. All typing certificates must be signed and certified by the test administrator. It is the responsibility of the applicant to ensure that all typing certificates meet job posting requirements.*

Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

RECRUITMENT AND SELECTION

APPLICANT PROCEDURE: Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

CONVICTION RECORD: If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

EXAMINATION PROCESS: This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED**. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

NOTIFICATION OF EXAMINATION AND EXAM RESULTS: Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

PROTEST PROCEDURE: A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

ELIGIBILITY LIST: An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

LONGEVITY PREFERENCE: Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

VETERANS PREFERENCE: If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

DISABILITY ACCOMMODATION: By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

TUBERCULOSIS AND /OR PHYSICAL EXAMINATION: As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

RIGHT TO WORK: ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

SAFE DRIVING RECORDS/STANDARDS: An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

OFFICIAL OFFERS OF EMPLOYMENT: Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

BENEFITS: As earned by a regular classified employee working at least 50% or more are as follows:

VACATION AND SICK LEAVE: One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

HOLIDAYS: Thirteen (13) paid holidays per year.

PERSONAL NECESSITY LEAVE: Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

BEREAVEMENT LEAVE: Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

INSURANCE: The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Lincoln Financial Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

PART-TIME EMPLOYEES: Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

RETIREMENT: Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

PROBATIONARY PERIOD: All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

SALARY INCREASES: Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.

DISTINGUISHING CHARACTERISTICS:

Office Assistant incumbents perform a variety of clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Senior Office Assistant incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties including typing, filing, record-keeping, proofreading and processing information. *E*

Provide information and assistance to staff, parents, outside agencies related to students, programs, school activities and functions. *E*

Type letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer work station. *E*

Maintain a variety of logs, records and files related to assigned office; compile information and prepare summaries and reports including attendance and enrollment data. *E*

Distribute various forms and provide information and assistance to students, parents, the public and staff regarding completion. *E*

Answer telephones; take and relay messages; greet students and the public and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as directed. *E*

Operate a variety of office equipment, such as typewriter, calculator, copiers, computer workstation and other machines as required; enter data in a computer work station or microcomputer as assigned. *E*

Provide first aid to ill and injured students as assigned, assist in obtaining emergency healthcare to ill and injured students as needed; contact parents, guardians, nurse or public service agencies in accordance with established guidelines. *E*

Administer medication according to the physician's directed prescription. *E*

Obtain necessary pertinent information to complete accident reports for students and staff. *E*

Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies according to established procedures. *E*

Assure the timely duplication and distribution of a variety of records, reports and other materials as directed. *E*

Schedule appointments, conferences and meetings; maintain various schedules and calendars. *E*

Perform clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources. *E*

Sort and distribute incoming U.S. and intra-District mail. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record storage, retrieval and management systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Basic first aid techniques and procedures.

ABILITY TO:

Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.

Learn and apply laws, rules, regulations involved in assigned clerical activities.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Type at 35 words net per minute from clear copy.

Operate a variety of office equipment including computer work station as required by the assignment.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience including some experience with automated office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment, hearing and speaking to exchange information in person or on the telephone, seeing to proofread documents and typing assignments, and sitting for extended periods of time, bending, pushing, lifting, and moving objects weighing up to 25 pounds.

ADOPTED: April 1994

REVISED: June 1997

Reviewed: January 2000

REVISED: July 2007

REVISED: September 2011



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT

OFFICE ASSISTANT

SUPPLEMENTAL EXAMINATION
(THIS IS CONSIDERED AN EXAMINATION)

NAME: _____

EMAIL: _____

PHONE: _____

Both the standard application form and the supplemental application are **REQUIRED** of all applicants and must be filed in the Personnel Commission office by **July 22, 2020, 4:30 PM**.

1. The following questions have been designed to allow you the opportunity to provide a more detailed description of your knowledge, skills, abilities, background, training and experience as related to the position you are applying for. Please provide detailed responses for each question. Where applicable, responses must include the name of your employer(s), dates of employment where you performed the duty, and the title of your position(s) where you performed the function. Be aware that you are competing in the first phase of the examination process. It is your responsibility to ensure that all information you deem important to your candidacy is included. A resume or referral to a resume in lieu of a response is not acceptable. This supplemental application must be typed or legibly printed. Applicants that submit an illegible or incomplete application will be disqualified from consideration.

CERTIFICATION

I hereby certify that all statements made in this supplemental application are true and complete to the best of my knowledge, and that any misstatement of material facts will subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT: _____ DATE: _____

OFFICE ASSISTANT

SUPPLEMENTAL EXAMINATION
(THIS IS CONSIDERED AN EXAMINATION)

2. Do you possess a high school diploma or GED?

Yes No

3. If you answered "Yes" to the above question, please list the name and location of the high school or institution where you obtained your high school diploma or GED. If you answered "No" to the question above, please write N/A.

4. This position requires one (1) year of increasingly responsible clerical experience including some experience with automated office equipment and software.

How many year(s) of clerical experience do you possess?

I do not have experience in this area.

Less than 1 year

1 year but less than 2 years

2 years but less than 3 years

3 or more years

5. This position requires certification of typing speed of at least 35 wpm. Certification must be net words per minute for five (5) minutes, originate from a high school, continuing education, college, business school or local civil service agency, and be dated within two years.

No online certificates will be accepted. All typing certificates must be signed and certified by the test administrator.

It is the responsibility of the applicant to ensure that all typing certificates meet job posting requirements.

Have you obtained a certification of typing speed that is at least 35 net wpm?

Yes No

6. You must attach a copy of your certification of typing speed prior to **July 22, 2020, 4:30 PM.**

By signing my name below, I confirm that I understand that I must attach my certification of typing speed in order for my application to be accepted.

SIGNATURE: _____

TYPING CERTIFICATES

THE FOLLOWING AGENCIES OFFER TYPING CERTIFICATES. PLEASE CONTACT THE AGENCY FOR MORE INFORMATION AS SERVICES, HOURS AND COSTS MAY CHANGE WITHOUT NOTICE.

CERTIFICATION MUST BE NET WORDS PER MINUTE FOR FIVE (5) MINUTES, ORIGINATE FROM A HIGH SCHOOL CONTINUING EDUCATION, COLLEGE, BUSINESS SCHOOL OR LOCAL CIVIL SERVICE AGENCY, AND BE DATED WITHIN TWO YEARS OF THE APPLICATION DEADLINE. NO ONLINE CERTIFICATES WILL BE ACCEPTED. ALL TYPING CERTIFICATES MUST BE SIGNED AND CERTIFIED BY THE TEST ADMINISTRATOR. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL TYPING CERTIFICATES MEET JOB POSTING REQUIREMENTS.

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| <p>SOUTH BAY ONE-STOP CENTER 801 EAST CARSON ST. SUITE #116, CARSON, CA 90745 CONTACT: RAJAI ALLEN (310) 680-3870 \$0, NO CHARGE PLEASE CALL TO CHECK AVAILABILITY M-TH 8:00 AM – 5:00 PM F 8:00 AM – 4:00 PM (BIWEEKLY)</p> | <p>TORRANCE ONE-STOP CENTER 1220 ENGRACIA AVE., TORRANCE, CA 90501 CONTACT: (310) 680-3830 \$0, NO CHARGE WALK IN M-TH 9:00 AM – 3:00 PM</p> |
| <p>GARDENA ONE-STOP CENTER 16801 S. WESTERN AVE., GARDENA, CA 90247 CONTACT: JESSICA PEREZ (310) 538-7070 \$0, NO CHARGE WALK IN M-TH 8:00 AM – 5:00 PM F 8:00 AM – 4:00 PM (BIWEEKLY)</p> | <p>INGLEWOOD ONE-STOP CENTER 110 S. LA BREA AVE., INGLEWOOD, CA 90301 CONTACT: NORA CORNEJO (310) 680-3700 \$0, NO CHARGE CALL TO MAKE AN APPOINTMENTS T 2:00 PM – 4:00 PM TH 9:00 AM – 12:00 PM</p> |
| <p>DOWNEY ADULT SCHOOL 12340 WOODRUFF AVE., ROOM F-40, DOWNEY, CA 90241 CONTACT: (562) 940-6200 [PRESS 4] \$49, CASH OR CREDIT CARD REGISTER ONLINE: HTTPS://WWW.DAS.EDU/CLASSES/KEYBOARD-CERTIFICATION-TEST-2/ M 7:00 PM – 8:00 PM SAT 10:00 AM – 11:00 AM</p> | <p>ABC ADULT SCHOOL 12254 CUESTA DRIVE, ROOM J, CERRITOS, CA 90703 CONTACT: VANESSA CAMPOS (562) 229-7960 \$20, CASH OR CREDIT CARD WALK IN MAIN OFFICE SEPT-JUNE, M-TH 8:00 AM – 8:00 PM, F 8:00 AM – 4:00 PM</p> |
| <p>CERRITOS CAREER CENTER 10900 E. 183RD ST. SUITE 392, CERRITOS, CA 90703 CONTACT: (562) 402-9336 \$0, NO CHARGE WALK IN M-F 8:00 AM – 4:00 PM</p> | <p>MAXINE WATERS EMPLOYMENT PREPARATION CENTER 10925 SOUTH CENTRAL AVE., LOS ANGELES, CA 90059 CONTACT: (323) 357-7700 \$25, CASH OR CREDIT CARD APPOINTMENT ONLY M-TH 6:00 PM – 8:00 PM SAT 8:00 AM – 12:00 PM https://www.waterstrainingcenter.org/</p> |
| <p>APPLEONE 2401 EAST KATELLA AVE. SUITE 240, ANAHEIM, CA 92806 CONTACT: (714) 634-4631 \$10, CASH APPOINTMENT ONLY M-F 8:00 AM AND 4:00 PM https://www.appleone.com/localoffice.aspx</p> | <p>ONE-STOP CENTER 7077 ORANGEWOOD AVE. SUITE 200, GARDEN GROVE, CA 92841 CONTACT: (714) 241-4900 \$0, NO CHARGE WALK IN M-T 8:00 AM – 5:00 PM W 8:00 AM -7:00 PM TH-F 8:00 AM – 5:00 PM</p> |
| <p>RIO HONDO COLLEGE 3600 WORKMAN MILL ROAD, ROOM B108, WHITTIER, CA 90601 CONTACT: (562) 463-7364 \$0, NO CHARGE APPOINTMENT ONLY M-TH 1:00 PM – 6:00 PM F 9:00 AM – 12:00 PM https://www.riohondo.edu/business/computer-lab/</p> | <p>MONTEBELLO COMMUNITY ADULT SCHOOL 149 N. 21ST STREET, MONTEBELLO, CA 90640 CONTACT: (323) 887-3088 \$10, CASH APPOINTMENT ONLY M-TH 9:00 AM – 11:30 AM, 7:15 PM http://www.sca.montebello.k12.ca.us/adult_School/Contact.html</p> |
| <p>FOOTHILL WORKFORCE DEVELOPMENT BOARD 1207 E. GREEN STREET, PASADENA, CA 91106 CONTACT: (626) 796-5617 \$0, NO CHARGE APPOINTMENT OR WALK IN M-F 9:00 AM – 11:00 AM, 1:00 PM – 3:30 PM https://www.fwibworks.org/</p> | <p>OLYMPIC STAFFING SERVICES 444 E. HUNTINGTON DRIVE, SUITE 101, ARCADIA, CA 91006 CONTACT: (626) 447-3558 \$20, CASH WALK IN M-F 8:00 AM -5:00 PM http://www.olystaffing.com/</p> |
| <p style="text-align: center;">LONG BEACH CITY COLLEGE</p> <p>PACIFIC COAST CAMPUS - 1305 E. PACIFIC COAST HIGHWAY BUILDING AA-206, LONG BEACH, CA 90806</p> <p>LIBERAL ARTS CAMPUS - 4901 E. CARSON ST., BUILDING M-109, LONG BEACH, CA 90808</p> <p style="text-align: center;">CONTACT: (562) 938-4904 \$0, NO CHARGE WALK IN M-TH 12:00 PM – 5:00 PM F 12:00 PM – 2:00 PM SAT 10:00 AM – 1:00 PM *TESTS ARE NOT GIVEN THE FIRST 2 WEEKS OF EACH SEMESTER*</p> | |

TORRANCE UNIFIED SCHOOL DISTRICT DOES NOT ENDORSE ANY OF THE ABOVE-MENTIONED AGENCIES. THIS INFORMATION IS TO BE USED ONLY AS REFERENCE FOR OBTAINING A TYPING CERTIFICATE. APPLICANTS MAY OBTAIN A TYPING CERTIFICATE FROM ANY OTHER REQUISITE SOURCE AS STATED ON THE JOB ANNOUNCEMENT. 04/19

LOS ANGELES COUNTY TESTING SITES

AZUSA ADULT SCHOOL

1134 S. BARRANCA AVE., GLENDORA, CA 91740

CONTACT: (626) 963-6246

\$20, CASH OR CREDIT CARD | WALK IN

W 8:00 AM – 12:00 PM, 6:00 PM – 9:00 PM | F 8:00 AM -12:00 PM

**ALLOWS PRACTICE TESTS ANY TIME BEFORE THEY TAKE THE TEST

**WALKIN BUT THEY CAN CALL FOR OTHER TIMES AVAILABLE.

<https://www.azusaadult.edu/>

ANTELOPE VALLEY COLLEGE

3041 WEST AVE. K, SSV 171, LANCASTER, CA 93536

CONTACT: (661) 722-6300 EXT. 6358

\$15, CASH | WALK IN

M-TH 7:30 AM-5:30 PM | F 7:30 AM – 11:00 AM

**WILL NOT ALL TESTING 15 MINUTES TO CLOSE

<https://www.avc.edu/student-services/assess>

INLAND EMPIRE TESTING SITES

PALM SPRINGS UNIFIED SCHOOL DISTRICT

150 DISTRICT CENTER DRIVE, PALM SPRINGS, CA 92264

CONTACT: (760) 883-2715 EXT. 4805362

\$0, NO CHARGE | APPOINTMENT ONLY

M-F 7:30 AM – 4:00 PM

<https://www.psusd.us/Page/200>